

# Permits & Ulcers

You Don't Have to Get Both!



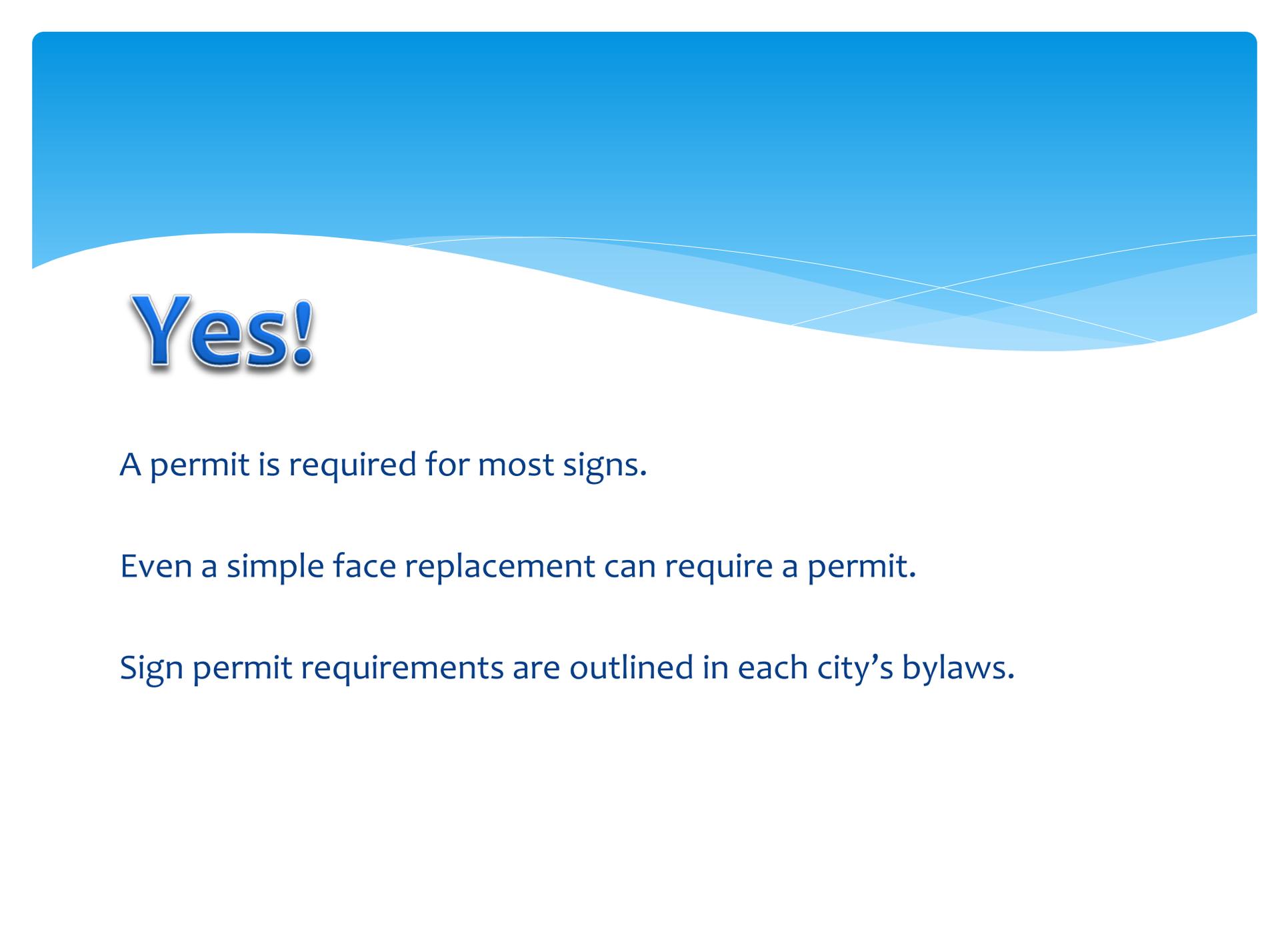
Cy Atkinson  
&  
Dave Atkinson

Five Star Permits

Providing permit services  
to the sign industry  
since 2004

Question 1:

Do we need a sign permit?



# Yes!

A permit is required for most signs.

Even a simple face replacement can require a permit.

Sign permit requirements are outlined in each city's bylaws.

# Here is a partial list of bylaws for the City of Surrey.





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## Regulatory By-Laws

Need dog licensing information? Want to cut down a tree? Putting in a swimming pool? Neighbour too loud? Regulatory bylaws contain information regarding all aspects of living, working, visiting and developing in Surrey.

Bylaws are updated from time to time. Prior versions of regulatory bylaws are available upon request from the City Clerk. Please note that these bylaws may be office consolidations and are provided for your convenience. Every effort has been made to ensure accuracy; however, for legal purposes, please contact the Legislative Services Division for certified versions of the original bylaw and all of its amendments.

### ANIMALS/WILDLIFE

- [1669](#)   Animal Pound
- [2279](#)   Regulation of Fur Farms
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- [7065](#)   Compensation for Animals Injured/Killed by Dogs
- [8369](#)   Sale of Turtles

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- [10538](#)   Sprinkler Regulations for High-Rises
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- [16100](#)   Tree Protection
- [16138](#)   Erosion and Sediment Control
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- [16394](#)   Abandoned & Vacant Properties
- [16610](#)   Stormwater Drainage Regulation & Charges
- [16611](#)   Sanitary Sewer Regulation & Charges
- [17409](#)   Development Application Process
- [17856](#)   Development Cost Charge (in-stream prior to March 15, 2014)
- [17667](#)   District Energy System
- [17686](#)   Rental Premises Standards of Maintenance
- [17850](#)   Building Construction Regulation
- [17988](#)   Waterworks Cross-Connection Control
- [18148](#)   Development Cost Charge

### BUSINESS

- [2076](#)   Store Opening
- [4323](#)   Pool Rooms & Billiard Halls
- [7778](#)   Commercial Vehicle Licensing
- [13183](#)   Second Hand Dealers & Pawnbrokers

- [13622](#)   Sale of Pepper Spray
- [13656](#)   Signage Regulations
- [13680](#)   Business License
- [17410](#)   Medical Marijuana
- [17809](#)   Inter-Municipal Business Licence Fees
- [18018](#)   Inter-Municipal Business Licence Fees
- [18019](#)   Metro-West Inter-Municipal Business Licence Fees

### COMMITTEES, COMMISSIONS & BOARDS

- [11331](#)   Surrey Museum
- [13282](#)   Surrey Heritage Advisory Commission
- [13804](#)   Public Library Facilities Regulation
- [15099](#)   Heritage Sites Financial Assistance
- [17282](#)   Board of Variance

### COMMUNITY

- [2131](#)   Sanitation of Food Establishments
- [3062](#)   Sunday Sports & Entertainment
- [3470](#)   Public Parking Lots
- [4659](#)   Curfew for Children Aged 15 and Under
- [6900](#)   Sunday & Holiday Shopping
- [7044](#)   Noise Control
- [8688](#)   Explicit Content Restrictions for Film and Print
- [10771](#)   Fire Regulations & Public Burning
- [12559](#)   Emergency & Disaster Response
- [12883](#)   Nuisance By-law
- [13007](#)   Highway, Traffic & Parking Regulation
- [13480](#)   Parks, Recreation & Cultural Facilities
- [13610](#)   Vehicles for Hire & Towing Regulation
- [13656](#)   Signage Regulations
- [14360](#)   Late Night Event Restriction
- [14731](#)   Special Events Permit Requirements
- [15039](#)   Methadone Dispensing
- [15059](#)   Regulation of Prostitution Services
- [15454](#)   Sprinkling Regulations
- [15820](#)   Controlled Substance By-law

## This Owen Sound sign bylaw outlines when a sign permit is required

### **Scope**

3. This by-law shall regulate the location, size, number, construction, alteration, repair and maintenance of all Signs on private and public lands within the City.
  4. This by-law does not apply to:
    - a. traffic control devices and Signs Displayed or installed on travelled and non travelled portions of Streets by or for:
      - i. the City;
      - ii. the County of Grey;
      - iii. the Province of Ontario; or
      - iv. the Dominion of Canada;
    - b. Signs required to inform the public of a *Planning Act* application or notices under the Ontario Building Code or Grey Sauble Conservation Authority;
    - c. awnings and Marquees that do not project over a Street except that any Sign thereon shall be subject to the provisions of this by-law;
- Amended by By-law No. 2015-015*
- d. *Signs posted on the interior surface of any window or glass door in any building in any zone or any Sign Displayed in the interior of any building, except in R1, R2, R3, R4 and RS zones and EMD Signs in a C1 zone that are intended primarily for external advertising; or*
  - e. murals conforming to the City's Public Art Policy (AG10).

Question 2:

How long will it take?

Each city has their own way of doing permits.

Most cities handle permits in the order that they are received.

Two to four weeks is common.



Question 3:

Can We Get a Permit Faster?

There are two very helpful things that we can do to get permits more quickly:



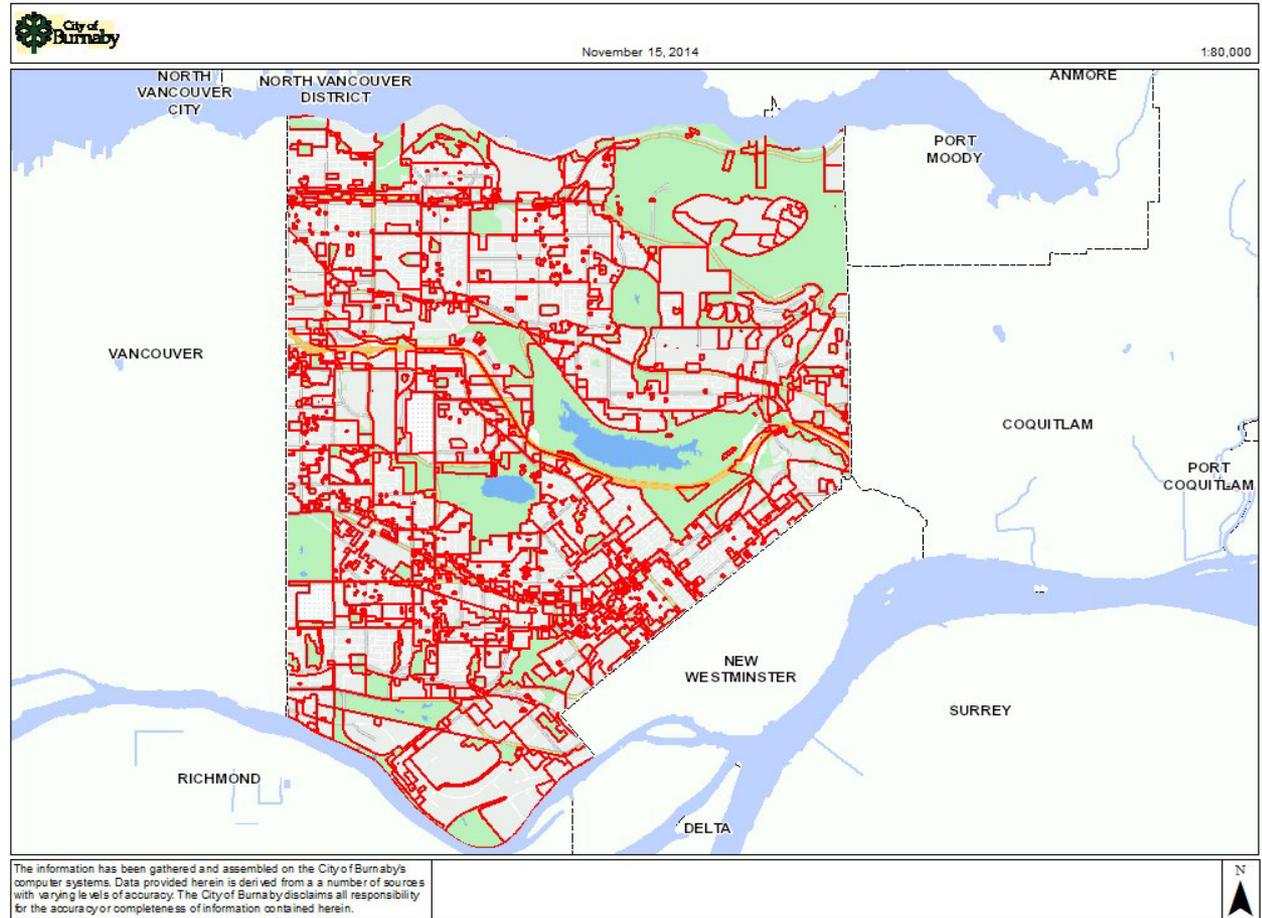
1. Apply for signs that the bylaw allows.
2. Provide all the information required.

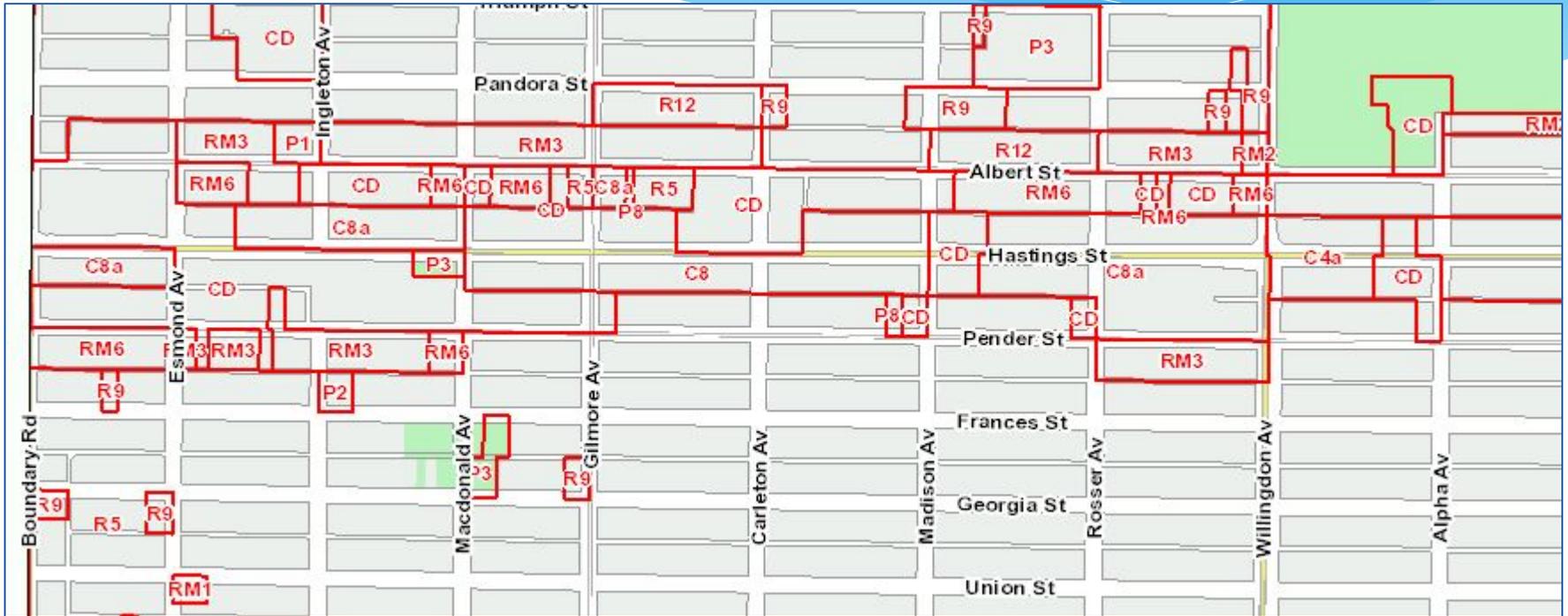
Question 4:

How do we know what  
the bylaw allows?

Often the sign allowance is based on zoning.

The red lines on this Burnaby map show where one zone ends and another begins.



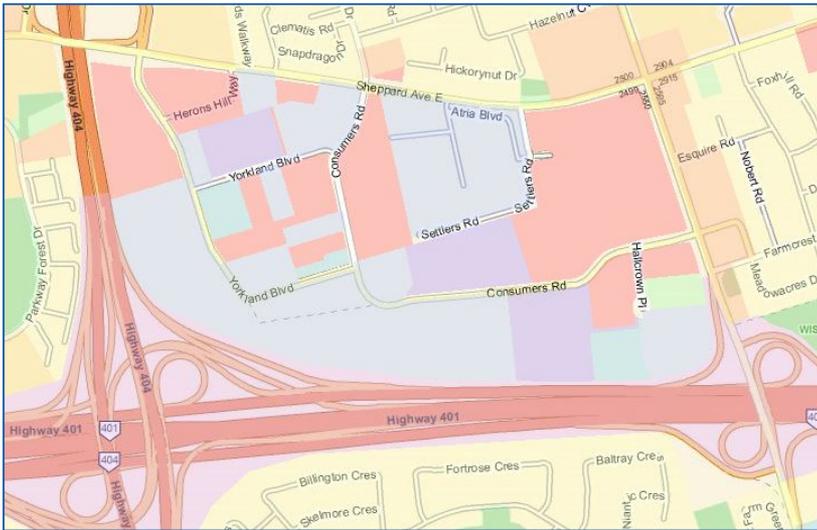


This is a close-up of a small area of Burnaby showing the zone names.

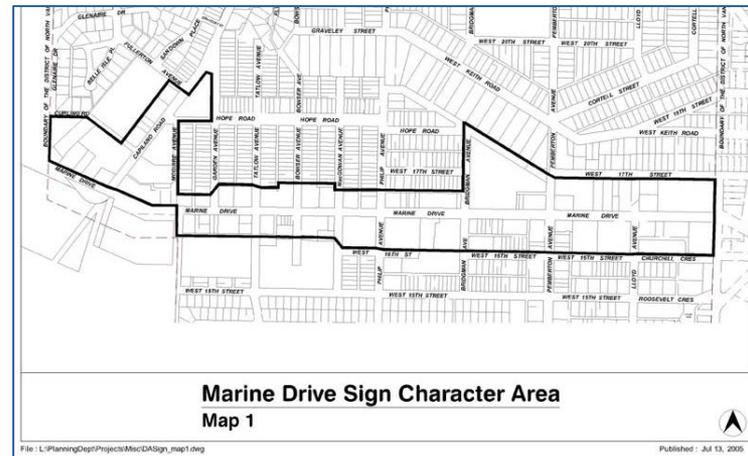
What's allowed in one zone may not be allowed in another.

A zone marked "CD" is Comprehensive Development, and will have a sign allowance specific to that site.

Toronto controls signage through Sign By-law Districts. Each colour block below has a different sign allowance.



In North Vancouver, signage is controlled by “Sign Character Areas” instead of zones.



# This is an example of different sign allowances in the Swift Current bylaw, based on zoning.

## 3.24.18 The height above ground level shall not exceed:

- 3.24.18.1 9.0 metres for the C1, M1, M2 and T1 Districts;
- 3.24.18.2 6.0 metres for the C2 District, and for institutional or commercial uses that are approved as the principal use in a Residential District;
- 3.24.18.3 25.0 metres for the C3 District, or for a primary freestanding sign in the C4 District;
- 3.24.18.4 11.0 metres for a secondary freestanding sign in the C4 District;
- 3.24.18.5 7.6 metres in the UR District;

## 3.24.19 The total sign face area shall not exceed:

- 3.24.19.1 in the C1, M1, M2 and T1 Districts:
  - 3.24.19.1.1 for a single business: 22.0 square metres and no single face on such sign exceeds 11.0 square metres.
  - 3.24.19.1.2 for two businesses: 34.0 square metres and no single face on such sign exceeds 17.0 square metres.
  - 3.24.19.1.3 for three or more businesses: 46.0 square metres and no single face on such sign exceeds 23.0 square metres.
- 3.24.19.2 in the C2 District, and for institutional or commercial uses that are approved as the principal use in a Residential District: 14.0 square metres and no single face on such sign exceeds 7.0 square metres.
- 3.24.19.3 in the C3 District:
  - 3.24.19.3.1 for a single business: 28.0 square metres and no single face on such sign exceeds 14.0 square metres.
  - 3.24.19.3.2 for two businesses: 42.0 square metres and no single face on such sign exceeds 21.0 square metres.
  - 3.24.19.3.3 for three or more businesses: 56.0 square metres and no single face on such sign exceeds 28.0 square metres.

Question 5:

What do we need to  
include with our application?



Each city has its own requirements for the application package.

A typical package includes

- \* Application form
- \* A letter of approval from the property owner
- \* Sign drawings
- \* Building drawings or dimensioned photos
- \* Permit fees

# This is a partial list of requirements for the City of Calgary

## Development Permit Complete Application Requirements

### Freestanding Sign

The following Development Permit Complete Application is necessary to evaluate and provide a timely decision on your application.

Only applications that are complete will be accepted. Plans submitted should be to a professional standard. Accept digital applications. Thank you for your co-operation.

#### All plans submitted must:

- contain a title block with information such as:
  - address and legal description (plan; block; lot)
  - uses, project name, applicant name and contact information
- be sorted into sets:
  - sets should be folded to a size no larger than 430mm x 295mm
  - each set must be stapled or taped together
  - sets may be accordion-pleated, provided they are clearly labeled
- paper size:
  - all plans submitted must be on the same size
  - drawings are clear and legible
  - drawings must be contained on each page (or sheet)
- be clear of any previous approval stamps and markings

The Development Authority may require additional material for proposed development (as stated in Part 2 section 26(3) of the Development Act).

All terms of reference are based on the defined terms in the Development Act.

#### Processing Times and Deemed Refusals

Applicants are advised of their option under the Municipal Act when their application is being refused if the Development Authority does not accept the application. If the application is accepted by the Development Authority, the review timeframe specified by a time extension agreement and Applicant. [Time extension agreements](#) must be completed and signed by the Applicant.

To exercise the "deemed refusal" option, an appeal to the Development Authority must be filed within 14 days of the latest specified date. If an appeal is lost until such time as a decision is rendered by the Development Authority.

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completed by applicant	office use only	Required Items
<input type="radio"/>	<input type="radio"/>	1. A copy of the current Certificate of Occupancy for the site.
<input type="radio"/>	<input type="radio"/>	2. A Letter of Authorization* from the persons having legal or equitable interest in the site.  *You can use this <a href="#">sample letter of authorization</a> but it must contain all the information required.
<input type="radio"/>	<input type="radio"/>	3. Colour Photographs (minimum of 10 photographs) showing: the site and adjacent area; show all other signs on public or private property.
<input type="radio"/>	<input type="radio"/>	4. Development Permit fee (See Fees Schedule).
<input type="radio"/>	<input type="radio"/>	5. Completed <a href="#">Site Contamination Statement</a> .
<input type="radio"/>	<input type="radio"/>	6. Completed <a href="#">Public Tree Disclosure Statement</a> . If Public Trees are identified, one copy of the <a href="#">Public Tree Disclosure Statement</a> must be provided to the City.
<input type="radio"/>	<input type="radio"/>	7. Completed Freestanding Sign Information Form.
<input type="radio"/>	<input type="radio"/>	8. Six (6) copies of Site Plans (1:10 scale) showing: north arrow, pointing to top or left; municipal address (ie, street address); label all elements of plan as existing or proposed.
<input type="radio"/>	<input type="radio"/>	Plot and dimension property lines.
<input type="radio"/>	<input type="radio"/>	Easements, Utility Rights-of-Way (width, depth and location) and label type of easement and right-of-way.
<input type="radio"/>	<input type="radio"/>	Utilities on and adjoining the property: water, storm and sanitary sewer; gas; electrical; cable, telephone.
<input type="radio"/>	<input type="radio"/>	Plot Rights-of-Way setback lines: dimension depth of Rights-of-Way; dimension distance from Rights-of-Way to buildings.
<input type="radio"/>	<input type="radio"/>	Floodway, Flood Fringe and Overlay: dimension distance to buildings indicated on the Floodway/Flood Fringe Overlay Schedule.
<input type="radio"/>	<input type="radio"/>	Adjacent to parcel: City streets, label street names; sidewalks, City and public paths.

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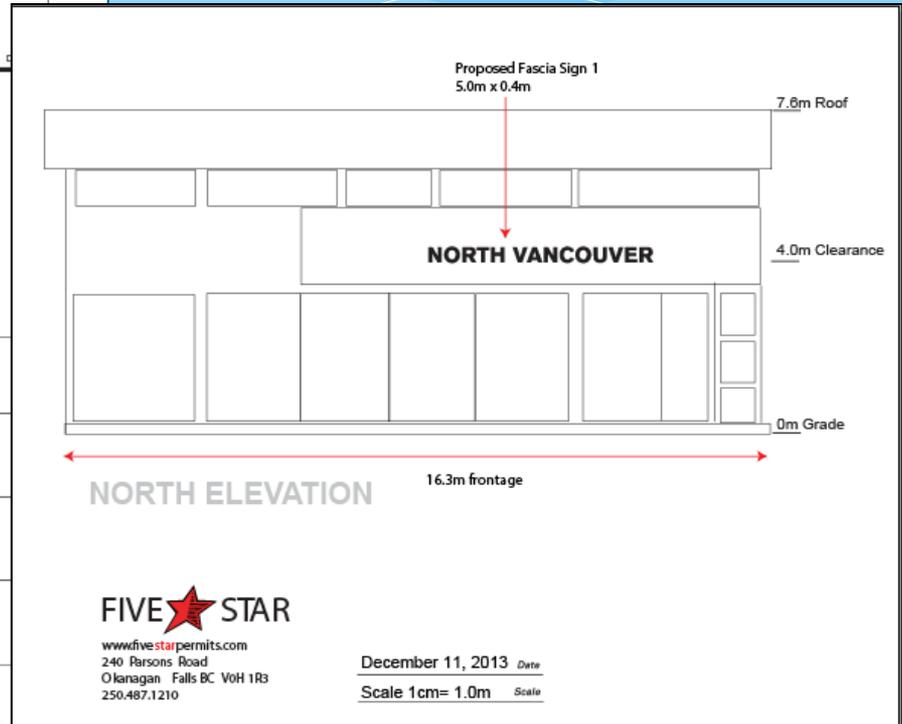
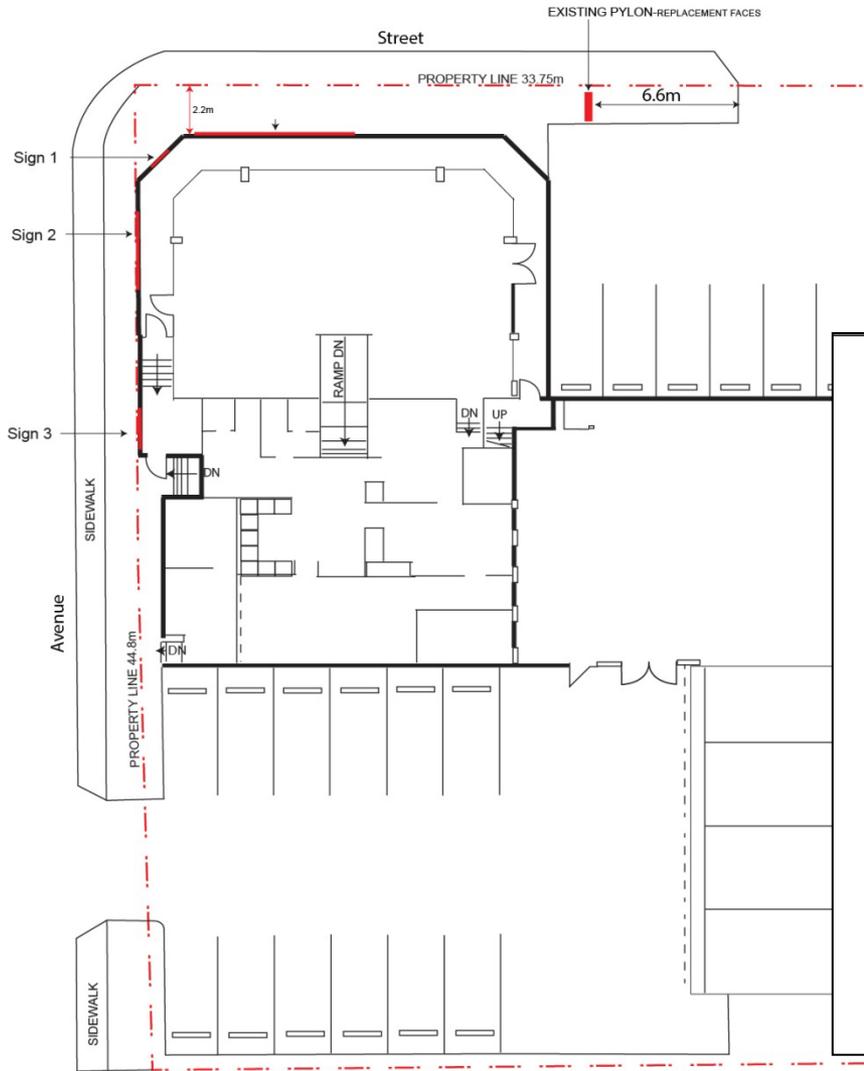
<input type="checkbox"/>	<input type="checkbox"/>	curb cuts, medians and breaks in medians.
<input type="checkbox"/>	<input type="checkbox"/>	Dimension to property line: back of sidewalk and curb; lip of gutter.
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed freestanding sign locations, showing distances to: existing buildings on the site; all third party advertising signs within 75 metres; property lines, sidewalks and curbs; utility poles, boxes, hydrants within 10 metres of the sign; utility rights-of-way and easements within 10 metres; all freestanding signs on the site and within 30 metres of the site.
<input type="radio"/>	<input type="radio"/>	9. Six (6) copies of Sign Drawings (minimum 1:100 or imperial scale, minimum 1/8"=1') showing: municipal address (ie, street address) and legal address (ie, plan/block/lot); label all elements of plan as existing or proposed; copy to be placed on the sign; dimensions of sign and support; overall height of sign (above grade); details of any read-o-graph component; details of illumination if not provided internally; colours and materials of sign structure.
<b>NOTE: Dimensioned photographs will not be accepted as a substitute for elevation and/or sign drawings.</b>		
<input type="radio"/>	<input type="radio"/>	10. If the sign or feature is associated with a fence spanning two or more properties: certificates of title for all properties containing the fence; indicate on required site plans, all driveways on properties containing or adjacent to the fence; in the event that adjacent driveways are hidden, indicate site lines demonstrating that the fence height will not adversely affect traffic safety.
<input type="radio"/>	<input type="radio"/>	Other support information required:
<input type="radio"/>	<input type="radio"/>	11. When the proposal does not comply with council approved policies, bylaw standards or technical guidelines, provide a written planning rationale in support of such deficiencies.

**NOTE: This application does not relieve the owner or the owner's authorized agent from full compliance with the requirements of any federal, provincial or other municipal legislation, or the terms and conditions of any easement, covenant, building scheme or agreement affecting the building or land.**

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Here is an example of the detail required for a site plan and elevation drawing



**FIVE STAR**

www.fivestarpermits.com  
240 Parsons Road  
Okanagan Falls BC V0H 1R3  
250.487.1210

December 11, 2013 *Date*

Scale 1cm= 1.0m *Scale*

**FIVE STAR**

www.fivestarpermits.com  
240 Parsons Road  
Okanagan Falls BC V0H 1R3  
250.487.1210

December 11, 2013 *Date*

Scale 1cm= 2m *Scale*



Question 6:

Why does the business  
across the street get  
more signage?



There are usually one of four reasons why a nearby business can have larger or more signs than you can:

1. Different zoning
2. Approved under a previous version of the bylaw (grandfathered)
3. Has a permit with a variance
4. Does not have a permit

Question 7:

Can I get a variance?



Most cities have a variance or appeal process.

1. Ask for the support of planning staff
2. Demonstrate why you can't conform to the bylaw
3. Outline why the desired sign will benefit your business
4. Illustrate that there will be no adverse affects to surrounding properties

KISS the Panel (Keep It Short & Simple)

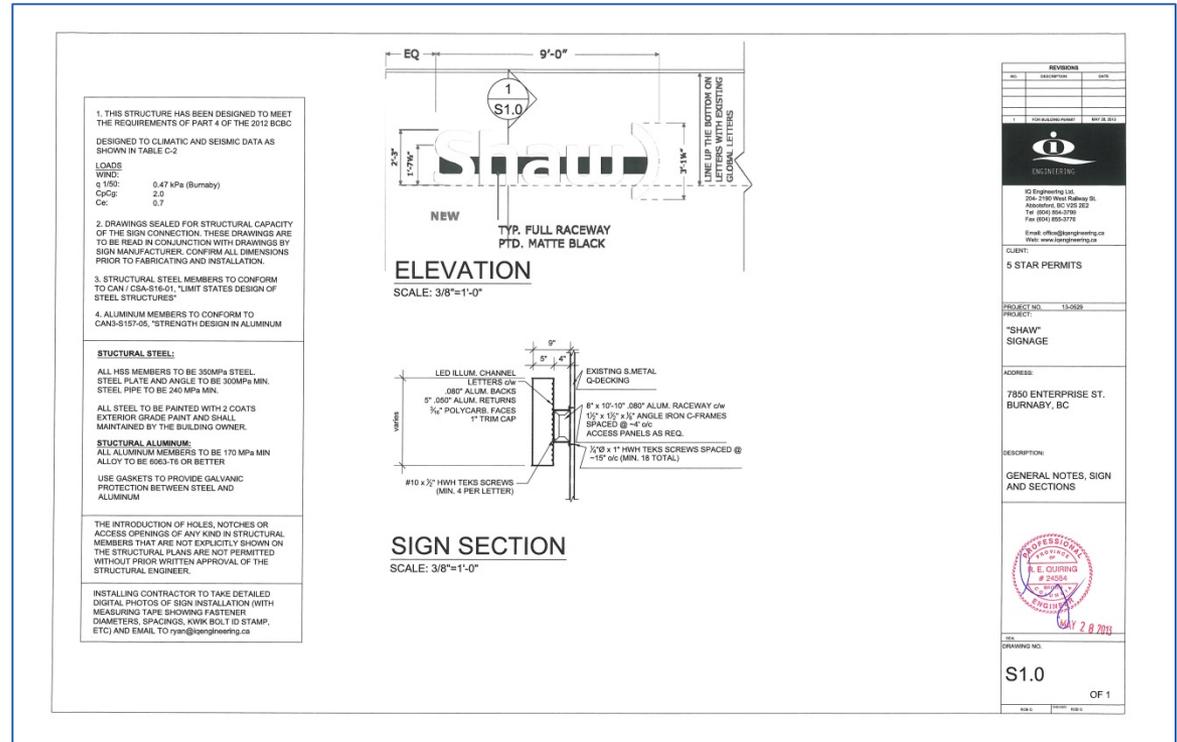
Question 8:

Will I need engineering?

Each city makes its own policy on whether or not engineering is required.

The engineer can design an attachment method for you, or you can provide one for their review.

Signs must be installed according to the engineer's drawings.



Before installation, contact the engineer to confirm what is required for inspections.

During installation, let the engineer know if the site conditions are different than what was expected.

After installation, arrange for final inspection (or provide pictures) for the engineer's sign-off. In BC, the Schedule C is the engineer's assurance to the city that the sign was installed properly.



Question 9:

What do I do after  
I get a permit?

... Almost done ...

After the sign permit is issued:

- Apply for electrical permit

After installation:

- Call for final inspection

### Important Information for Applicant

When you apply, personal information may be collected under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act, Section 642 of the Municipal Government Act and/or Section 63 of the Safety Codes Act. The information will be used to process your application(s), licence(s) and assessment(s) and your name and address of where the development/use is being proposed may be included on reports that are available to the public. If you have any questions on the collection of this information, please contact a service advisor at the Current Planning Service Centre under the number 780-442-5504.

#### ADDITIONAL INFORMATION AND REQUIREMENTS REGARDING DEVELOPMENT PERMITS

1. Obtaining a development permit does not relieve you from responsibility for complying with:
  - a. the requirements of the Alberta Safety Codes Act,
  - b. the Alberta Regulation 204/207 - Safety Codes Act - Permit Regulation,
  - c. the requirements of any other appropriate federal, provincial or municipal legislation,
  - d. the conditions of any caveat, covenant, easement or other instrument affecting a building or land.  
(Refer to Section 5 of the Edmonton Zoning Bylaw, Bylaw No. 12800 as amended.)
2. A development permit will expire in accordance to the provisions of Section 22 of the Edmonton Zoning Bylaw 12800 as amended.
3. Any Development Permit issued is subject to appeal by affected persons
4. When an application or a development permit has been refused by the Development Officer or by the Subdivision and Development Appeal Board, the plans and supporting material forming part of the application will be held for a period of thirty (30) days from the date of the notice of final decision, after which time they may be destroyed unless collected by the applicant.
5. IF YOU WISH TO APPEAL the decision of the Development Officer, you may do so within 14 days of the decision by completing and submitting a form available from the Secretary of the Subdivision and Development Appeal Board, (Phone 780-496-6079), or alternatively by a submission in writing stating the reason for appeal to the Secretary, Subdivision and Development Appeal Board, the Churchill Building, 10019 - 103 Avenue NW, Edmonton, Alberta T5J 0G9. An appeal fee is required and must be submitted with the appeal (confirm the fee requirements with the Board Secretary). For additional information on your right of appeal, please refer to Section 686 of the Municipal Government Act, S.A. 1994, c. M-26.1, as amended.

*NOTE: The City of Edmonton does not conduct independent environmental checks of land within the City. If you are concerned about the stability of this property for any purpose, you should conduct your own tests and reviews. The City of Edmonton, when issuing a development permit, makes no representations and offers no warranties as to the suitability of the property for any purpose or as to the presence or absence of any environmental contaminants on the property.*

7. Officer.(2.2.10.2-Div C-Alberta Building Code 2006 and Standata 06-BCB-002).  
Surface Drainage and Landscaping must comply with the appropriate Bylaws and Acts.

**FOR FURTHER INFORMATION and TO BOOK INSPECTIONS, dial 311 (outside Edmonton: 780-442-5311)**

*NOTE: Neither ...permits nor inspections... relieve the owner of a building from full responsibility for carrying out the construction...in accordance with the...Safety Codes Act" (2.2.9.9-Div C-Alberta Building Code 2006).*

5. approval from the permit issuing office.  
An owner or a contractor shall provide ~~written assurance from the person supervising~~ construction that the construction was in compliance with the requirements of this code and any permits issued (2.2.12.6-Div C - Alberta Building Code 2006).
6. ~~NO BUILDING OR PART THEREOF MAY BE OCCUPIED unless permission is granted by the Building Safety Codes Officer.(2.2.10.2-Div C-Alberta Building Code 2006 and Standata 06-BCB-002).~~
7. Surface Drainage and Landscaping must comply with the appropriate Bylaws and Acts.

**FOR FURTHER INFORMATION and TO BOOK INSPECTIONS, dial 311 (outside Edmonton: 780-442-5311)**

*NOTE: Neither ...permits nor inspections... relieve the owner of a building from full responsibility for carrying out the construction...in accordance with the...Safety Codes Act" (2.2.9.9-Div C-Alberta Building Code 2006).*



Your permit is approved, your sign is installed, your inspection is complete.  
Good job!

Thank you for reviewing this presentation.  
Please contact us if you have any more questions.



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Phone 250.487.1210

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