

**Before you apply:**

- Please visit [Calgary.ca/signs](http://Calgary.ca/signs) and review the following sections:
  - ➔ When is a permit required?
  - ➔ How to apply
  - ➔ Rules
- For help with your drawings, visit [Calgary.ca/drawingstandards](http://Calgary.ca/drawingstandards) for tips and examples
- To estimate your permit fee, visit [Calgary.ca/dpfees](http://Calgary.ca/dpfees)
- Please do not include personal information on plans

**SECTION 1: Application Requirements:**

**Required only if applying in person**

A. [Application Form](#)

B. Completed [Canopy and Projecting Signs Information Form](#)

**SECTION 2: Required Documents** (always required)

C. **A Letter of Authorization** from the registered owner of the land, their agent, or other persons having legal or equitable interest in the parcel. (Please click [here](#) for a sample template)

D. **Colour Photographs**, showing:

- 1 Proposed location of the sign
- 2 The site and adjacent area

**Plans**

**Note:** Dimensioned photographs will not be accepted as a substitute for all drawings

E. One (1) copy of a **Site Plan**, including:  
(preferred scale is Metric 1:100 or Imperial 1/4" = 1'0")

- 1 **North arrow**, pointing to top or left of page
- 2 **Municipal address** (i.e. street address) and legal address (i.e. plan/block/lot)
- 3 All elements of plan labelled as **existing** or **proposed**
- 4 **Plot and dimension property lines**
- 5 **Easements, Utility Rights-Of-Way:**
  - Dimension (width, depth and location) on or abutting the parcel
  - Label type of easement and registration number
- 6 **Utilities on and adjoining the parcel (deep, shallow and overhead):**
  - Water, storm and sanitary sewer
  - Gas, electrical, cable and phone
- 7 **Plot Rights-of-Way setback lines required in Section 53, Table 1:**
  - Dimension depth of Rights-of-Way
  - Dimension distance from Rights-of-Way to building
- 8 **Floodway, Flood Fringe and Overflow:**
  - Indicated on the Floodway/Flood Fringe maps [Section 3 (c) & (d)]
  - Dimension distance to buildings and structures
- 9 **Adjacent to parcel:**

	<ul style="list-style-type: none"> <li>▪ City streets (label street names)</li> <li>▪ Sidewalks, City and public paths (Regional Pathway System)</li> <li>▪ Curb cuts, medians and breaks in medians</li> </ul>
10	<b>Dimension to property line:</b> <ul style="list-style-type: none"> <li>▪ Back of sidewalk and curb</li> <li>▪ Lip of gutter</li> </ul>
11	<b>Location of all:</b> <ul style="list-style-type: none"> <li>▪ Utility poles</li> <li>▪ Guy wires/pole anchors</li> <li>▪ Hydrants, utility fixtures or boxes</li> </ul>
12	<b>Corner parcels only:</b> <ul style="list-style-type: none"> <li>▪ Outline and dimension corner visibility triangle</li> </ul>
13	<b>Proposed sign location(s):</b> <ul style="list-style-type: none"> <li>▪ Dimension to property line(s), sidewalks and curbs</li> <li>▪ Utility poles, boxes, hydrants within 10 metres of the sign</li> <li>▪ Utility right-of-ways and easements within 10 metres of the sign</li> </ul>
<b>F. One (1) copy of Elevation(s) (only for the facades on which the sign is mounted, including),</b> (preferred scale is Metric 1:100 or Imperial ¼" = 1'0")	
1	Municipal address (i.e. street address) and legal address (i.e. plan/block/lot)
2	All elements of plan labelled as <b>existing</b> or <b>proposed</b>
3	Any building on which a sign mounted, showing the eave line of the building, if any, and if the roof line is a one-storey building
4	Location for proposed signs and all existing signs
<b>G. One (1) copy of Sign Drawings, including:</b> (preferred scale is Metric 1:100 or Imperial ¼" = 1'0")	
1	Municipal address (i.e. street address) and legal address (i.e. plan/block/lot)
2	All elements of plan labelled as <b>existing</b> or <b>proposed</b>
3	Copy area
4	Dimensions of sign and support
5	Overall height of sign (above grade)
6	Distance between underside of sign and grade
7	Distance between the nearest edge of building face and sign
8	Means of supporting sign (i.e. guy wires, brackets, bracing)

**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.