

Signs Development and/or Building Permit Application Form

Date: _____

Location of sign

Street number:	Street name:	Unit number:
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Contact information (Provide as much contact information as possible.)

Applicant	Company name:	Contact name:
	Email address:	Phone number:
	Mailing address:	
Property owner	Company name:	Contact name:
	Email address:	Phone number:
	Mailing address:	
Tenant	Company name:	Contact name:
	Email address:	Phone number:
	Mailing address:	
Sign Contractor / Installer	Company name:	Contact name:
	Email address:	Phone number:
	Mailing address:	
Structural Engineer	Company name:	Contact name:
	Email address:	Phone number:
	Mailing address:	

General information

Declared construction value (required): <i>This value is used for statistical purposes and does not affect permit cost.</i>	\$
Is this a special event sign? Note: Special event signs are only permitted in the downtown area.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Engineer seal included? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Imperial <input type="checkbox"/> Metric

Description of work

Engineering requirements

The majority of signs require engineered drawings. Engineering is not typically required in the following scenarios, but there may be exceptions determined by the City:

- Signs not greater than 3.0 m² (32 sq. ft.) in area
- Signs not greater than 1.22 m (4'-0") above grade to the top of the sign
- Signs with individual letters not greater than 0.37 m² (4 sq. ft.) that are not attached to other letters and have independent building attachment
- Face replacement of signs if no other changes are being made

Sign Information (select all that apply)

Note: New, addition or alter free-standing sign applications cannot be combined with any other sign type.

Sign Type	Number of signs	Construction type	Is the sign illuminated?	Is the sign encroaching?	Sign encroachment area (m ²)
Free standing		<input type="checkbox"/> Erect <input type="checkbox"/> Addition <input type="checkbox"/> Alter <input type="checkbox"/> Face replace only	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Fascia		<input type="checkbox"/> Erect <input type="checkbox"/> Face replace only	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Canopy or Awning		<input type="checkbox"/> Erect <input type="checkbox"/> Face replace only	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Projecting		<input type="checkbox"/> Erect <input type="checkbox"/> Addition <input type="checkbox"/> Alter <input type="checkbox"/> Face replace only	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Roof		<input type="checkbox"/> Erect <input type="checkbox"/> Addition <input type="checkbox"/> Alter <input type="checkbox"/> Face replace only	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

The following billboard signs also require a separate Conditional Use application. Refer to the [Development Applications](#) webpage (additional fees will apply).

Fascia – Billboard		<input type="checkbox"/> Erect <input type="checkbox"/> Addition <input type="checkbox"/> Alter	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Projecting – Billboard		<input type="checkbox"/> Erect <input type="checkbox"/> Addition <input type="checkbox"/> Alter	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Free standing – Billboard		<input type="checkbox"/> Erect <input type="checkbox"/> Addition <input type="checkbox"/> Alter	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Is the sign digital? ☐ Yes ☐ No **If yes, select type of digital sign (select one)**

- ☐ **Digital moving copy** means a sign with copy displayed utilizing electronic screens, televisions, computer video monitors, liquid crystal displays, light emitting diode displays, or any other electronic technology where the sign copy is not fixed for a set period of time.
This type of sign is not permitted in any zoning district without variance approval.
- ☐ **Digital reader board** means a changeable copy sign that uses light emitting diodes. Messages are composed of an ordered sequence of alphanumeric characters on a black or dark background.
- ☐ **Digital static copy** means a sign with copy displayed utilizing electronic screens, televisions, computer video monitors, liquid crystal displays, light emitting diode displays, or any other electronic technology where all the sign copy is fixed for a set period of time.
- ☐ **Digital static copy, 24-hour hold** means a sign with copy displayed utilizing electronic screens, televisions, computer video monitors, liquid crystal displays, light emitting diode displays, or any other electronic technology where the sign copy is fixed for 24 hours through the use of a factory preset that is not adjustable to the user and cannot be altered without the assistance of the manufacturer.

Required documentation – one copy, fully dimensioned (select all that apply)

Refer to the [Commercial Permit Resources](#) webpage for document templates.

- ☐ Letter of Authorization for Digital Signs (required for digital signs only) – refer to template
- ☐ Site plan (Building Location Certificate is desirable)
- street/lane locations
 - property lines and location of all buildings
 - distance from the proposed sign to the nearest property line (indicate if you are relocating an existing sign)
 - legal description
- For fascia signs, the following must also be provided on the site plan:
- any sidewalks, pedestrian passageways or public roadways that the proposed sign shall extend over
- For free standing signs, the following must also be provided on the site plan:
- location of any existing freestanding signs on the site and whether the sign is being replaced by the proposed sign or if you are using the existing sign

For projecting signs, the following must also be provided on the site plan:

- any sidewalks, pedestrian passageways or public roadways that the proposed sign shall extend over

Note: A plot plan prepared by a Manitoba Land Surveyor may be requested for projecting signs over City property if the site plan does not accurately show the encroachment.

For digital signs, the following must also be provided on the site plan:

- location of all traffic control devices/signals along the sign's block face
- location to the nearest roadway intersections and all adjacent roadway intersections
- location of the nearest digital sign that is greater than 8 m² (86 sq. ft.)
- location of the nearest off-premises sign
- location of all transit stops and shelters along the block face

☐ Sign detail

- overall dimensions of the sign, including all sign boxes and cabinets
- details and specifications for all connections
- colour, size and shape of the messaging and graphics included on each sign

Note: Colour drawings are desirable and may be requested if additional approvals are required (e.g. variance, plan approval).

☐ Elevations

For signs attached to buildings:

- the location of the sign on the building or structure including the distance from grade to the bottom edge of the sign
- building height and length for the entire elevation upon which the sign is proposed
- the sizes/areas of any and all existing signs that appear on the same elevation
- dimensions and area of any portions of a sign that extend above the wall height
- any sidewalks, pedestrian passageways or public roadways that the proposed sign shall extend over

For free standing signs:

- the overall height and width of the proposed or existing structure
- dimensions of all existing and proposed cabinets on the existing or proposed structure
- the sign copy/message/graphic that is existing and/or proposed for each of the cabinets

Note: Colour drawings are desirable and may be requested if additional approvals are required (e.g. variance, plan approval).

May be required documentation (select all that apply)

☐ Structural drawings (where required, sealed by an engineer)

- construction details and specifications (e.g. cabinet/sign box, sign panels, mechanically moving parts, connections)
- foundation dimensions, depth, reinforcement, concrete type and strength (indicate if using existing foundation instead of new)
- height and location of any photovoltaic cells, solar panels, solar collectors or ancillary equipment used on the sign structure to provide electrical power to the copy area or to illuminate the copy area

☐ Required Professional Designer's Certificate (if structural drawings are provided) – refer to template

Submission options

Submit your application package to the Zoning & Permits Branch using one of the following options:

- Apply online at winnipeg.ca/permitsonline
- Email signpermitapplications@winnipeg.ca (PDF attachment or link to online file transfer)
- One paper copy package – drop off or mail (Unit 31-30 Fort Street, Winnipeg, MB R3C 4X7)

Digital submission requirements

To submit your application via email, provide a separate PDF file, named as indicated, for each of the following groups of documents that are applicable to your application:

- ☐ **PDF 1** Application Forms (Letter of Authorization for Digital Signs)
- ☐ **PDF 2** Site Plan and/or Building Location Certificate
- ☐ **PDF 3** Sign Detail
- ☐ **PDF 4** Elevations
- ☐ **PDF 5** Structural Drawings
- ☐ **PDF 6** Required Professional Designer's Certificate

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