

Signs Development and/or Building Permit Application Form

Date: _____

General information

Address (location of sign):	Tenant name:
Applicant's name:	Contact person(s):
Mailing address:	Telephone:
Email:	
Declared construction value (required):	Construction start date:
Sign to be erected by:	

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

Letter of Authorization for Digital Signs (required for digital signs only)

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

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

For freestanding 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

May be required documentation (select all that apply)

<input type="checkbox"/> Required Professional Designer's Certificate (if structural drawings are provided)
<input type="checkbox"/> Structural drawings (where required, sealed by an engineer) <ul style="list-style-type: none"> • 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

Engineering requirements

The majority of signs require engineered drawings. Engineering is normally not required in the following scenarios, however there may be exceptions as 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

Additional Information (select all that apply)

Sign Type	Existing sign surface area in sq. ft.	Construction type	Is the Sign Encroaching?	Dimensions	
				Vertical	Horizontal
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	Vertical	
				Horizontal	
				Depth	
				Height	
Facia*		<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	Vertical	
				Horizontal	
				Depth	
Canopy or Awning		<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	Vertical	
				Horizontal	
				Depth	
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	Vertical	
				Horizontal	
				Depth	
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	Vertical	
				Horizontal	
				Depth	
Billboard - Fascia		<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	Vertical	
				Horizontal	
				Depth	

Billboard - 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	Vertical	
			Horizontal	
			Depth	
Billboard – 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	Vertical	
			Horizontal	
			Depth	
Special Event Sign Note: Special event signs are only permitted in the downtown area.	<input type="checkbox"/> New <input type="checkbox"/> Face Replace	<input type="checkbox"/> Yes <input type="checkbox"/> No	Vertical	
			Horizontal	
			Depth	

***Is the sign digital? (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.

Submission options

- Submit your application package to Zoning & Permits 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
 - PDF 3** Sign Plans (elevations, structural drawings)
 - PDF 4** Required Professional Designer's Certificate

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