

Sign Permit Information Guide

This guide was developed to assist customers in preparing a Sign Permit Application. Definitions and specific requirements can be found in Building By-Law 4555/87 and Zoning By-law 200/2006.

PREPARATION:

Proposed Sign Type(s):	Applicable Checklist Sections	Associated Documents
Fascia	1 and A	The following material relates to your sign application: <ul style="list-style-type: none"> Winnipeg Building By-Law No. 4555/87 Winnipeg Zoning By-law No. 200/2006 Winnipeg Planning, Development & Building Fees and Charges Permits Online Sign Permit Application Paper Form Zoning & Permits office contact information
Freestanding	1 and B	
Projecting	1 and C	
Digital Static Copy, Digital Moving Copy, Digital Reader Board and/or Digital Static Copy, 24-Hour Hold	1 and A, B or C and D	
Face Replacement	1 and A, B or C	
Sign application submissions are subject to review. Additional information may be required by Zoning Development Officers or Plan Examiners. Signs encroaching onto City property (i.e. projecting signs) will require an Encroachment Agreement and associated fees will apply.		

ADDITIONAL REQUIREMENTS - CHECKLISTS: (Refer to Checklist sections on pages 4-6)

Section 1: Submission Requirements Checklist for all Signs is required for all sign applications. Sections A-D identify additional requirements based on the type of sign.
Only complete sign applications will be accepted.

FEES:

Permit fees must be paid at the time of application. Additional fees may apply to your permit application after review and will be assessed prior to permit issuance.

APPLICATIONS:

Applications may be submitted via [Permits Online](#), in person or by email to the Zoning & Permits office at signpermitapplications@winnipeg.ca.

BUILDING PERMIT AND ENGINEERING EXCEPTIONS:

<p>A Building Permit is required for all signs, with the exception of:</p>	<p>A stamp or seal by a Manitoba Professional Engineer is required for all signs. Exemptions for engineering may apply to signs that:</p>
<ol style="list-style-type: none"> 1. Window signs, unless such signs occupy more than 50% of a window surface (calculated between the mullions) on any façade of the principal building in which case they are treated as a fascia sign. 2. Real estate, construction signs and temporary signs, as long as they comply with section 180 of the Winnipeg Zoning By-law 200/2006. 	<ol style="list-style-type: none"> 1. Are not greater than 3.0 m² (32 sq. ft.) in area. 2. Are not greater than 2.1 m (6'-11") above grade to the top of sign. 3. Have individual letters not greater than 0.37 m² (4 sq. ft.), which are not attached to other letters and have independent building attachment. 4. Are plywood signs not greater than 3.0 m² (32 sq. ft.), which are not attached to other signs and have individual building attachment. 5. Are freestanding signs not more than 2.1 m (6'-11") in height from grade. 6. Face replacement if no other changes are being made.

ELECTRICAL DETAILS:

If the sign is illuminated and requires an electrical connection, **a separate Electrical Permit application is required.**

ADDITIONAL REQUIREMENTS – CHECKLISTS

Please review the following checklists to ensure your application is complete prior to submission.

Section 1 is required for all sign applications. **Sections A-D** identify additional requirements based on the type of sign.

Section 1: Submission Requirements Checklist for all Signs

	1. Municipal Address or Legal Description (where the sign is to be erected)
	2. Applicant's business name, contact name, complete address, telephone number
	3. The name of the business or development where the sign is to be erected
	4. A Building Location Certificate or a well-drawn Site Plan (subject to the approval of the Zoning Development Officer) showing the following:
	a) a north arrow
	b) the property lines and location of any existing or proposed buildings
	c) dimensions of the site (along property lines)
	d) the corresponding street and avenue abutting the site
	e) the location of the proposed sign on the site, dimensioned perpendicularly from the nearest property line
	f) the perpendicular dimension from the building to property line
	g) for off-premises signs, the distance from the proposed sign to the nearest existing off-premises sign
	5. Elevation Drawings or Photographs showing the following:
	a) location of the sign on the building or structure
	b) dimensions of the sign, vertical, horizontal and depth
	c) copy on the sign
	d) the distance from grade to the bottom and top of sign
	6. Detailed Plans bearing seal, signature & date of a Manitoba Professional Engineer, showing the following:
	a) the overall dimensions of the sign, including all sign boxes and cabinets
	b) the member size, type, thickness and grade of material for the poles and cabinet/sign box framing
	c) details/specifications for all connections
	d) the dimensions of any changeable copy, and digital signs panels
	e) any revolving or mechanically moving sign parts
	f) the total height of the sign above grade
	g) foundation dimensions, depth, reinforcement, concrete type and strength
	h) the height and location on the sign structure of any photovoltaic cells, solar panels, or solar collectors and ancillary equipment used on the sign structure to provide electrical power to the copy area or to illuminate the copy area

In addition to the requirements for all signs identified in **Section 1**, the following information (**Sections A-C**) is also required for Fascia, Freestanding, and Projecting Signs. Additional requirements for Digital Signs are identified in **Section D**.

Section A: Additional Requirements for Fascia Signs

	1. A photograph or elevation drawing of each building façade or structure on which a sign is to be erected that shows the building façade for a distance of at least 15.0 m (49 sq. ft.) on either side of the location of the proposed sign.
	2. Detailed plans showing:
	a) the location of the sign on the building or structure
	b) the clearance from grade to the lowest portion of the sign
	c) maximum extension of the sign above the building roof or parapet wall
	d) the distance of the maximum projection of the sign beyond the building wall
	e) any sidewalks, pedestrian passageways, or public roadways that the proposed sign shall extend over
	3. Indicate if you are relocating an existing sign.

Section B: Additional Requirements for Freestanding Signs

	1. A photograph that shows the entire frontage of the site where the sign is proposed.
	2. A Site Plan or Plot Plan which must include:
	a) the exact location of the proposed sign with dimensions, prepared by a surveyor; or a well-drawn site plan is also acceptable
	b) the location of any existing freestanding signs on the site, and whether such sign shall be replaced by the proposed sign
	c) the radial separation distance between the proposed sign and other freestanding signs located on the site and property lines
	3. a) Indicate if you are relocating an existing sign.
	b) Indicate if the foundation is new or existing.

Section C: Additional Requirements for Projecting Signs

	1. A photograph or elevation drawing of each building façade or structure on which a sign is to be erected that shows the building façade for a distance of at least 15.0 m (49 sq. ft.) on either side of the location of the proposed sign.
	2. Detailed plans showing:
	a) the location of the sign on the building or structure
	b) the clearance from grade to the lowest portion of the sign
	c) any sidewalks, pedestrian passageways, or public roadways that the proposed sign shall extend over
	d) the distance the sign projects from the building wall to the furthest edge of the sign (see sample projecting sign on page 2). If the sign encroaches over City property, a plot plan showing the exact amount of encroachment must be submitted and prepared by a Land Surveyor.
	e) the location of any existing projecting signs on the building and whether such sign(s) shall be replaced by the proposed sign
	f) for signs which project beyond the property line, the horizontal distance from the curb to the part of the sign nearest the curb
	g) building height
	h) sign height (from top of building to top of sign)
	3. Indicate if you are relocating an existing sign.

Section D: Additional Requirements for Digital Signs

	1. Complete the Letter of Authorization for digital signs.
	2. Review digital sign requirements listed in section 183.1 (1)(2)(3)(4) of the Winnipeg Zoning By-law 200/2006.
	3. A restricted areas plan for each digital sign face as prescribed by the Winnipeg Zoning By-law 200/2006, containing:
	a) a north arrow
	b) location of the nearest traffic control devices or traffic control signals, and all traffic control devices or traffic control signals along the sign's block face
	c) location of the nearest roadway intersections, and all adjacent roadway intersections
	d) location of the nearest digital sign that is greater than 8 m ² (86 sq. ft.)
	e) location of the nearest off-premises sign
	f) location of all transit stops and shelters along the block face
	4. a) Indicate if you are relocating an existing sign.
	b) Indicate if the foundation is new or existing.