

A development permit is required for most signage installations, to ensure the sign is permitted in the specific land use district, as per our Land Use Bylaw (LUB) 944-19. Installation may not commence until a sign permit is issued.

All forms and supporting documents (listed below) must be submitted at time of application.

- Development Permit Application Form (Attached)
- Consent Form (Attached) (to be Signed by Owner of Commercial Building)

### Development Permit Requirements

- Provide a Coloured Rendering of Proposed Sign Showing:
  - Dimensions of height, width and depth of proposed sign
  - Illumination of proposed sign
- Provide an Elevation View of the Proposed Sign Showing:
  - Location sign is to be installed on building
  - If multiple signs are being installed, please show each location as applicable
- Provide a Site Plan Indicating the Location of Freestanding Sign, if Applicable
  - Required for freestanding or portable signage
- Fees (See Fee Schedule)  
MUST BE PAID AT TIME OF APPLICATION (cheques payable to City of Beaumont)
  - Please note we cannot accept credit card payments at this time

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**Please note:** You may apply for the Commercial Development Permit and Signage Permit as one single permit or in two separate permits.

If you have further questions regarding commercial development permits, please contact us at:  
[development@beaumont.ab.ca](mailto:development@beaumont.ab.ca) | 780-929-8782

Planning & Development  
 5600 - 49 Street  
 Beaumont, AB T4X 1A1  
 780-929-8782  
 development@beaumont.ab.ca

DATE RECEIVED  
OFFICE USE ONLY

DATE PAID  
OFFICE USE ONLY

**Note:**  
 Building, Electrical, Plumbing, and Gas Permits each have their own application forms.

**Property Information**

Street Address: \_\_\_\_\_

Plan: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

**Applicant and Property Owner Information**

Applicant/Contractor Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email (required): \_\_\_\_\_

**Is the Applicant also the Registered Owner?**  Yes (Do not fill out below)  No (Fill out below - written authorization from registered owner required)

Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email (required): \_\_\_\_\_

Proposed Development	Square Footage (m <sup>2</sup> ):
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*Check one of the following:*

Commercial

Industrial

Institutional

Other Non-Residential Use: \_\_\_\_\_

Signage → Provide Construction Value: \_\_\_\_\_  
 (approx. cost of material and labor)

Has work on the above indicated item already commenced?  Yes  No

**Description of Work and Land Usage:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**OFFICE USE ONLY**

Permit Number: \_\_\_\_\_

Building Permit Number: \_\_\_\_\_

Mail  Pick-up

Authorization or ID Received

Land Use District: \_\_\_\_\_

Subdivision: \_\_\_\_\_

Tax Roll: \_\_\_\_\_

Permitted Use

Permitted Use w/ Variance

Discretionary Use

Fees	Receipt #:
Development Permit:	_____
Variance:	_____
Notification Fee:	_____
Business License:	_____
Other:	_____
<b>Total Fees:</b>	_____

**Applicant Authorization**

1. I am the owner/agent with the consent and authority of the owner that is the subject matter of this permit application.
2. I hereby give my consent to allow any authorized person pursuant to the Municipal Government Act Section 542 the right to enter the land and/or building(s) with respect to this application only.
3. I understand this is only an application and does not constitute approval to commence construction.
4. I declare that the information contained in this application is correct and true to the best of my knowledge. I agree
5. I declare that I will notify the Development Authority of any proposed changes to the plans submitted with this application.
6. I consent to receiving notifications & correspondence regarding this application via email to the address provided on this application.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

**Development Permit**

Date Deemed Complete: _____	Date of Decision: _____ (See attached Notice of Decision)
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## DEVELOPMENT / BUILDING PERMIT AUTHORIZATION FORM

### OWNER INFORMATION

I (We), \_\_\_\_\_

(name(s) of Registered Land Owner(s))

being the registered land owners of:

Municipal Address: \_\_\_\_\_ Postal code \_\_\_\_\_

Legal Description: \_\_\_\_\_

Owner Phone number: \_\_\_\_\_

Owner Email: \_\_\_\_\_

Do hereby authorize:

### APPLICANT INFORMATION

Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postal code \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

to make application for the necessary building / development permits required to complete the following project: \_\_\_\_\_

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### For Commercial Only:

**Owner is responsible for all costs associated with water metering changes, including all piping, and removal and/or replacement of water meter(s). Changes are required to water meter (please circle)    Yes                      No**

**If yes, please contact Public Works at 780-929-4300.**

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### ALL REPORTS WILL BE PROVIDED TO OWNER AND APPLICANT

\_\_\_\_\_  
(Print name of Registered Land Owner)

\_\_\_\_\_  
(Print name of Registered Land Owner)

\_\_\_\_\_  
(Signature of Registered Land Owner)

\_\_\_\_\_  
(Signature of Registered Land Owner)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

The personal information requested on this form is being collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. The information collected will be used for the purpose of permit review and inspection processes and may be communicated to relevant City Business Units, utility providers, and Alberta Health Services. It may also be used to conduct ongoing evaluations of services received from City Business Units. The name of the applicant and the nature of the permit will be available to the public. If you have any questions about the collection or use of your personal information, contact the City of Beaumont's FOIP Coordinator at 5600-49th Street, Beaumont, Alberta, T4X 1A1 or 780.929.8782.