

DOCUMENTS AND INFORMATION REQUIRED FOR DEVELOPMENT AND BUILDING PERMITS FOR SIGNS

Required actions and information

One complete paper set and/or electronic version of the documents (.pdf). Electronic documents may be sent to construction@dieppe.ca

- Property owner's name, mailing address, telephone and fax numbers and email address.
- Applicant's or contractor's name, mailing address, telephone and fax numbers and email address. (A land owner declaration form must also be filled out if the applicant is different from the property owner(s)).
- Civic number and street name, or lot number and street name, or Property identification (PID) number(s).
- Cost estimate.

For sign(s) placed on a freestanding structure

(i.e. pylon, sandwich board signs, flag/feather banner signs, etc.)

- Site plan showing the following:
 - Location of existing buildings and structures and the identification of all streets/easements
 - Proposed location of the sign(s)
- Provide drawings/sketches showing the following:
 - Dimensions of the proposed sign(s) on the sign's structure
 - Dimensions of any existing sign(s) on the sign's structures
 - Height from the ground to the top of the sign's structure
 - Indicate if illuminated or an electronic sign (either static changing copy or animated changing copy)
 - Showing content of the sign(s) (this will be reviewed to ensure conformity with the Z-22 bylaw). Additional corporate documents may also be necessary
 - Provide details of the sign structure, foundations and anchoring methods.

NOTE: If the sign exceeds 3 sq. m/32 sq. ft. or exceeds 3 m in height, the sign structure and foundation shall be designed by a professional engineer and the drawings are to include the address of the project and include a signed and dated seal from a professional registered engineer (applicable in their field of expertise) licensed to practise in the province of New Brunswick.

For sign(s) placed on a building

(i.e. front signs, projecting signs, canopy signs)

- Site plan showing the following:
 - Location of existing buildings and structures and the identification of all streets/easements
 - Proposed location of the sign(s)
- Provide drawings/sketches showing the following:
 - Dimensions and location of the proposed sign(s)
 - Dimensions of existing signs on the building
 - Width/length of wall(s) of the building façades
 - Indicate if illuminated (either internally or externally) or electronic signs (either static changing copy or animated changing copy)
 - Showing content of signs (this will be reviewed to ensure conformity with the Z-22 bylaw)
- Signature and payment of the permit application.

Additional documents may be required to complete the permit application.