



## COMMERCIAL SIGN CHECKLIST

Please fill out this checklist to ensure you are submitting all the supporting documentation required for your Sign Permit Application Submission:

PERMIT APPLICATION FORM	
<input type="checkbox"/>	<input type="checkbox"/> <b>Development Permit Application Form</b> - filled out, signed, and dated  <input type="checkbox"/> <b>Sign Permit Application Fee \$40.00 +GST Paid</b> (contact (780) 852-6123 arrange payment)  <input type="checkbox"/> <b>Leaseholder Authorization Letter (if required)</b>
NARRATIVE	
<input type="checkbox"/>	<p><b>Narrative</b> - Paragraph describing your proposed Sign project. Photos of the existing and proposed sign location as any other relevant photos for your proposal are encouraged. This will give the development office both a plain language explanation as well as a visual illustration of your project.</p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>
SIGN PLAN DIMENSIONED (in metres) AND SCALED	
<input type="checkbox"/>	<b>Sign Plan</b> - detailing: sign and lettering dimensions; sign materials; and sign and letter colours and finishings
ELEVATION PLAN DIMENSIONED (in metres) AND SCALED	
<input type="checkbox"/>	<b>Site Plan</b> – demonstrate sign on building façade and / or hanging sign demonstrated perpendicular to façade including: elevation from sidewalk to the bottom of the sign; sign dimensions; distances from other signs; building façade width; and building façade doors and windows.

Electronic copies of the above information should be submitted to the Development Office at [jasperdevelopment@pc.gc.ca](mailto:jasperdevelopment@pc.gc.ca). Hard copies may be submitted at the Parks Canada Administration Office in the Jasper Heritage Railway Station at 607 Connaught Street. Office hours are Monday to Friday, 8:30 am to 4 pm.