

Electrical Sign Permit Application Form

Date: _____

Location of work

Street number:	Street name:	Unit number:
Location of work on-site or within building:		

Contact information (Provide as much contact information as possible.)

Electrical Contractor	Company name:	Licence number:
	Applicant name:	Phone number:
	Email address:	
Tenant	Company name:	Contact name:
	Email address:	Phone number:
	Mailing address:	
Check one (if no related building permit): <input type="checkbox"/> Property owner <input type="checkbox"/> Building owner <input type="checkbox"/> Unit owner <input type="checkbox"/> Owner's delegate	Company name:	Contact name:
	Email address:	Phone number:
	Mailing address:	

General information

Declared Construction Value (required): <i>This value is used for statistical purposes and does not affect permit cost.</i>			
\$			
Related sign permit number:		Is there a change in tenant? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Type of work:	<input type="checkbox"/> Wire new sign <input type="checkbox"/> Sign repair or retrofit		
Quantity of free-standing signs:		Quantity of non-free-standing signs:	
Type of sign(s) (check all that apply)	<input type="checkbox"/> LED <input type="checkbox"/> Neon	<input type="checkbox"/> Fluorescent <input type="checkbox"/> Outline lighting	<input type="checkbox"/> Electronic message center <input type="checkbox"/> Other

Installation details (enter quantities below)

Service & meter connection required? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Energy saving upgrade only? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Panelboards <input type="checkbox"/> Up to 200 A _____ <input type="checkbox"/> 201 to 400 A _____	Transformers <input type="checkbox"/> Under 1 kVA _____ <input type="checkbox"/> 1 kVA to 25 kVA _____ <input type="checkbox"/> Over 25 kVA to 100 kVA _____ <input type="checkbox"/> Over 100 kVA _____	Miscellaneous <input type="checkbox"/> Communication cable installation

Description of work

May be required documentation – one copy

☐ Single line diagram (if service is over 200 amps)

Submission options

Submit your application package to the Zoning & Permits Branch using one of the following options:

- Apply online at winnipeg.ca/permitsonline
- Email ppd-permit@winnipeg.ca
- One paper copy package - drop off or mail (Unit 31 - 30 Fort Street, Winnipeg, MB R3C 4X7)

Digital submission requirements (select all that apply)

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 Form
- ☐ **PDF 2** Electrical Plans (single line diagram)

Your personal information is being collected consistent with the requirements and limitations set out under *The Freedom of Information and Protection of Privacy Act (FIPPA)*. This collection of personal information is authorized by section 36(1)(b) of The FIPPA for permit management and administration. Your information is protected by FIPPA's privacy provisions and will not be used or disclosed for any other purpose, except as authorized by law. Contact the City of Winnipeg's Corporate Access and Privacy Officer by mail (City Clerk's Department, Susan A. Thompson Building, 510 Main Street, Winnipeg MB, R3B 1B9) or by telephone (311) if you have questions about this collection of your personal information.