

## Mobile Signs Development Permit Application Form

Date: \_\_\_\_\_

Use this application to apply for a development permit to install a temporary mobile sign on a property. This application helps ensure mobile signs meet zoning by-law requirements for location, duration, and safety.

**General information:**

Address (location of sign):	Property Owner/Tenant name:
Property Owner/Tenant email:	Applicant's name:
Applicant's email:	Applicant's telephone:
Duration of installation: <input type="checkbox"/> 14 days <input type="checkbox"/> 30 days <input type="checkbox"/> 60 days <input type="checkbox"/> 90 days	Mobile sign contractor:
Start date:	End date:

**Applicant information:**

Mobile signs are subject to the following regulations:

- minimum setback from any and all property lines
- 10 ft. from any entrance/exit driveway
- 65 ft. from any other mobile sign
- electrical connections to comply with the Manitoba Electrical Code
- not permitted on landscaped areas
- no flashing or scintillating lights
- permit must be renewed prior to expiry date
- sign must be removed upon expiry date

**Required documentation:** one copy

Letter of Authorization (not required if owner is the applicant)

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Site plan

- property address, north directional arrow, sign location, all buildings, all roadways (i.e. streets/avenues and back lanes), approaches

**How to apply:****Permits Online (recommended option):**

Apply online at [winnipeg.ca/permitsonline](http://winnipeg.ca/permitsonline).

**By email:**

You can submit digital copies of your application documents to [ppd-zoningapplications@winnipeg.ca](mailto:ppd-zoningapplications@winnipeg.ca).

**By mail, courier or drop off:**

If you're unable to email your application, you can mail, courier or drop off your application package (maximum size of 11" x 17") to Zoning and Permits (Unit 31 – 30 Fort Street, Winnipeg, MB, R3C 4X7). Free customer parking is located in the surface parking lot off Assiniboine Avenue at Garry Street and designated customer parking stalls are available. Please register your vehicle license number with the front desk clerk at the Zoning and Permits office.

**Digital submission requirements:**

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 (Letter of Authorization)

**PDF 2** Site plan

If you have any questions, call Permits Direct Line at **204-986-5140** or email [ppd-zoningapplications@winnipeg.ca](mailto:ppd-zoningapplications@winnipeg.ca) to connect with a Zoning Development Officer.

We are collecting your personal information to manage and administer your application. *The Freedom of Information and Protection of Privacy Act (FIPPA)* section 36(1)(b) allows us to collect it for this purpose, while FIPPA section 44(1)(a) allows us to disclose it. FIPPA gives you privacy rights, and we do not use or share your personal information for any other purpose unless it is authorized by law or with your consent. Contact the City of Winnipeg Corporate Access and Privacy Officer at [FIPPA@winnipeg.ca](mailto:FIPPA@winnipeg.ca) or dial 311 if you have questions about this collection of your personal information.