



City of  
Burnaby  
Planning and Development Department  
4949 Canada Way, Burnaby, BC V5G 1M2  
Phone: 604-294-7400  
E-Mail: [planning@burnaby.ca](mailto:planning@burnaby.ca)

# ELECTRICAL PERMIT APPLICATION FOR OUTDOOR SIGNS

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

Customer Service Assistant: \_\_\_\_\_

This application must be completed in its entirety. If any fields are not complete, the application WILL NOT be processed.

For all applications received via e-mail an invoice will be e-mailed to the contractor and payment can be made online at: <https://invoices.burnaby.ca/>

## Section 1: Property Information

<b>BUILDING PERMIT:</b> BLD	<b>ELE</b> (Office Use Only)
<b>SITE ADDRESS:</b>	<b>UNIT #</b>
<b>TENANT NAME:</b>	
<b>PROJECT DESCRIPTION:</b>	

## Section 2: Contractor Information

<b>COMPANY NAME:</b>		
<b>ADDRESS:</b>	<b>CITY:</b>	<b>POSTAL CODE:</b>
<b>PHONE NUMBER:</b>	<b>E-MAIL:</b>	
<b>BUSINESS LICENSE:</b> (Burnaby or IMBL)	<b>TECHNICAL SAFETY BC LICENSE:</b> LEL	
<b>COMPANY FSR NAME:</b>	<b>FSR NUMBER:</b> CELO	<b>FSR CLASS:</b>
<b>PHONE NUMBER:</b>	<b>E-MAIL:</b>	
<b>SITE FSR NAME:</b>	<b>FSR NUMBER:</b> CELO	<b>FSR CLASS:</b>
<b>PHONE NUMBER:</b>	<b>E-MAIL:</b>	

## Section 3: Outdoor Signs

<input type="checkbox"/> Outdoor Sign - Connection ONLY		<b>Job Value:</b> \$
<b>NOTE: A building permit is required.</b>		
For more information please review <a href="#">A Guide to the City Approvals Process in Burnaby Sign Permit Application</a>		
*A separate electrical permit may be required for branch circuits wiring to outdoor sign locations.		
<b>Flourescent/LED (# of Circuits)</b>		<b>Neon (# of Transformers)</b>
<b>New:</b>		<b>New:</b>
<b>Existing:</b>		<b>Existing:</b>

I hereby declare that the Provincial licence and/or certification is in effect and valid and that all other information contained in this application is accurate. I acknowledge that the City is relying on this declaration for issuance of permit. I further confirm that all work performed under this permit shall be done in accordance with all applicable City of Burnaby Bylaws and Provincial Regulations.

Personal information collected on this form is in accordance with s. 26(c) of the Freedom of Information and Protection of Privacy Act (RSBC 1996) for permitting purposes. Please be advised that permits are considered public records that are available in various City publications or disclosed through information requests. For questions regarding the collection, use and disclosure of personal information please contact the FOI Administrator at [FOI@burnaby.ca](mailto:FOI@burnaby.ca) or by calling 604-294-7944 or in person at City Hall at 4949 Canada Way, Burnaby.

Print Name

Signature

Date