



City of Burnaby
 Building Division, Planning and Development Department
 4949 Canada Way, Burnaby, BC V5G 1M2
 Phone: 604-294-7130 Fax: 604-294-7986
 E-Mail: Permits@Burnaby.ca



ELECTRICAL PERMIT APPLICATION FOR INDOOR AND 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 online, via e-mail, faxed or 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

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

Section 2: Contractor Information

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

Section 3: Indoor Signs (Processed by the Building Division)



<input type="checkbox"/> Indoor Sign - Connection ONLY		Job Value: \$
<input type="checkbox"/> Indoor Sign – Installation and Connection		Text of Sign(s):
Flourescent/LED (# of Circuits)	Neon (# of Transformers)	
New:	New:	
Existing:	Existing:	
<input type="checkbox"/> Branch Circuit for Sign (bring power to sign ONLY)		Job Value: \$
NOTE: A separate electrical permit may be required for branch circuit wiring to both outdoor and indoor sign locations.		

Section 4: Outdoor Signs (Processed by the Planning Department)



<input type="checkbox"/> Outdoor Sign - Connection ONLY		Job Value: \$
Flourescent/LED (# of Circuits)	Neon (# of Transformers)	NOTE: A building permit is required. A separate electrical permit may be required for branch circuit wiring to both outdoor and indoor sign locations.
New:	New:	
Existing:	Existing:	

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 or by calling 604-294-7944 or in person at City Hall at 4949 Canada Way, Burnaby.

Print Name

Signature

Date