

Application/Permit Process for Private Formatted Signs

Check mark	Steps to Follow
✓	<p style="text-align: center;">Eligible for a Sign?</p> <ul style="list-style-type: none"> • Consult "Eligibility Criteria" information. Do you qualify? • If yes, please proceed with process.
	<p style="text-align: center;">Determine Location(s)</p> <ul style="list-style-type: none"> • Research desired locations and note coordinates, closest highways, exit numbers etc. • Obtain permission from landowner
	<p style="text-align: center;">Apply to DTI</p> <ul style="list-style-type: none"> • Complete the "Private Commercial Signage Permit Application" form online and submit with the fee for permit approval. Final Approval will not be granted until the sign face design is approved by DTI
	<p style="text-align: center;">Sign Design</p> <ul style="list-style-type: none"> • Select a sign manufacturer to design, manufacture & install the formatted sign. • Consult "Formatted Sign Templates and Specifications".
	<p style="text-align: center;">Apply to DTI</p> <ul style="list-style-type: none"> • Submit completed "Formatted Sign Design Application" form. It must be completed in full or it will be returned. Design must be submitted in color and electronically. • Email the form and sign design to commercial.signs@gnb.ca • There is no fee associated with this submission.
	<p style="text-align: center;">Approval by DTI</p> <ul style="list-style-type: none"> • DTI is responsible for approving the design and location of the sign before the sign is fabricated. • DTI can approve, reject or return an application for more information. • A building permit may be required from the "Local Planning Commission". As well, the applicant is advised there may be other requirements in other Acts, Regulations, bylaws, etc., that must be met prior to installation of the commercial sign. It is the applicant's responsibility to ensure that these other requirements are met.

Questions or Concerns? Please email commercial.signs@gnb.ca