
BULLETIN 2005-006-EL/AD

Revised January 19, 2015

PERMITTING AND INSPECTION OF ELECTRICALLY CONNECTED SIGNS
(CLARIFICATION OF SECTIONS 13 AND 14 OF THE CITY OF VANCOUVER SIGN BY-LAW)

This Bulletin clarifies the application of Sign By-law requirements with respect to permitting and inspection of electrical work related to the interconnection of electrical components of a field assembled sign.

This Bulletin also explains permitting and inspection requirements of the Electrical By-law for the power supply connection to any permanently connected sign.

Section 13.1(b) of the Sign By-law mandates a permit fee "for each sign requiring an electrical connection". The intent of this Clause is to mandate a separate fee for any electrical work associated with interconnection of electrical components of a sign when such sign is assembled in the field.

If a sign contractor is qualified to do this field installation of the sign electrical components (i.e. the sign contractor possesses the necessary electrical certificate), then the sign permit issued to the sign contractor also incorporates provision for this electrical work fee as indicated in section 13.1(b) is charged to the sign contractor in addition to the fee applied under Section 13.1(a)].

Note: this electrical work may include, but is not limited to the following:

1. interconnection of neon sign tubing or outline lighting with applicable transformers, switches, timers, relays, sequencing devices, etc.;
2. installation of approved high voltage cables and sleeving;
3. bonding of all metal parts of the sign assembly;
4. installation of the sign disconnecting means integral with the sign installation and suitable for the applicable location (e.g., outdoor, etc.).

If, however, the sign contractor is not qualified to do electrical work (does not hold an acceptable certificate of electrical qualification), then a separate electrical contractor must be named on the sign permit application form for the purpose of electrical work for the electrical interconnection of the sign components as stated above. Permit fee for this electrical work is set out in accordance with the provision of Section 13.1(b) of the Sign By-Law.

Upon completion of the field assembly and prior to a request for an electrical inspection, the sign contractor or the electrical contractor responsible for interconnection of all electrical components of a field assembled sign must make arrangements for approval of the complete sign field assembly.

- Notes: (1) A letter of commitment to make the complete sign assembly "approved" must be submitted with a sign permit application (see attachment "A");
- (2) Evidence of this field approval must be displayed on the sign in conformance with Sections 14.1.2 and 14.1.3 of the Sign By-law and in accordance with Rules 2-024 and 2-100 of the CEC, Part I. (City of Vancouver Electrical By-Law).

A separate electrical permit must be obtained for the permanent power supply connection to the sign. This permit may be issued only to an electrical contractor. The permit fee for electrical connection is based on applicable provisions of the City Electrical By-Law (see attachment "B").

Warning: A sign installation shall not be energized until the sign or outline lighting and a power supply connection to the sign or outline lighting are inspected and accepted by an Electrical Safety Officer/District Electrical Inspector.

**PERMITTING AND INSPECTION OF ELECTRICALLY CONNECTED SIGNS
(CLARIFICATION OF SECTIONS 13 AND 14 OF THE CITY OF VANCOUVER SIGN BY-LAW)**

Notes:

- a. Power supply connection must be terminated at the sign disconnecting means indicated in Note 4 above.
- b. Where it is impracticable to provide the disconnecting means integral with the sign or outline lighting, the sign disconnecting means must be capable of being locked in the open position, must be labelled in a conspicuous, legible and permanent manner identifying it as the sign disconnecting means, and must be accessible to the qualified personnel responsible for sign maintenance.

(Original signed by)

(Original signed by)

W. White
MANAGER, TRADES INSPECTION
DEPUTY CITY ELECTRICIAN

P. Ryan, M.Sc., P.Eng.
CHIEF BUILDING OFFICIAL
DIRECTOR, BUILDING CODE & POLICY

Attachments "A" and "B"

Attachment "A" to Bulletin 2005-006-EL/AD

Letter of Commitment to make the complete sign assembly (electrically interconnected in the field) "approved" in accordance with the Canadian Electrical Code Part I.

Notes:

1. This letter must be submitted with a sign permit application by each electrical contractor involved in installation and interconnection of electrical components of the field assembled sign.
2. Approval of the sign assembly may be accomplished by certification of the assembly to the CSA safety standard C22.2 No 207 or by a field evaluation (Special Inspection) to the available field evaluation/SI program. "Approved" assembly must bear a certification monogram or SI Label.

City Electrician
453 W. 12th Avenue
Vancouver, BC V5Y 1V4

Date: _____
(YY MM DD)

Dear Sir:

Re:

Address of installation: _____

Sign Permit/Electrical Permit #: _____
(To be completed by a sign permit officer)

The undersigned hereby gives assurance that upon completion of the installation and interconnection of electrical components of the field assembled sign as described in Bulletin 2005-006-EL/AD:

- a) the entire electrically connected sign assembly will be made "approved" in accordance with the CE Code, Part I by means of certification or field inspection, and
- b) a certification monogram or SI Label will be affixed to the assembly prior to a connection of the sign to the power supply.
- c)

FSR#: _____

FSR Name: _____

Signature: _____

Address: _____

Telephone: _____

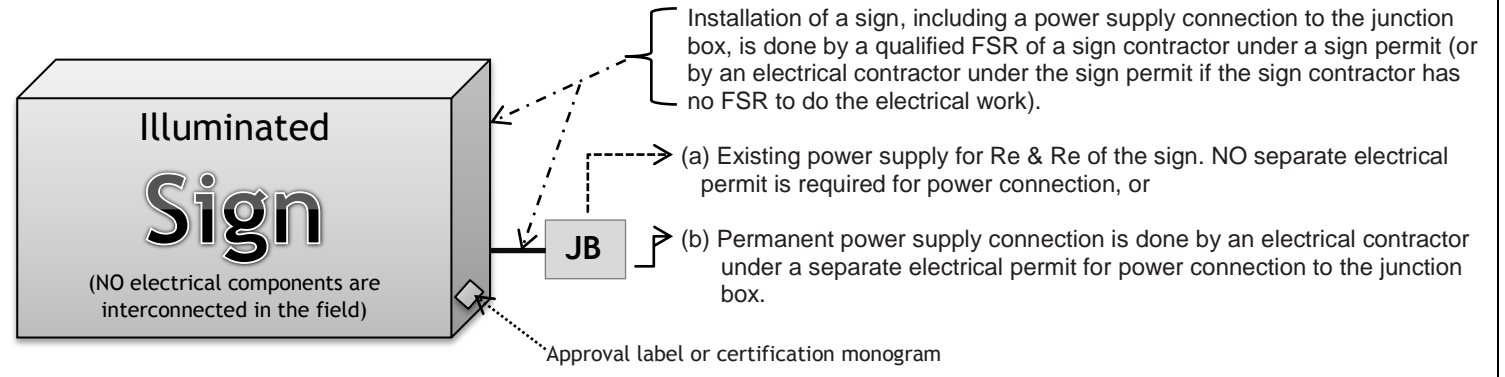
Fax: _____

email: _____

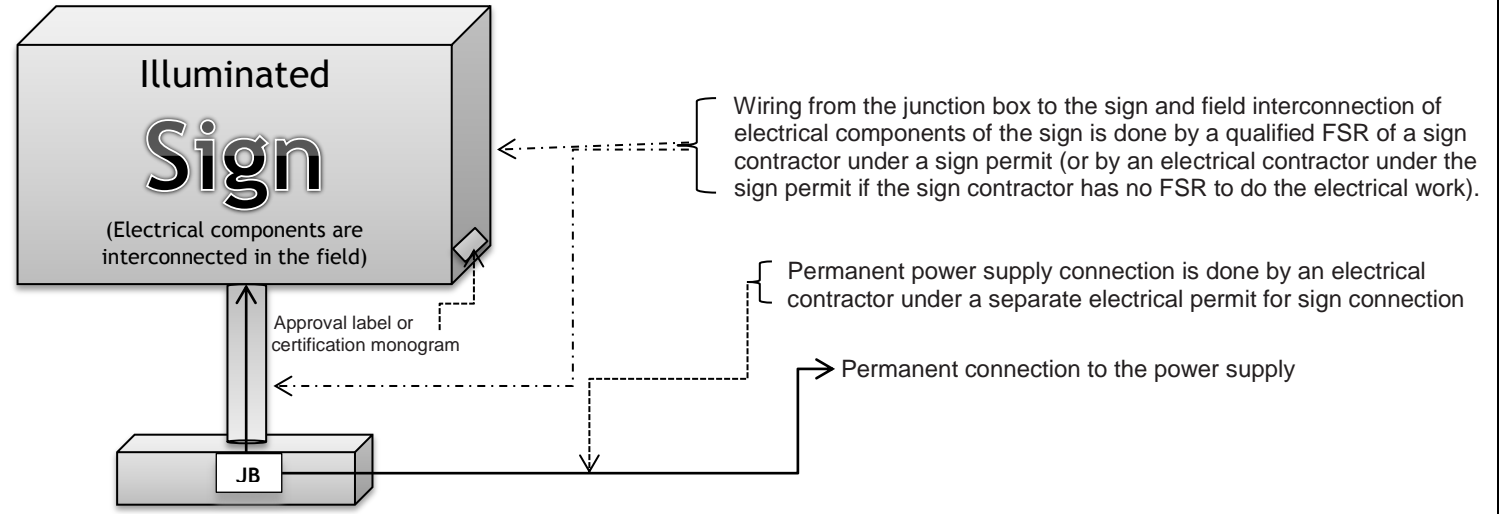
Company: _____

Attachment “B” to Bulletin 2005-006-EL/AD (Examples of an “approved” sign and permit requirements)

Example 1: STAND-ALONE (factory manufactured) FACIA SIGN



Example 2: FIELD ASSEMBLED FREE STANDING ILLUMINATED SIGN



Example 3: FIELD ASSEMBLED & INTERCONNECTED SIGNAGE/OUTLINE LIGHTING

