

**Application Form**  
**PERMANENT SIGN PERMIT APPLICATION**  
*required under Zoning Bylaw No. 8770*

**Applicant Information**

**PERMIT NO.:** \_\_\_\_\_

**Name of Applicant:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

Unit #    Street #    Street Name & Direction    City    Province    Postal Code

**Phone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Permit to be sent to:** (if different from above)

**Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

Unit #    Street #    Street Name & Direction    City    Province    Postal Code

**Email Address:** \_\_\_\_\_

**Sign Information**

I hereby apply for the following type of Permanent Sign with the following characteristics:

**TYPE OF WORK:**    ☐ New Sign    ☐ Relocation    ☐ Renovation    ☐ Replacement

**SIGN TYPE:**

**SIGN CHARACTERISTICS:** (Check all that apply)

- |   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> Wall                   | <input type="checkbox"/> Billboard                          | <input type="checkbox"/> Electrified           | <input type="checkbox"/> Awning (flexible material)         |
| <input type="checkbox"/> Freestanding           | <input type="checkbox"/> Superboard (>23.23m <sup>2</sup> ) | <input type="checkbox"/> Non-electrified       | <input type="checkbox"/> Portable                           |
| <input type="checkbox"/> Secondary Freestanding | <input type="checkbox"/> Laser Projected                    | <input type="checkbox"/> Indirect illumination | <input type="checkbox"/> Projecting                         |
| <input type="checkbox"/> Tenant Panel           | <input type="checkbox"/> Roof                               | <input type="checkbox"/> Internal illumination | <input type="checkbox"/> Overhanging Public Property        |
| <input type="checkbox"/> Banner                 | <input type="checkbox"/> Permanent Portable                 | <input type="checkbox"/> Direct illumination   | <input type="checkbox"/> Offsite (3 <sup>rd</sup> party ad) |
| <input type="checkbox"/> Canopy                 | <input type="checkbox"/> Mobile EMC                         | <input type="checkbox"/> Animated              | <input type="checkbox"/> Electronic Message Centre          |
|   |   | <input type="checkbox"/> Rotating              | <input type="checkbox"/> Lettering (e.g. window lettering)  |

**Sign Message:** \_\_\_\_\_

**Sign Location (Civic Address):** \_\_\_\_\_

Unit #    Street #    Street Name & Direction    City    Province

**Business Proprietor:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**How many faces will the sign have?** \_\_\_\_\_

**Horizontal Length of Sign:** \_\_\_\_\_ **Vertical Length of Sign:** \_\_\_\_\_

**Thickness of Sign:** \_\_\_\_\_ **Weight of Sign:** \_\_\_\_\_

**Single Sign Face Area:** \_\_\_\_\_ **Copy Area:** \_\_\_\_\_

**Top of Sign Height from Grade:** \_\_\_\_\_ **Sign Clearance from Grade:** \_\_\_\_\_

from Roof: \_\_\_\_\_ from Roof: \_\_\_\_\_

**Will the Sign project beyond property line?**    ☐ Yes    ☐ No    **If Yes, how far?** \_\_\_\_\_

## Manufacturer Information

Sign Manufacturer: \_\_\_\_\_

Sign Installer: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### THIS SECTION APPLIES TO WALL SIGNS ONLY:

Wall Sign to be located on:

☐ Primary Building Face

☐ Secondary Building Face

Note: See Zoning Bylaw for definitions

Direction Facing (please check one):

☐ NORTH

☐ SOUTH

☐ EAST

☐ WEST

## Attachments

Please ensure the following has been completed, if applicable:

- |                             |  |  |
|-----------------------------|--|--|
| 1. Application Fee:         | Permit Fees are as follows:<br><input type="checkbox"/> Application Fee is <b>\$125</b> for signs located in the R1, R1A, R1B, R2, R2A, RMHC, RMHL, RMTN, RMTN1, RM1, RM2, RM3, RM4, RM5, M1, M2, M3, M4, B1A, B1B and B1 Zoning Districts<br><input type="checkbox"/> Application Fee is <b>\$290</b> for signs located in the B2, B3, B4, B4A, B5, B5C, B6, IL1, IL2, IL3, IH, IH2, IB, AG, FUD, APD, AM, RA1, MX1, DCD1, DCD2, DCD3, DCD4, DCD5 and DCD6 Zoning Districts<br><input type="checkbox"/> Digital Signs have an Application Fee of <b>\$800</b> in all Zoning Districts | <input type="checkbox"/> Fee Attached  |
| 2. Additional Fee:          | If sign overhangs public property by more than 0.3 metres, a one-time <b>\$200</b> fee will be charged.  | <input type="checkbox"/> Fee Attached  |
| 3. Detailed Drawing of Sign | I have enclosed the drawing which includes the sign dimensions.  | <input type="checkbox"/> Copy Attached |
| 4. Detailed Site Plan       | I have enclosed a detailed site plan showing all property lines, site and curb dimensions, including the location of sign(s).  | <input type="checkbox"/> Copy Attached |

## Declaration of Applicant/Agent

I hereby certify that all the above statements contained within this application are true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of *The Canada Evidence Act*.

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
Date

Most sign permits are issued within 15 to 20 working days from date of application.

Billboards (including digital billboards) may require 20 to 25 days to complete. For more information please call (306) 975-2684.

Cash Receipt No.: _____ Amount Paid: _____ Cheque No.: _____	
<b>APPROVALS (initials):</b>  Development Review: _____ Transportation & Utilities: _____ Building Standards: _____ SaskPower/SL&P: _____ Business Licensing: _____	<b>Date:</b> _____  <b>Zoning Check Approval:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Zoning District:</b> _____ <b>Sign Group:</b> _____ <b>Boulevard Dim:</b> _____ <b>Curb to Sign Edge:</b> _____ <b>Comments:</b> _____ _____