

## Information Required to Apply for a Sign Permit

A completed application form, including:

- Name and Address of Applicant
- Sign Type, Message & Location
- Sign Manufacturer Information
- Detailed Site Plan
- Detailed Drawing of Sign

### Sign Permit Fees

**\$100** - for signs located in **Sign Groups 1, 2 and 3**

**\$225** - for signs located in **Sign Groups 4 and 5**

**\$750** – for digital signs

For a listing of Zoning Districts contained within each Sign Group, see Zoning Bylaw 8770: Appendix A – Sign Regulations or contact Community Standards.

An additional \$150 fee is required if the sign overhangs public property by more than 0.3 metres.

### Publications of Interest

If you are interested in applying for a Sign Permit, you may want to review the following City of Saskatoon publications, available from Community Standards, 3<sup>rd</sup> Floor, City Hall, or online at [www.saskatoon.ca](http://www.saskatoon.ca):

Zoning Bylaw 8770: Appendix A – Sign Regulations

Procedures/Requirements for:

Development Appeals

The Use of Portable Signs

Election Signs

Permanent Sign Application Form



For more information contact:

Community Services Department  
Community Standards  
222 3<sup>rd</sup> Avenue North  
Saskatoon SK S7K 0J5

Phone: (306) 975-2645

Fax: (306) 975-7712

Website: [www.saskatoon.ca](http://www.saskatoon.ca)

Email: [bylaw.compliance@saskatoon.ca](mailto:bylaw.compliance@saskatoon.ca)

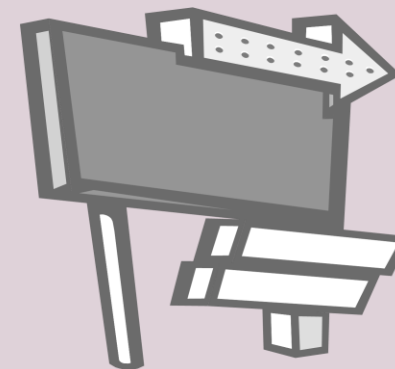
### Office Hours

Monday - Friday, 8:00 a.m. to 5:00 p.m.



January 2018

## Sign Permits



# Sign Permits

The City of Saskatoon regulates the use of all forms of signs in Saskatoon for safety and aesthetic reasons. The goal is to ensure that the use and placement of signs does not create a hazard for pedestrians or motorists, that signs are well maintained and that the number of signs does not affect the attractiveness of the city.

## What Signs Require a Permit?

The Zoning Bylaw requires that all wall, roof, canopy, banner, billboard, freestanding and portable signage have a permit. This includes electrified, non-electrified, illuminated, laser projected, flashing, animated and rotating types of signs. This applies to all commercial signage and advertising, along with public institutions such as schools and churches.

Although real estate signs, election signs and garage sale signs do not require a Sign Permit, there may be restrictions on their placement. Please contact Community Standards for more information.

## How to Apply:

In order to file an application for a Sign Permit, an applicant must:

1. Complete the application form (available for pickup from Community Standards, 3<sup>rd</sup> Floor, City Hall; or on our website at [www.saskatoon.ca](http://www.saskatoon.ca)).
2. Include a cheque or money order for the application fee payable to the City of Saskatoon. The application fee is \$100 for signs located in Sign Groups 1, 2 and 3 or \$225 for signs located in Sign Groups 4 and 5. Digital Signs have an application fee of \$750. For a listing of Zoning Districts contained within each Sign Group, see Zoning Bylaw 8770: Appendix A – Sign Regulations or contact Community Standards.
3. Submit application form, appropriate fees, a detailed site plan, and a detailed drawing of the sign to Community Standards, 222-3<sup>rd</sup> Avenue North, Saskatoon, SK S7K 0J5.



## We're here to help...

Community Standards offices are open 8:00 a.m. to 5:00 p.m., Monday through Friday (excluding statutory holidays). Please feel free to stop in, call us at (306) 975-2645 or email to [development.services@saskatoon.ca](mailto:development.services@saskatoon.ca).

## The Process:

### Community Standards Division Review

The application will be examined by Community Standards to determine if all relevant documents have been submitted. If complete, the application is reviewed for conformance with the *Zoning Bylaw 8770*, and any other applicable policies and regulations. Community Standards will circulate the application to relevant civic departments and other government agencies for their consideration. Once approval from other civic departments and government agencies have been obtained, the Sign Permit may be issued. The applicant may then proceed with the installation of the sign. Community Standards will inspect the sign once the installation is complete to ensure it was installed in accordance with the approved sign application.

### Decision Appeals

Subject to Section 219(1) of *The Planning & Development Act, 2007*, an applicant may appeal a decision of the approving authority to the Development Appeals Board. Please refer to Procedures & Requirements for Development Appeals brochure for more information.

