

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 ²) | <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 rd 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:
<input type="checkbox"/> Application Fee is \$100 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
<input type="checkbox"/> Application Fee is \$225 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
<input type="checkbox"/> Digital Signs have an Application Fee of \$750 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 \$150 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 required 20 to 25 days to complete. For more information please call (306) 975-2684.

Cash Receipt No.: _____ Amount Paid: _____ Cheque No.: _____

APPROVALS (initials):

Date:

Development Review: _____

Transportation & Utilities _____

Building Standards: _____

SaskPower/SL&P: _____

Business Licensing: _____

Zoning Check Approval: ☐ Yes ☐ No

Zoning District: _____ Sign Group: _____

Boulevard Dim: _____

Curb to Sign Edge: _____

Comments: _____