

Information Required to Apply for a Sign Permit

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

Sign Permit Fees

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 the Planning and Development Branch.

An additional \$150.00 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 the Planning and Development Branch, 3rd Floor, City Hall, or online at 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
 Planning and Development Branch
 222 3rd Avenue North
 Saskatoon SK S7K 0J5

Phone: (306) 975-2645

Fax: (306) 975-7712

Website: www.saskatoon.ca

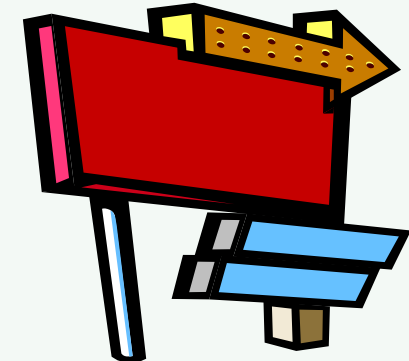
Email: development.services@saskatoon.ca

Office Hours

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

Procedures & Requirements for

Sign Permits



This pamphlet has no legal status and cannot be used as an official interpretation of the various codes and regulations currently in effect. Users are advised to contact the Planning and Development Branch for assistance, as the City of Saskatoon accepts no responsibility to persons relying solely on this information.

January 2012



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 the Planning and Development Branch 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 the Planning and Development Branch, 3rd Floor, City Hall; or on our website at 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 the Planning and Development Branch.
3. Submit application form, appropriate fees, a detailed site plan, and a detailed drawing of the sign to the Planning and Development Branch, 222-3rd Avenue North, Saskatoon, SK S7K 0J5.



We're here to help...

Planning and Development Branch 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: development.services@saskatoon.ca.

The Process:

Planning and Development Branch Review

The application will be examined by the Planning and Development Branch 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. The Planning and Development Branch 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. The Planning and Development Branch 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.