

**Prior to submitting a formal application, you may wish to contact the Development Services Department for a preliminary consultation.**

*Regina Zoning Bylaw No. 9250* defines a sign as any writing (including letter or word), pictorial representations (including illustrations or decoration), emblem (including device, symbol or trademark), flag (including banner or pennant), or any other figure of similar character which:

- a) is a structure or any part thereof, or is attached to, painted on, or in any manner represented on a building;
- b) is used to announce, direct attention to, or advertise; and
- c) is visible from outside the building.

No sign structure shall be erected, enlarged, changed, or structurally altered except in conformity with a legally issued sign permit.

Please consult the Guide to Permanent Signs or Chapter 16 of the Zoning Bylaw for regulations on each type of sign.

## Application Requirements

Accuracy of information provided on the application form is critical to a legal and binding decision. Be as accurate as possible.

Application fees are required to be paid in full at the time of application.

Your application will be deemed incomplete and sent back to you in the event that any of the above required elements are missing from your submission. If the missing element is not provided within 30 days, the application will be cancelled and the fee will not be reimbursed.

The following is required:

1. A complete application form, signed by the applicant.  
Definitions are provided on the following page to assist you in completing the application form;
2. A cheque payable to the City of Regina, reflecting the current application fee.  
Please see [Regina.ca/residents/urban-planning/fee-schedule/index.htm](http://Regina.ca/residents/urban-planning/fee-schedule/index.htm) to obtain the current application fee;
3. Consent letter from the property owner;
4. Dimensioned drawings which must include:
  - A site plan,
  - An elevation plan; and
  - Structural plan stamped by an engineer
5. Any additional information that may help determine compliance with *Regina Zoning Bylaw No. 9250*.

## Definitions

Type of Construction	
Erect	The construction of a new sign.
Replace	A new sign that is to take the place of an existing sign.
Alter	The modification of an existing sign such as size, structure or surface area.

Sign Image	
Permanent Fixed Image	A sign that displays a static image, that does no change or move and does not have a video component.
Video	A sign that displays a sequence of electronic images.

Sign Advertising	
Onsite Advertising	A sign that is located on the same site as the goods or services that it is advertising.
3rd Party Advertising	A sign that describes goods or services that are available at a different location from where the sign is installed.

## Submission

Submit the complete application form, the required application fees, plans and supporting documents to:

Development Services Department  
City of Regina  
9<sup>th</sup> Floor, City Hall  
PO Box 1790  
Regina, SK S4P 3C8



City of Regina

FOR OFFICE USE ONLY		
Permit No.: _____	Base Fee: _____	Zoning Bylaw No.: _____
Receipt No.: _____	Extra Sign Fee: _____	Appeal No.: _____
	Encroachment Fee: _____	Zone: _____
	Total Fee: _____	
Approval Date: _____	for Development Officer: _____	

## Permanent Sign Permit Application

Location/Address: \_\_\_\_\_

Legal Address: Lot(s): \_\_\_\_\_ Block: \_\_\_\_\_ Plan No.: \_\_\_\_\_

Business Name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**Check one as the preferred contact method.**

Phone: (     ) \_\_\_\_\_  Email: (     ) \_\_\_\_\_ Fax: (     ) \_\_\_\_\_

\*The City of Regina strives to continually improve our customer service and values your feedback. If you do not wish to provide feedback on your experience, check here .

Sign Type	Number of Signs	Type of Construction Place ✓ in one of the Columns			Sign Image Place ✓ in one of the Columns		Sign Advertising Place ✓ in one of the Columns	
		Erect	Replace	Alter	Permanent Fixed Image	Video	Onsite Advertising	3rd Party Advertising
Billboard								
Canopy or Awning								
Free Standing								
Projection								
Roof								
Secondary								
Wall								
Other								

I hereby acknowledge that I have read and understood this application and I agree to:

- a) comply with all applicable City Bylaws including *Regina Zoning Bylaw No. 9250*, and
- b) comply with all applicable Federal and Provincial statutes and regulations including *The Planning and Development Act, 2007*; and
- c) adhere to all specifications and instructions issued by Development Officer in respect of work incidental to the sign in accordance of this application.

It is expressly understood that the issuance of a permit does not relieve the applicant from complying with all Bylaws though not called for in the specifications or shown on plans and/or applications submitted. I further agree to indemnify the City against all losses, costs, charges or damages caused or arising out of anything done pursuant to any permit issued under this application.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Name (printed): \_\_\_\_\_