

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 portable sign as a sign mounted on a trailer, stand or similar support structure which is designed in such a manner that the sign can be readily relocated to provide advertising at another location, and include copy that can be changed manually through the use of attachable characters.

Permits are issued on an annual basis, with the start of the permit year on July 1. Permit fees are not prorated if purchased mid year.

Please consult the Guide to Portable Signs or Chapter 16 of the Zoning Bylaw for regulations on Portable Signs.

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.

The following is required:

- 1. A completed application form, signed by the applicant;
- 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 to obtain the current application fee; and
- 3. Any additional information that may help determine compliance with *Regina Zoning Bylaw No. 9250*.

Registration Stickers

A portable sign registration sticker is issued with the permit. Registration stickers are to be affixed to the top one-third (1/3) of the portable sign on the end or face closest to the street.

Submission

Submit the completed application form and required application fees to:

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



FOR OFFICE USE ONLY	
Registration Sticker No (s):	_____
Receipt No.:	_____ Date Entered: _____
Approval Date:	_____ for Development Officer: _____

Portable Sign Permit Application

Sign Owner (company name): _____

Contact Person: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone Number: Home: () _____ Work: () _____

Fax: () _____ Email: _____

*The City of Regina strives to continually improve our customer service and values your feedback. If you wish to be contacted in regards to your application, check here .

Permit Fees:

_____ Registration Stickers @ \$ _____ EACH = \$ _____

Total Fee Remitted = \$ _____

- Please note:
- Permits are issued for a one year period that covers a period from July - June.
 - Permit fees are not prorated if purchased mid year.
 - Portable signs are not to be placed in any sight-line triangles or on a public right-of-way.
 - All signs must be placed on private property.
 - Signs must display a current registration sticker affixed to the top one-third (1/3) of the sign on the end or face closest to the street.

Signature of Applicant

Date

Name (printed)