REGINA

Permanent Sign Application Form

Prior to submitting a formal application, you may wish to contact the [Planning & Development Services Department](#) for a preliminary consultation.

Please consult Chapter 11 of the *[Regina Zoning Bylaw 2019-19](#)* for regulations on each type of sign.

How to Submit Your Application

Submit your completed sign permit application online through [eBuild](#), the City's online permit software. Applying online allows you to track the status of your application, pay for your permit(s) and access application information from anywhere.

The City will review your application to ensure it meets all requirements. All applications are reviewed under the most current National Building Code of Canada and City of Regina Bylaws. The owner is responsible for ensuring compliance with all construction standards.

Ensure your project plans are legible and precise. Drawings stamped with "not for construction", "preliminary" or "for permit purposes only" will not be accepted.

Permanent Sign Application Process
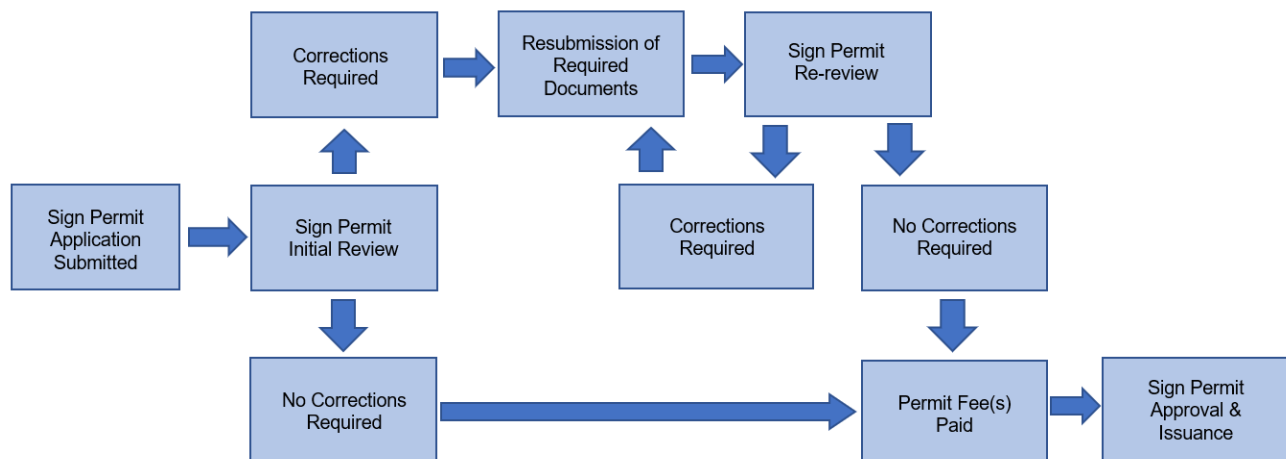
The applicant will be advised in a correction letter if a building permit application is required. A [building permit](#) and stamped engineered drawings are required when any of the following apply and the sign is attached to the building:

- Any sign type with a weight exceeding 115 kg
- Any sign type projecting more than 1.52 metres above the top of the roof or parapet wall;
- A projecting sign weighing more than 115 kg or has a sign face area on one side greater than 3.0 square metres; or
- A roof sign with a sign face area on one side greater than 3.0 square metres.

January 3, 2025

Permanent Sign Application Checklist

The following items must be included in your application package:

Applications will not be accepted until all information is provided.

❑ **Application Form** (page 4)
- Signed by the applicant, and
- Signed by the legal owner of the property (registered on title)

❑ **Dimensioned drawings which must include:**
- Site plan
- Elevation plan
- Sign details
- Estimated weight of sign

❑ **Digital or Illuminated Sign Checklist** (page 5 if applicable)

❑ **Engineered Drawings (only applicable to freestanding structures)**
- Freestanding signs exceeding 3.0 metres in height, measured from grade to the top of the sign, or with a sign face area on one side greater than 3.0 square metres.
- These drawings must be sealed by a qualified engineer.

> *Supply accurate and detailed plans to speed up the application review process.*
> *Metric plans preferred.*

Building Permit Application Checklist

❑ **Building Permit Application Form**
- Signed by the legal owner of the property (registered on title)

❑ **Structural Plans**
- Engineer or architect designed/stamped plans

❑ **Design and Field Review Form**
- Completed by the engineer or architect

Permanent Sign Permit Fees

Once your application is approved, make your payment online using eBuild, in person at City Hall or mail a cheque payable to 'City of Regina'. Following payment and final processing by our staff, your permit will be issued and emailed to you, your approved drawings will be available on eBuild and construction may begin.

The sign permit application fee varies if the sign type is considered a permanent sign or a permanent video sign. Refer to development fees on regina.ca

The building permit fee for a sign alteration is based upon the total value of work.

- Alteration: $8 per $1000 of the value of the work (minimum permit fee of $100)

Permanent Permit Processing Times

Permit processing times are available on Regina.ca.

Zoning 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 - A change or extension of any structural aspect of a sign but does not include changes to the sign copy.

Sign Image

Permanent Fixed Image – A sign that displays a static image, that does no change or move and cannot be altered by electric or electronic means.

Illuminated – A sign where the sign copy cannot be altered by electric or electronic means and is characterized by the use of artificial light, either internally or externally illuminated.

Digital – Any sign where the sign copy can be altered by electric or electronic means.

Sign Advertising

On-premise – Any sign which directs persons to; or advertises goods, products, services, or facilities situated or provided at the same premises where the sign is installed.

Billboard – Any sign which directs persons to or advertises goods, products, services, or facilities situated or provided at a different property from where the sign is installed.

Sample Site Plan
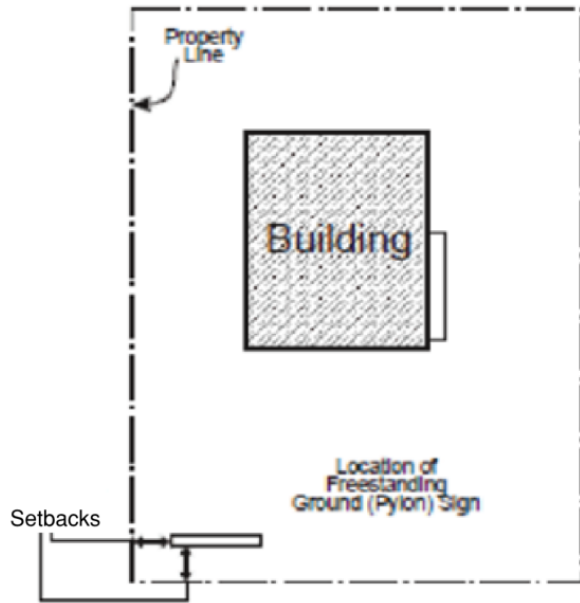
To ensure prompt processing of your application, make sure that all sections of the form are completed prior to submitting your request. The legal landowner of the property is required to sign the permit application or provide a letter of authorization allowing the signee to sign on their behalf. Ensure the required documents are provided. The Development Officer may contact you should they have questions or require additional information.

You can submit your application by:

Online: eBuild

In Person:
City Hall
Main Floor Permit Counter

January 3, 2025

Permanent Sign Permit Application

LOCATION INFORMATION (Parcel Address)
Address: _____
Lot(s):_____Block: _____ Plan: _____Subdivision:_____

LOCATION INFORMATION (Business Address)
Address: _____

Sign Type	Number of Signs	Type of Construction (Place a ✓ in one of the columns)			Sign Image (Place a ✓ in one of the columns)			Sign Advertising (Place a ✓ in one of the columns)	
		Erect	Replace	Alter	Permanent Fixed Image	Illuminated	Digital	On-premise	Billboard
Canopy or Awning									
Freestanding									
Projection									
Roof									
Secondary									
Wall									
Other:									

	Property Owner	Applicant
Name		
Mailing Address		
Phone		
Email		
Signature		
Date of Signature		

Digital or Illuminated Signs Checklist

Please fill out the information below **<u>only</u>** if you are applying for a digital or illuminated sign.

Place a √ in one of the columns for each question.	Yes	No	N/A
1. Are all electrical components constructed in accordance with the provisions of *The Electrical Regulations* of the Province of Saskatchewan?			
2. Is the sign located more than 1.8 meters horizontally or 3.6 meters vertically from overhead electrical conductors which are energized in excess of 750 volts?			
3. Does the sign have a clearance of at least 1.0 meters between any power pole or other power utility fixtures?			
4. Is the sign directed away from any adjacent residential use?			
5. Does the sign exceed a brightness level of 0.30-foot candles above ambient light as measured using a foot candle (Lux) meter at a pre-set distance depending on sign area? The measurement distance = √ (Sign face area x 100). *(ex. For a 3.0m^2 sign, the measurement would be taken from 17.3 metres away)*			
6. Is the sign equipped with an automatic dimmer function?			
7. Does the sign include a white surface?			
8. Does the sign include full motion video or otherwise give the appearance of animation or movement, including flashing lights or lights programmed to change colours in a pattern or sequence?			
9. Does the sign resemble an emergency light in any way?			
10. Does the sign resemble, interfere with or obstruct the view to traffic signs, signals and warning devices, including at railway crossings?			
11. For digital billboard signs, does the sign have a static sign copy area for a minimum of six seconds?			
12. For digital on-premise signs, including window signs visible from a public right-of-way, does the sign have a static sign copy area for a minimum of 20 seconds?			
13. Does the sign have an instantaneous transition time between digital images?			
14. Does the sign have any sign copy shown in a manner that requires the copy to be viewed or read over a series of sequential messages on a single digital sign, or sequenced on multiple digital displays?			