

BYLAW COMPLIANCE STANDARD OPERATING PROCEDURE (SOP)

SIGN PERMIT APPLICATION PROCESS

September 11, 2024



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1. GETTING STARTED

Overview

The following steps will provide an overview of how to apply for a permanent sign permit.

You must be set up as a customer in the City of Saskatoon. If you have a business license or a nonresident business license, this should be completed already. If you do not, please reach out to our Customer Service Centre to enquire about obtaining a business license in the City of Saskatoon prior to applying for a sign permit.

Credit card payments can only be made for fees under \$5,000.00 once the sign permit application has been approved.

Supplementary Information

- New Account & Profile Setup Guide
- Development Portal
- How to Pay for a Sign Permit Fee

Procedure (Steps 1 – 24)

Customer Process

- Step 1: SIGNING IN
 - If you are not currently set up with a City of Saskatoon Account, see Add a Customer Workflow, above to complete this step
 - o Enter your username and password

City of Saskatoon Please enter your username and password	
Password	



• Step 2:

• Select the 'Sign in' button

Username
Password
Sign in
Create Account
Forgot your password?

- Step 3: WORKFLOW
 - Click 'Planning Approvals'

r refer to the bottom of	this page to see yo	ur dashboard.		
ections. es. ate which can contain multir	le permits. These sar	ne permite will be shown on the 'my a	ctivities" tab	
Inquiries		Business Licenses	Complaints	
Address Change		Planning Approvals		
Property Info. Disclos	ure			
ed Prior to March 1, 2022	£			
riew Application				
	MY PROJECTS	MY BUSINESSES		
				-



• Step 4: PERMIT TYPE

o Click 'Sign Permit' under Development Permits heading

<u>endment</u>	
rovals	Development Permits
ent Request	Development Permit (When No Building Permi
	Site Plan Control
rtificate	Sign Permit
Ô / E	(- +

• Step 5: APPLICATION INSTRUCTIONS

- Click 'Development Portal' if you need to look up the zoning district of the location you are applying for. This would be used if you are uncertain if you can apply for a sign permit of a particular sign type in a particular zoning district. For instructions on how to use the map, see "Supplementary Information" on Page 4
- If you have confirmed you can proceed, the zoning is automatically pulled when you enter the address below and you do not need to look this up in the 'Development Portal'

City of Saskatoon	Welcome, Megan Heinbigner	Home Search	Pay My Payments	Profile Sign
Sign Permit SPT-2024	4-00312 (Draft)			
To confirm site details for your application (such as	s site width and zoning district) please visit the Dev	elopment Portal (Interactiv	ve map). Under the top tool I e arrow, I dialogue box will a	bar, you will be able to opear with a link to "vi
 additional details". Your property details will appear 	r on the left side of the screen.	icut it by dainy your mouse	e on on in our of gree over nimes,	opea meremina a
edditional details". Your property details will appear Before you apply for your Development Permit:	r on the left side of the screen.	een n og using your monse		
Before you apply for your Development Permit This application is for a DEVELOPMENT PERMIT on Please visit Permits - By clicking on the Home butto	b) you projectly not been declined on the map, see on the left side of the screen. h): If your development will include the construction on at the top of this page.	n of a building you will nee	d a Building and Developme	nt Permit application.
echtopail cealar voir any poir parcy of cent and appendix echtopail cealar voir poperty cents will appendix Before you apply for your Development Permit: This application is for a EVELOPMENT PERMIT on Please visit Permits – by clicking on the Home botts Review the detailed information about the different	by Dog products of the screen. on the left side of the screen. Ny, If your development will include the construction on at the top of this page. <u>Permit Types</u> and <u>Work Scopes</u>	n of a building you will nee	rd a Building and Developme	nt Permit application.
echtopaldelahr echtopal	Le pois judicity natives non-net on net net, sec on the left side of the screen. In the left side of the screen. In the high order lapping will include the construction on a the high of types, and <u>Work Scopes</u>	n of a building you will nee	d a Building and Developme	nt Permit application.
editional details	Le pour protection and their name of the many sec on the left adde of the accrean. In the left adde of the accrean in the heip of development will include the construction on a the heip of the page. Permit Types and Work Scopes along Bytes 1720, requires that all well, root, canopy of octains pages 1720, requires that all well, root, canopy of octains of page.	n of a building you will nee banner, billboard and free erclal signage and advertis ing Bylaw 9958 .	rd a Building and Developme standing have a permit. This sing, along with public institu	nt Permit application. I includes electrified, r icions such as school
Control and C	Le pool judicity nat uters normane do uter may see on the left side of the screen. In the left side of the screen. In a the high of this page. Permit Types and Work Scopes Inter Street ST20, requires that all wall noof, canopyon not classing types of signs. This applies to all communications for a sign permanent signs are contained in the Buld	n of a building you will nee banner, billboard and free ercial signage and advertia ing Bytaw 9958 .	d a Building and Developme standing have a permit. This sing, along with public institu	nt Permit application. includes electrified, r tions such as schooli
Exceptional details' to graphery foreing all appendix of the set of the	by poor judget of hard been downing of the may be on the left add of the screen. In: If your development will include the construction on at the top of this page. Permit Types and Work Scopes along Dytaw 12720, requires that all wall, roof, canopy, the for all present stigms are contained in the Build Sign Permit	n of a building you will nee banner, billboard and free ectal signage and advertis bing Bylaw 9958	d a Building and Developme standing have a permit. This sing, along with public institu	nt Permit application includes electrified, icions such as school
 Enclosed and an advected an annumption of selecting based on the composition of the selecting of the property of selecting and appendix of selecting and appendix of selecting and appendix of the selecting and the selection of the selection of the selection of the selecting and the selection of the selecting and the selection of the selecting of the selecti	Le poor product y nat ucers nonnee de la la mana, se en poor product y nat ucers nonnee de la la construction na at the top of this page. Permit Types and Work Scopes and Otating types of algors. This applies to al commo to for all permanent signs are contained in the <u>Bala</u> Sign Permit tion: (New	n of a building you will nee of a building you will nee banner, billboard and free ectal signage and advertis	ed a Building and Developme standing have a permit. This sing, along with public institu	nt Permit application. I includes electrified, I includes electrified,
Exceptional details of the property devices and appears Before you apply for your Development Permit This application is for a DEVELOPMENT PERMIT on Please visit Permits - by clicking on the Home but Review the detailed information about the different Before you apply for your Sign Permit: This application is for a SIGN PERMIT Only. The <u>200</u> Before you apply for your Sign Permit: This application is for a SIGN PERMIT Only. The <u>200</u> Before you apply for your Sign Permit: This application is for a SIGN PERMIT Only. The <u>200</u> APPLICATION Type of permit you are applying for: select the option that best describes the applicat *What type of work will be done:	to you provide of the screen. ny: If your development will include the construction ny: If your development will your development ny: If your development will your development ny: If your development If your developmen	n of a building you will nee of a building you will nee bonne: billoard and free erclai signage and advertis for Bytaw 9258	d a Building and Developme standing have a permit. This sing, along with public institu	nt Permit application.



• Step 6: BEFORE YOU APPLY

- Sign Regulations are set out in the Zoning Bylaw 8770 and the electrical and construction standards for signs are set out in the Building Bylaw 9958. Review these bylaws before applying and can be found <u>here</u>
- Please note, anything with a red asterix (*), is a mandatory field

City of Saskatoon	Velcome, Megan Heinbigner Home Search Pay My Payments Profile Sign Out
Sign Permit SPT-2024-0	0312 (Draft)
 select "Search Address" and find your property. Once yo additional details. Your property Ostalia will appear on Before you apply for your Development Permit: This application is for a DEVELORMENT PERMIT only. If Piesae visit Permits - By clicking on the Home button at Review the detailed information about the different Perm Before you apply for your Sign Permit: This application is for a SIGN PERMIT Only. The Zoning, electrified, illuminated, laser projected, annuarded and ro end chunches. Detected and occurruction standards for 	ur property has been identified on the map, select it by using your mouse arrow. I dialogue box will appear with a link to "view he kit side of the screen. your development will include the construction of a building you will need a Building and Development Permit application, the top of this page. Int Traces and Work Scoces Bytem 5770 requires that all wall, roof, canopy, banner, billboard and freestanding have a permit. This includes electrified, non- stang opper of signs. This applies to all commercial signage and advertising, along with public institutions such as schools all permitered signs are considered in the Building V580.
APPLICATION	
Type of permit you are applying for:	Sign Permit
* Select the option that best describes the application:	New
* What type of work will be done:	(None)
* Pick the primary work scope:	(None) V
* Work Description:	[*] [*]

• Step 7: APPLICATION

 \circ Select the type of application

This application is for a DEVELOPMENT Pl Please visit Permits - By clicking on the Ho	RMIT only. If your development will include the const me button at the top of this page.
Review the detailed information about the	different Permit Types and Work Scopes
Before you apply for your Sign Permit:	
 This application is for a SIGN PERMIT Only electrified, illuminated, laser projected, anii and churches. Electrical and construction 	. The <u>Zoning Bylaw 8770</u> requires that all wall, roof, c mated and rotating types of signs. This applies to all standards for all permanent signs are contained in th
APPLICATION	Sign Pormit
APPLICATION Type of permit you are applying for:	Sign Permit
APPLICATION Type of permit you are applying for: *Select the option that best describes the a	Sign Permit
APPLICATION Type of permit you are applying for: Select the option that best describes the a * What type of work will be done:	Sign Permit pplication: New (None)
APPLICATION Type of permit you are applying for: Select the option that best describes the a * What type of work will be done: * Pick the primary work scope:	Sign Permit pplication: New (None) (None)
APPLICATION Type of permit you are applying for: *Select the option that best describes the a *What type of work will be done: *Pick the primary work scope:	Sign Permit New (None) (None)
APPLICATION Type of permit you are applying for: *Select the option that best describes the a *What type of work will be done: *Pick the primary work scope: *Work Description:	Sign Permit New (None) (None)



- Step 8:
 - Select the type of work

٠	Please visit Permits - By clicking on the Home button at	the top of this page.
	Review the detailed information about the different Perm	nit Types and Work Scopes
	Before you apply for your Sign Permit:	
۰	This application is for a SIGN PERMIT Only. The Zoning I electrified, illuminated, laser projected, animated and rot and churches. Electrical and construction standards for	Bylaw 8770 requires that all wall, roof, cano ating types of signs. This applies to all com all permanent signs are contained in the <u>Bu</u>
API	PLICATION	
тур	be of permit you are applying for:	Sign Permit
* Sel	lect the option that best describes the application:	New
Wh	at type of work will be done:	(None)
* Pic	ek the primary work scope:	(None)
*Wo	rk Description:	

• Step 9:

 \circ Select the primary work scope

	Review the detailed information about the different <u>Perr</u> Before you apply for your Sign Permit: This application is for a SIGN PERMIT Only. The <u>Zoning</u> electrified, illuminated, laser projected, animated and ro and churches. Electrical and construction standards for	<u>mit Types</u> and <u>Work Scopes</u> <u>Bylaw 8770</u> requires that all wall, roof, canop tating types of signs. This applies to all come all permanent signs are contained in the <u>Bui</u>
	APPLICATION	
	Type of permit you are applying for:	Sign Permit
	* Select the option that best describes the application:	New
	* What type of work will be done:	(None)
	*Pick the primary work scope:	(None)
	* Work Description:	
City of Saskatoon		Page 7 of 24

- Step 10:
 - \circ ~ Enter in a description of the work being completed and click 'Next'

Type of permit you are applying for:	Sign Permit
* Select the option that best describes the app	lication: New
* What type of work will be done:	(None)
* Pick the primary work scope:	(None)
Non Description.	

• Step 11: LOCATIONS

 \circ $\;$ Follow the instructions from the Addressed Locations box below

	askatooi							
Sian	Permit SPT	2024-00312 (Draft)						
Addressed Locati	ons							
Begin by typing the s Click on the checkbo	site (parcel) or assigned buil ox of the appropriate site for	ding civic address and click Search. A list of sites your project and click Select.	will be generated.				1	
For sites with multip	ble buildings and or units, us	e the Select Primary Address drop down list to ide	entify the building o	r unit for you	r project.			
Tip: Enter the civic addre To search for City H If you type part of th Address examples a	ess #'s and a minimum of 3 o all, type 222 3 re address such as '222 3rd' are '222 3rd AVE N, Saskatoo	nharacters of the street name before you click Sea and click "Search", multiple addresses will show i m, SK" or "222 3rd St E, Saskatoon, SK"	arch. up for you to click o	m.				
Please call Commun	nity Services at 306-975-264	5 if you cannot find your address.						
For Planning Appr	ovals:							
For applications tha	t contain multiple civic addre	ess please add ALL properties using the Address	Search tool					
For parcels that hav	en't been assigned a civic ad	dress a unique SITE ID will need to be entered.						
To determine the SI	TE ID, please visit the city's 🛽	evelopment Portal (GIS Map Tool).						
Using the map tool a	zoom in to find the applicable	e Parcel, click on (select) the Parcel and copy the	SITE ID number. Pa	ste the SITE	ID into the	e address search bar		
Additional details, si	uch as a legal description, ca	an be entered under the Specific Location field.					J	
Address:						Search		
Parcel ID	Address Total Area:	Net Acres						



- Step 12:
 - \circ ~ Enter in the address of the sign location (civic address) and click 'Search'

onal details, su	ch as a legal description, can	be entered under the Specific Location field.	
ess:	222 3	d Ave N	Search
Parcel ID	Address	Net Acres	
ific Location:	Total Area:		
ER/TENANT			li
2			
a Address:			

• Step 13: ADDRESS

 \circ ~ Select the appropriate address the sign will be located at and click 'Select'

Add Ad	Idresses		
Parcel	ID Addre 51 222.3	ess Ird AVE N, Saskat	toon, SK
Select	Clear All	Check All	Refine Search

• Step 14: PRIMARY ADDRESS

• The address will auto populate, now click the drop-down arrow and select the primary address. If this is multi tenant building, this is where you would select what unit # this application is for

Parcel ID	Address	Net Acres	
1249661	222 3rd AVE N, Saskatoon, SK	ж	
	Total Area:		
+ Select Primary Ad	dress: 222 3rd AVE N Saskatoon	ck X	
A Select Philling Ad	uress. 222 510 AVE 14, 545K40001,	5K V	
Specific Location:			
			11
OWNER/TENANT			
*Name:			
* Mailing Address:			

• Step 15: OWNER/TENANT INFORMATION

- Fill out contact information and select 'Next'
 - Reminder, an * means it is mandatory

	1	
OWNER/TENANT		
* Name: * Mailing Address: * City: State / Province: * Zip / Postal Code: * Phone Number:	(None)	
Email Address:		
* City: State / Province: * Zip / Postal Code * Phone Number: Email Address:	(None)	
Back Ne	xt	

• Step 16: APPLICATION DETAILS

• Enter Project Description, Existing Use and Proposed Use. These are mandatory





• Step 17: ZONING DESIGNATION

• Note: With the selection of the address on the previous page, it has automatically pulled the zoning district from the system. No action required. Select 'Next'

Total Site Area:	
Total Parking Spaces:	
Site Width (Metric):	
Zoning Designation:	B6
Back Next	

• Step 18: DOCUMENTS

 Upload all relevant and required documents here. Read and follow the instructions carefully. The 'Upload Files' button may take a moment to appear. Click 'Upload Files'

📑 Sig	n Permit SPT-202	24-00312 (Draft)				
Boig	11 CITIL 3P 1-202	(4-00312 (Diali)				
Please upload a	I 'Required' documents and any 'Or	ntional" documents related to your s	roject			
The "upload doc If the 'required d	uments" box at the bottom of the pag ocuments" list does not display, pleas	e may take a moment to load. se call Community Service customer	service at 306-975-2645	for further assis	tance.	
DOCUMENTS	TO ATTACH					
Required	Uploaded Attachment Type Detailed Drawing of Sig	Description	Sample For None	m		
Required Optional	Detailed Site Plan Other	Other Documents	None			
UPLOAD						
UPLOAD	ED DOCUMENTS					
UPLOADE Uplo	ED DOCUMENTS ad Files		D			
UPLOADE Uplo File (2) N	ED DOCUMENTS ad Files Name Iew Documents		D			
UPLOADE Uplo File (2) N	ED DOCUMENTS ad Files Name Iew Documents nple Sign Drawings.pd	jî Ne	D.			

• Step 19: UPLOADED DOCUMENTS

• Once all relevant documents have been attached, select the dropdown for 'Document Type' and indicate what attachment is what. This is mandatory. 'Comments' is optional

	Uploaded	Attachment Type	Description	Sample Form		
Requ	ired	Detailed Drawing of Sign		None		
Optic	onal	Other	Other Documents	None		
UPL	OADED DOCUMEN	TS				
	Upload Files					
	File Name		Document Type		Comments	
-	(3) New Documer	nts				
	Example Sign Draw	ving Stamped by Engi N	Other	Ψ.	Engineered Drawing	1
	Example Sign Drav	ings.pdf	Detailed Drawing of Sign	*	Mock Up of Sign	1
	Example Site Plan.	pdf Ne	Detailed Site Plan	~	Detailed Site Plan with Property Line Measurements	1







• Step 20: PROFESSIONALS/CONTRACTORS

- Click + to add the contactor information. This would be as follows:
 - Applicant (if different from Owner/Tenant info, so on *behalf* of the customer)
 - Sign Manufacturer
 - Sign Installer

Sign Permit SPT-2024-00312 (Draft)	
PROFESSIONALS/CONTRACTORS	
Enter the Contractors that will be performing the work.	
+ Add Professionals/Contractors	
Prime? Type	
Back Next	
Professional/Contractor Search with	Filter
Business Name:	
Search	

PROFESSI	ONALS/CONTRACTORS	
Enter the Co	ontractors that will be performing the work	
+ Add F	Professionals/Contractors	
		Prime?
Back	Next	



• Step 21: CONTACTS

o Ensure all entities are listed. Lack of information will result in delays in processing

+	Contact		
	Name	Contact Type	Phone
	Megan Heinbigner	Applicant	(306) 97

Step 22: ERRORS

• Fix any errors that popped up due to incomplete information. Click on **Fix** to go directly to the item



• Step 23: AGREE TO TERMS

o Click on the box if you approve this application to be submitted



• Click Save, if you would like to save your work and come back to it later to be submitted



• Step 24: SUBMIT APPLICATION

 If you chose to Submit Application, you will get a confirmation message, along with the Permit Number associated with the application. You are in your customer portal and can click 'click here' to go to the permit application, which is interactive

Saskatoon	Welcome, Megan Heinbigner	Home	Search	Pay
Sign Permit SPT-202	24-00312 (Submitted)			
Submission Successful. Permit Number: SPT-2024-00312				
To view the information and status for this Develo	opment Permit Application, <u>click here.</u>			



Procedure (Steps 25-35)

Navigating the Customer Portal

• Step 25: REVIEW APPLICATION INFORMATION

- Once you submit your application you will be taken to the home page of your account portal. This is where you can:
 - View your application information;
 - Make changes to the documents you have uploaded; and
 - Submit a question through the "Submit Request" button which is directed to our Bylaw Compliance Team.

			City of Saskatoon	Welcom
			Home Please click on one of the following options	or refer to t
			The "my inspections" tab will show your current insp The "my activities" tab will show permits at all status The "my projects" tab will show projects that you cre	ections. ses. ate which ca
Ô	0°	E		<u>- + s</u>

- Step 26: MY ACTIVITIES
 - Click on "My Activities" to see sign permits that you have submitted.





• Step 27: SIGN PERMIT FILE

 \circ $\,$ Click on the sign permit application that you just submitted to view all the details about it

show	show more							
Organi	ized by date of last activity.	Click on a specific row t	to open details for	each activit				
	Туре	File Number	Location					
	Sign Permit	SPT-2024-00382						
	Sign Permit	SPT-2024-00381						
	Sign Permit	SPT-2024-00312	ABC Address	, Saskatoo				
	Sign Permit	SPT-2024-00301						
	Sign Permit	SPT-2024-00299						

• Step 28: SIGN PERMIT FILE CONTINUED

• On this page you will find 3 tab: Details, Documents and Contacts. This is a summary of the information you filled out for your application

		City Sask	of catoon	Welcome, Megan Heinbigner	Home	Search P
	Status:	gn Per Submitted	Mit SPT-2024 Application Da Issue Date: Completed Da Expiration Dat	4-00312 (Submitted) ate: Sep 11, 2024 ate:		
	Description	n: Sign Permit - N	lew			
Ô	DFT	AILS	DOCUMENTS	CONTACTS		- +



- Step 29: DETAILS
 - The Details tab has a summary of all the information you submitted, including Address, Work Type, Primary Work Scope, Owner/Occupant Information, etc.

Sign F	ermit SPT-2024-00312 (Submitted)	
Status: Submitt	d Application Date: Sep 11, 2024 Issue Date: Completed Date: Expiration Date:	
Description: Sign Per	mit - New	
DETAILS	DOCUMENTS CONTACTS	
DETAILS		RELATED INFO
Applicant:	Homeowner Sing Dermit	Туре
Primary Location:	ABC Address Saskatoon, SK	
Specific Location:		HOLDS Type
Approved Work Description:		PERMIT ACTIV
Use Designation:	New	types will appear de can include:
Work Type:	Wall Sign (Group 1-3)	FEES
Primary Work Scope:	Electrified (1-3)	You have no outsta
Additional Work Sco	e(s)	WITHDRAW PERM To withdraw this pe
LOCATIONS		DOWNLOAD PER
Parcel ID Address	Net Acres	You cannot downlo
1039500 ABC Add	ess, Saskatoon, SK	REQUEST INSPEC
OWNER/TENANT		001/74.07.1/0
Name:	Megan Heinbigner	CONTACT US
Mailing Address:	222 3rd Ave N	Cubacit De autor
City:	Saskatoon State: (None)	Submit Reques



• Step 30: DOCUMENTS

- The Documents tab has the list of documents you uploaded for the sign permit application. This is for all documents required for the permit application. Please note, that even for wall signs, you are required to upload a site plan indicating where the proposed sign will go on the building.
 - Required document examples:
 - Detailed drawing of sign with complete measurements
 - Detailed site plan indicating where proposed sign is on the building
 - Detailed site plan indicating proposed location of the sign on site, including measurements from property line (not from the curb)
 - Engineered Drawings (when required under The Zoning Bylaw 9990 and The Building Bylaw 9958)
 - Landlord's Approval (when required)
- Please note that incomplete or missing information will result in delays in your application being processed

	Status:	Submitted	1	Application Date:	Sep 11, 2024
				Issue Date:	
				Completed Date:	
				Expiration Date:	
	Description:	Sign Porm	it - Now		
	Description.	Signi enn	IL-INCW		
	DETA	AILS	DOO	CUMENTS	CONTACTS
	DETAILS				
	Applicants		lana au mar		
	Applicant:	F	lomeowner		
	Permit Name	e: S	Sign Permit		
	Primary Loc	ation:	ABC Address, S	Saskatoon, SK	
	Specific Loc	ation:			
(C



Statu	us: Submitted	Application Date: Issue Date: Completed Date: Expiration Date:	: Sep 11, 2024			
Desc	ription: Sign Permit -	New				
	DETAILS	DOCUMENTS	CONTACTS			
CER	Certificate Type	8	Created Date			
NO CO	Certificate Type ertificate is available a PLEMENTAL DOCUM	t this time. MENTS	Group by: Type F	ilter by: 🗌 M	larkups	
NO CO	Certificate Type ertificate is available a PPLEMENTAL DOCUN Upload Supplemental File Name	MENTS	Group by: Type TF Document Type	ilter by: 🗌 M	larkups	Markups
No co	Certificate Type ertificate is available a PLEMENTAL DOCUN Upload Supplemental File Name (3) New Document	e MENTS I File Q Search	Group by: Type TF Document Type	ilter by: 🗌 M	larkups	Markups
	Certificate Type ertificate is available a PPLEMENTAL DOCUM Upload Supplemental File Name (3) New Document Example Sign Drawin	t this time. MENTS File Q Search ts ng Stamped by Engl New	Group by: Type F Document Type Other	ilter by: 🗌 M	larkups Com Enginee	Markups
	Certificate Type ertificate is available a PLEMENTAL DOCUN Upload Supplemental File Name (3) New Document Example Sign Drawin Example Sign Drawin	t this time. MENTS File Q Search ts ng Stamped by Engl New ngs.pdf New	Created Date Group by: Type Type Document Type Cher Detailed Drawing of Sign	ilter by: 🗌 M	larkups Q Com Enginee <i>I</i> Mock U <i>I</i>	Markups

• Step 31: CONTACT INFORMATION

- Contacts is the information you uploaded at the time of application. This information was formerly found on both pages 1 and 2 of the old application form:
 - Applicant (if different from Owner/Tenant info, so on *behalf* of the customer)
 - Sign Manufacturer
 - Sign Installer

	Sign Permit SPT-2024-00312 (Submitted)							
Statu	s: Su	ubmitted	Application Date Issue Date: Completed Date Expiration Date:	: Sep 11, 2024				
Descr	iption: Si	gn Permit - Nev	v					
	DETAIL	.S	DOCUMENTS	CONTA	стѕ			
+ (Contact							
	Name		Contact Type	Phone	Email			
	ABC	Holdings Ltd	Owner	(306) 123-4567	7 info@abccompany.com			
	Megan H	Heinbigner	Applicant	(306) 975-2684	🛛 meganheinbigner1234@gmail.com 💥			



• Step 32: HOME PAGE SUMMARY

 On the Details tab, you will find Permit Information on the right-hand side. If you have a question or comment about the application you have submitted, you will click "Submit Request" and it will be forwarded to the Bylaw Compliance team for response

Status: Submitte	ed Application Date Issue Date: Completed Date Expiration Date:	κ Sep11,2024 :		
Description: Sign Per	rmit - New			
DETAILS	DOCUMENTS	CONTACTS		
DETAILS			RELATED INFO	RMATION
Applicant: Permit Name:	Homeowner Sign Permit		Туре	Description
Primary Location:	ABC Address, Saskatoon, Si	K	HOLDS	
Specific Location:			Туре	Description Status
Approved Work Description:			PERMIT ACTIV	/ITIES
Use Designation:	New		This is where you c types will appear de can include:	an make requests on your permit. The eligible request epending on what your permit status is. The requests
Work Type:	Wall Sign (Group 1-3)		5550	
Primary Work Scope:	Electrified (1-3)		You have no outs	tanding fees.
Additional Work Scot	pe(s)		WITHDRAW PER	RMIT
			To withdraw this	permit, please contact us.
LOCATIONS			DOWNLOAD PER	RMIT
Parcel ID Address	Net A	cres	You cannot down	load this permit at this time.
1039500 75 Lenore E Total Area:	DR, Saskatoon, SK		REQUEST INSPE	CTION
			You cannot reque	st an inspection at this time.
OWNER/TENANT	Manan Hainbianas		CONTACTOR	
Mailing Address:	222 3rd Ave N		CONTACT US	regarding my application
City:	Saskatoon State: (None	9	Thave a question	regarding my approactor.
Zip Code:	ourse. (None	A. A	Submit Reque	est
Phone Number:	3069752684			
APPLICATION DETA	ul s			
Project Description:	0			
Existing Use:	0			
Proposed Use:	0			
BUSINESS				
Total Site Area:				
Total Parking Spaces	:			
Total Farking Spaces				

- Step 33: MY PAYMENTS TAB
 - At the top right-hand corner of the home page you will find other tabs. My payments tab will be where your current outstanding fees will be listed. I will make note that the fees will not show up until the permit application has been reviewed and approved.

lome	Search	Pay	My Payments	Profile	Sign Out	

• Step 34: FEES OWING

 It will show all outstanding sign permit fees owing at this location. You will then be prompted in how to pay when you select the corresponding box and then click "Pay Selected" button. See "How to Pay for a Sign Permit" instructions.

Z	City o Saska	f itoon	Welcome, Megan Heinbigner	Home	Search	Pay My P	ayments	Profile Sign Out
Outs	tanding	Fees						
outs All mains on			part for up to \$5000					
All major cre	edit cards are accepta	ole forms of online paym	ient for up to \$5000.					
Credit card	is required for the onli	ne permit fee. Other form	ns of payment can be accepted in	person for the permit fe	90. Geografia			
f you would	like to process your pa	ayment by invoice, please	e call 306-975-2645 for Building Pe	ermits or 306-986-0821 f	for Planning /	Approvals.		
Permit fees	are not required for "	Draft" Plumbing Permit	applications.					
Select	Туре	File Number	Site Address	Description		Status	Created D	Date Outstanding Balance
OE	Sign Permit	SPT-2024-00209	222 3rd AVE N, Saskatoon, Sk	Sign Permit - New		Submitted	May 30, 2	\$800.00
OĒ	Sign Permit	SPT-2024-00175	123 Street, Saskatoon, SK	Sign Permit - New		Ready For Iss	ue May 9, 20	\$290.00
							Total:	\$1,090.00
	ected							
Pay Sel	cotou							
Pay Sel								Screen ID: 1255576

• Step 35: SUBMIT REQUEST

 If you have a question or comment, you can select "Submit Request" on the Home Screen. You will then be prompted with a drop down to choose to email your question and you will be contacted with a response.





DOWNLOAD PERMIT
You cannot download this permit at this time.
REQUEST INSPECTION
You cannot request an inspection at this time.
CONTACT US
I have a question regarding my application.
Submit Request

🗞 l would li	ike a meetir	ng with an Inspect	or about s	SPT-20	24-00	382	
Preferred Contact Method: *Description / Request: Cancel	Email: meganheinbigner12 Email: meganheinbigner13 Mail: 222 3rd Ave N Saska Phone: (306) 975-2684	34@gmail.com 234@gmail.com Itoon, SK S7K 0J5	Submit		So	reen ID: 1515609	
	, of katoon	Welcome, Megan Heinbigner	Hor	ne Seard	sh Pay	My Payments	Рго

%। I would like a meeting with an Inspector about SPT-2024-0

Preferred Contact Method:	Email: meganheinbigner1234@gmail.com	
*Description / Request:	Enter question or comments here	ר
Cancel	Submit	





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