

## Guide to Using Permanent Signs



### ***Definition of a Sign***

“**SIGN**” – 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. [1992/9250]

### ***Types of Signs & Definitions***

“**BILLBOARD**” – any sign which directs persons to; or advertises goods, products, services or facilities situated or provided at a different location from where the sign is installed. [1992/9250; 1999/10110]

“**SIGN, AWNING**” – a non-illuminated identification sign painted or affixed flat to the surface of an awning which does not extend vertically or horizontally beyond the limits of the awning (see "AWNING"). [1992/9250]

**NOTE:** This guide has no legal effect and cannot be used as an official interpretation of regulations or bylaw provisions currently in effect. As the guide is intended to provide a general overview only, users are advised to refer to original bylaw(s) or to contact the Urban Planning Division for assistance. The City of Regina accepts no responsibility for any consequences resulting from persons relying solely on the information contained herein.

**“AWNING”** – a covering, typically of canvas stretched on a frame, projecting from a wall over a window or an entrance. [1992/9250]

**“SIGN, ANIMATED”** – any sign or part of a sign which changes physical position by a movement or rotation or which gives the visual impression of such movement or rotation. [1992/9250]

**“SIGN, CANOPY”** – any sign attached to or constructed in or on a canopy. [1992/9250]

**“SIGN, DIRECTIONAL”** – any sign stating only safety or warning messages, traffic and/or parking directions or other instructions, directions or orders to persons making use of the premises. [1992/9250]

**“SIGN, FACE”** – the entire area of a sign on which a copy could be placed. [1992/9250]

**“SIGN, FREE-STANDING”** – see “SIGN, GROUND”. [1992/9250]

**“SIGN, GROUND”** – any sign supported by one or more up-rights or braces placed in the ground and not attached to any building. [1992/9250]

**“SIGN, HEIGHT”** – the vertical distance measured from the adjacent street curb other than an elevated roadway, which permits the greatest height to the highest point of said sign. [1992/9250]

**“SIGN, IDENTIFICATION”** – a sign which is limited to the name, address and number of a building, institution or person and to the activity carried on in the building or in the institution, or the occupation of the occupant. [1992/9250]

**“SIGN, INFLATABLE”** – a sign or advertising device designed to be airborne and tethered to the ground, a vehicle, a building or any other structure and shall include balloons and any other inflatable advertising device. [2003-1]

**“SIGN, MARQUEE”** – see, “SIGN, CANOPY”. [1992/9250]

**“SIGN, PROJECTING”** – any sign other than a wall sign, which is attached to a building and extends beyond the line of the building or beyond the surface of that portion of the building to which it is attached more than 300 millimetres. [1992/9250]

**“SIGN, ROOF”** – any sign erected upon and above the roof of a building within the peripheral exterior dimensions of the building. [1992/9250]

**“SIGN, ROTATING”** – any sign or portion of a sign which moves in a revolving or similar manner. [1992/9250]

**“SIGN, SECONDARY”** – any ground sign or portable sign having a sign surface area of not more than 6 m<sup>2</sup> and having a highest point, when erected or displayed, of 3.2 metres or less. [1998/10022; 1999/10110; 2001-97]

“**SIGN, SURFACE AREA**” – the area of the smallest geometric figure which describes the area enclosed by the sign face. [1992/9250]

“**SIGN, TEMPORARY**” – any sign, banner, pennant, valance or advertising display, with or without frames, intended to be displayed for a short period of time. [1992/9250]

“**SIGN, WALL**” – any sign attached against the surface of, or within a recess in the wall, a column or other perpendicular portion, and including any signs attached to the walls of two or more buildings and spanning the space or spaces between the said buildings. [1992/9250]

“**SIGN, WINDOW**” – any sign either painted on or attached to, or installed inside a window for purposes of viewing from outside the premises. This does not include merchandise inside a window (see illustration for "SIGN"). [1992/9250]

“**VERTICAL (CANTILEVER) CONSTRUCTION**” – a sign that does not have braces or guy wires to support the sign, but which may have braces or guy wires to support each sign face if such braces or guy wires are not located beyond the extremities of the face which they support, when the sign is viewed at right angles to such face. [1992/9250]

### ***When is a Sign Permit Required?***

No sign structure or face shall be erected, enlarged, changed, or structurally altered except:

- (a) in conformity with a legally issued sign permit;
  - (b) in accordance with the requirements of the building bylaw; and
  - (c) the requirements of Chapter 16, Bylaw No. 9250. [1992/9250]
- 1) **The permit value** shall be determined based on the total “installed value” of the sign. The materials, labour associated with the erection or replacement of the sign should be considered as being the “installed value”.
  - 2) All signs must be in accordance with the requirements of the Building and Zoning Bylaw. [1992/9250]
  - 3) **Refurbishment** of signs i.e.: the brightening up, redecoration, restoration, or repair, of any sign along with any changes to movable sign parts that are designed for changes, or the repainting of display matter shall not be deemed as necessitating a new permit. In these cases, the sign height and surface area do not change in any way.
  - 4) **Alteration, or Replacement** of signs i.e.: the modification of size, structure, or surface area, shall be deemed as necessitating a permanent sign permit. Alterations include the changing of a primary business name to which the name of the business is associated or identified. All signs that are entirely new require permits.

## ***Permit Requirements & Application Process***

An application for a sign permit shall include the following information:

- (a) the name of the enterprise on whose behalf the application is submitted;
- (b) the type of sign desired, whether billboard, canopy/awning, free standing, projecting, roof, rotating, wall, portable or other such as inflatable sign i.e.: flag;
- (c) the number of signs desired;
- (d) the (metric) dimensions of each sign; and
- (e) any encroachment existing or anticipated after the installation of the requested sign. [1992/9250]
- (f) Each permanent sign application form must be accompanied by 2 sets of metric dimensioned drawings along with a site plan for each sign submitted.
- (g) All ground signs exceeding 7.6 metres in height above the adjacent finished ground shall be structurally designed by a Registered Architect or Professional Engineer of the Province of Saskatchewan.
- (h) The applicant shall pay the applicable Urban Planning Division Fees, which may include a sign permit fee, a sign encroachment fee, and any applicable GST.
- (i) All permits must be submitted and received by the Development Control Officer (Signs) for review and inspection. This process may take up to 3 days for processing.
- (j) Applicant receives a copy of the approved permit along with a receipt or proof of purchase.
- (k) Signs are later inspected for compliance with applicable bylaws and the provisions of the applicant as indicated on the permit, blueprints and any other valid documentation. If sign(s) are deemed to be in compliance, the file shall be closed and placed on file with the Urban Planning Division.

## **Signs Permitted in All Zones**

### **GOVERNMENT SIGN**

- (a) A permanent sign permit is required for any Government Sign.

Any sign erected by a duly constituted government body or organization solely for the purpose of:

- (a) public service of the City;
- (b) any public undertaking of a public utility commission;
- (c) any other board or commission of the City;
- (d) the Province of Saskatchewan established or exercising authority under any general or specific statute of Saskatchewan; or
- (e) any committee or local authority established by a Bylaw of the City; shall not be restricted. [1992/9250]

### **ANIMATION AND ILLUMINATION OF SIGN**

- (1) Animation and illumination of signs shall be permitted in all zones, provided that:
- (a) Such sign shall be erected in a manner so that:
    - (i) any illumination from it is deflected away from any adjacent residential premise; and
    - (ii) there is to be no direct illumination so as to impede vehicular traffic or interfere with traffic signals.
  - (b) Only electric illumination is permitted and shall be constructed in accordance with the provisions of the Electrical Regulations of the Province of Saskatchewan.
  - (c) Where a sign is illuminated, and the illumination is in operation, either the outer edge of the faces of the sign, or all those portions of the sign other than the outer edge, shall be continually lit.
  - (d) Notwithstanding clauses (a) to (c), an illuminated sign which is not continually lit, may be located on the same support structure as a continually illuminated sign, provided that the continually lit sign has a surface area which is equal to or greater than the surface area of the other sign.
- (2) No animation or illuminated sign shall be permitted in a residential zone other than the MX - Mixed Residential Business zone. [1992/9250]

## **CONSTRUCTION SIGN**

A sign signifying the impending development of a property or the construction of a building shall:

- (a) not require a permanent sign permit;
- (b) be permitted in any zone on a temporary basis only; and
- (c) conform to the provisions of the *National Building Code*. [1992/9250]

## **REAL ESTATE SIGN**

Real estate signs do not require a permanent sign permit. A sign pertaining to the sale, lease or rental of a property or building shall be permitted in any zone provided that it:

- (a) is erected on the property to which it pertains; and
- (b) complies with all of the restrictions in this Bylaw relating to the sign type. [1992/9250]

## **DIRECTIONAL SIGN**

A directional sign of either ground, wall or projecting type may be erected without a permit in any zone provided that it does not exceed 0.9 square metres in area. [1992/9250]

## **ADDRESS DESIGNATION**

An address designation for any building or structure which denotes only the building name, civic address and/or occupant may be erected without a permit, provided that the sign:

- (a) does not exceed 0.6 square metres in area; and
- (b) does not identify a home occupation, residential office, or bed and breakfast establishment; and
- (c) when illuminated and in operation, is continually lit. [1999/10113]

## **CANOPY OR AWNING SIGN**

Both a canopy and an awning requires a permanent sign permit. A canopy sign or awning sign shall be permitted in all zones provided that:

- (a) the minimum clearance from the ground shall be 2.5 metres; and
- (b) no portion of the canopy or awning sign may be closer than 600 millimetres to a vertical line from the curb face. [1992/9250; 1995/9736]

## **SMALL SIGNS**

Small signs advertising goods or services available on the same lot are permitted without the requirement of a permit, provided that the sign surface area of such signs shall not exceed one square metre and provided further that no such sign shall be erected or displayed closer than six metres from the street property line. [1998/10022] An example of this type of sign might be a point of sale sign.

## **PROHIBITED LOCATIONS**

No part of a sign, including electrical cords, shall be located on a public roadway, including a City-owned right-of-way, boulevard or sidewalk. [1992/9250]

### ***Inflatable Sign***

## **PERMIT REQUIRED**

A permanent sign permit is required for any inflatable sign. Once a permit is issued, a sign may be displayed indefinitely.

## **PERMITTED LOCATIONS**

An inflatable sign shall be permitted only in DSC, HC, LC1, LC2, MAC, MAC3, MS, and all industrial zones. [1992/9250]

## **NUMERICAL RESTRICTIONS**

No more than one inflatable sign shall be used on a single lot, in addition to other permitted types of sign. [1992/9250]

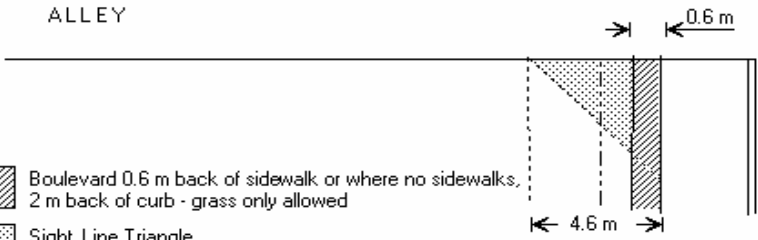
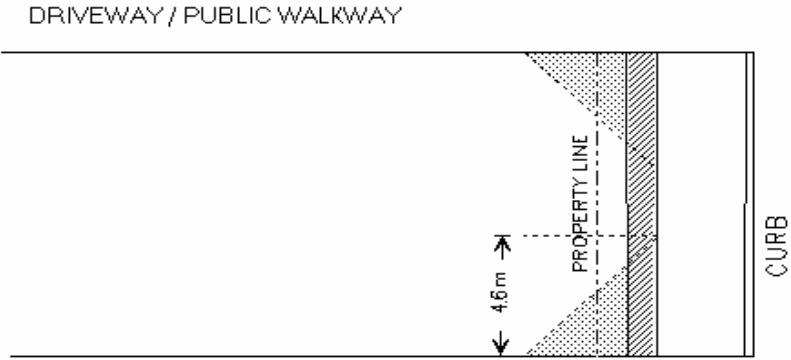
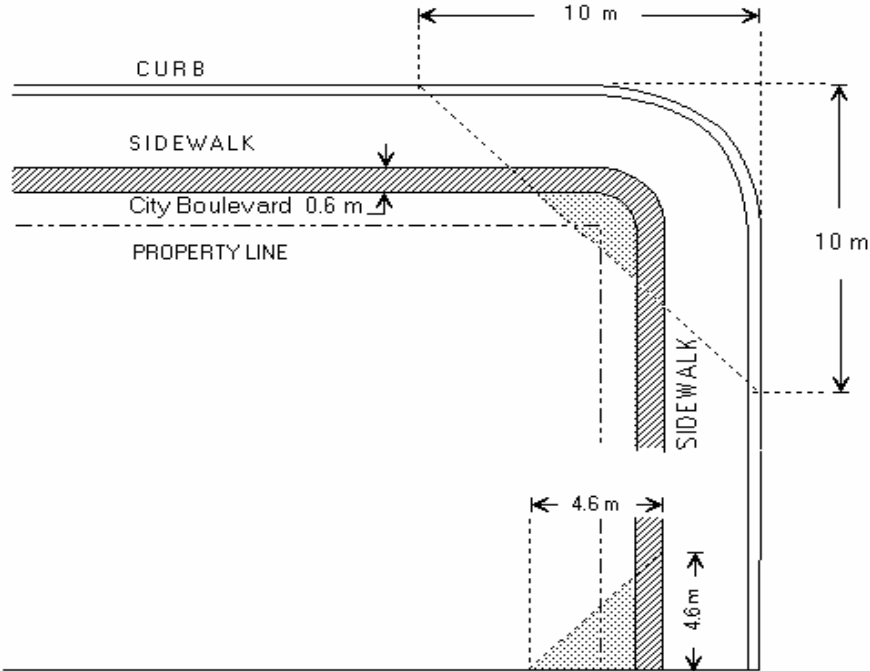
### ***Placement from Property Lines***



**Signs must be set back 0.3 metres from the property line and outside of the sight line triangle.** In most cases, the property line is not located at the back of the sidewalk or curb. Generally, there is a public right-of-way between the back of the walk or curb and the property line. This distance between the back of walk/curb and the property line varies throughout the city. To determine where a property line is located for a particular property, call the Mapping Counter in the Engineering & Works Department at 777-7467. Give them the city address of the location and ask for the back of walk to property line dimension.

## ***Intersection Sight Line Control***

- (1) Subject to *The Regina Traffic Bylaw No. 9900*, every development site shall provide a clear line of sight for motorists and pedestrians: (See Intersection Sight Line Control Diagram)
  - (a) approaching a street intersection; or
  - (b) exiting from driveways, walkways or alleys onto a street
- (2) Within the sight triangle bounded by the street lines and a line joining points on the street lines a distance of 10 metres from their point of intersection, there shall be no planting or structure over 750 millimetres high above grade of the streets.
- (3) Subsections (1) and (2) shall not apply to the D - Downtown Zone, except where an existing building is already set back, in which case subsection (2) shall apply. [1992/9250]

### INTERSECTION SIGHT LINE TRIANGLE



-  Boulevard 0.6 m back of sidewalk or where no sidewalks, 2 m back of curb - grass only allowed
-  Sight Line Triangle - NO planting or structure over 750 mm in height allowed

### ***What Zones Are Permissible for Permanent Billboards?***

Billboards shall be permitted only in the following land use zones: MAC, MAC3, HC, DSC, D and Industrial zones. A billboard may be erected in any portion of a RR – Railway Zone that abuts any of these zones, as long as no Zoning or Traffic bylaws are violated in doing so.

### ***Do Permanent Billboards Have Set Back Requirements?***

Yes.

- (1) Where a billboard is within 30 metres of a building, no part of the billboard shall be closer to the street line than the front building line.
- (2) When the sign is located between two buildings, both within 30 metres of the sign structure, no part of the structure shall be erected closer to any street line than a line drawn from the corners of the two buildings nearest the street. [1992/9250]

### ***Distance Between Permanent Billboards***

- (1) Where there are two or more billboards:
  - (a) on the same street; and
  - (b) facing the same traffic flow, they shall not be placed closer together than 90 metres.
- (2) Where a billboard is double-faced, each side shall be considered as facing traffic flowing in the opposite direction.
- (3) Notwithstanding subsection (1), at the intersection of two streets, double or single-faced signs at right angles to traffic on one street may be situated closer than 90 metres to a similarly positioned sign across the street at right angles to traffic on the other street. [1992/9250]

### ***Billboard Support Structure***

The support structure for a billboard shall be of vertical (cantilever) construction and where the back is visible, it shall be suitably painted or otherwise covered to present a neat and clean appearance. [1992/9250]

***Where can I get more information?***

Urban Planning Division staff are available to visit your site to help you determine what signs are permitted at your particular location. If you would like to arrange a site visit or if you have questions about the portable sign regulations, please contact:

**Urban Planning Division**  
Community Services Department  
9<sup>th</sup> Floor, City Hall  
2476 Victoria Avenue  
P.O. Box 1790  
Regina, Saskatchewan  
S4P 3C8

**Telephone:** (306) 777-7551

**Fax:** (306) 777-6823

**Office Hours:** Monday to Friday 8:00 a.m. – 4:45 p.m.

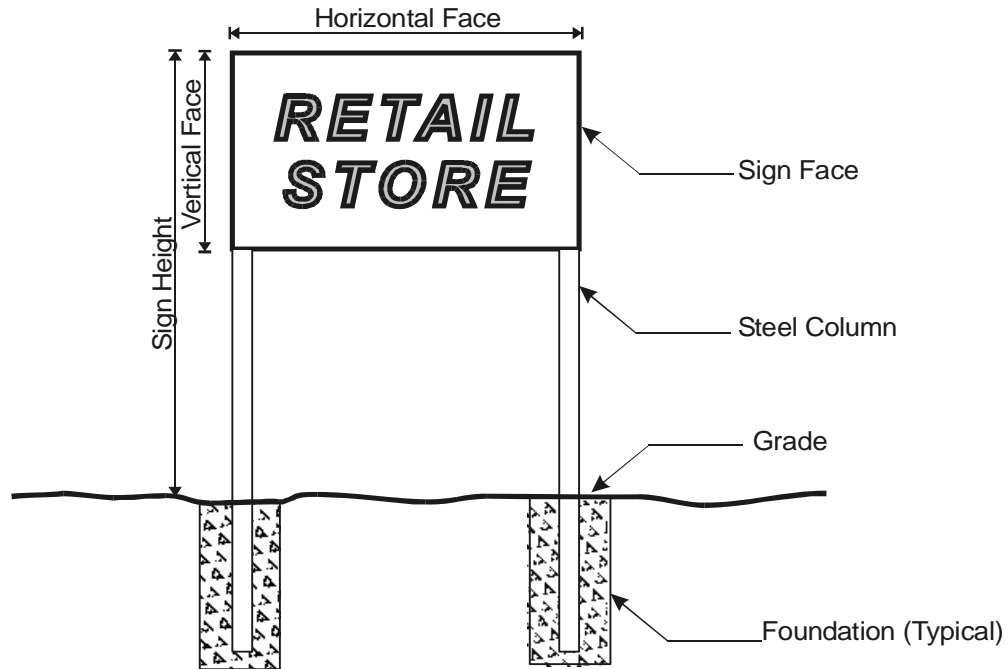
# Sign Development Standards

**TABLE 16.1: SIGN DEVELOPMENT STANDARDS** <sup>4</sup> (1999/10113; 2001/10264; 2003-1)

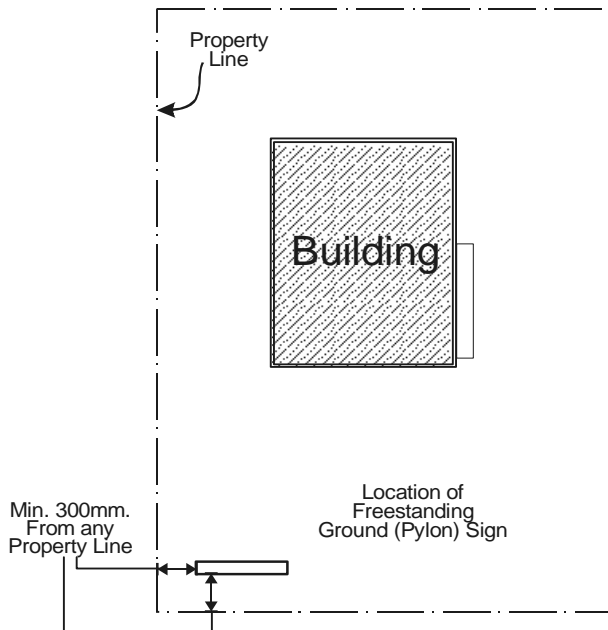
SIGN TYPE	LAND USE ZONE AND STANDARDS																		
	ALL RESIDENTIAL ZONES			NC, LC3, LC2, LC1, MX AND MS ZONES			DOWNTOWN			HC			DSC, MAC, MAC3, AND ALL INDUSTRIAL ZONES			SPECIAL ZONES*			
	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C	
Free Standing Sign <sup>3</sup>	1	0.6m <sup>**</sup> 1m <sup>2</sup> for Other Uses	1.8 m	1	5m <sup>2</sup> in NC and MX 7m <sup>2</sup> in Other Zones	5m in NC and MX 8.5m in Other Zones	1	10m <sup>2</sup>	10m	1	24m <sup>2</sup>	14m	1	15m <sup>2</sup>	12m	1	0.6m <sup>**</sup>	1.8m <sup>**</sup> 5m <sup>2</sup> for Other Uses 4m for Other Uses	
Rotating Sign <sup>3</sup>	Not Permitted			See Note #1	5m <sup>2</sup>	8.5m in MS 5m in Other Zones	See note #1	10m <sup>2</sup>	10m	See note #1	24m <sup>2</sup>	14m	See Note #1	15m <sup>2</sup>	12m	Not Permitted			
Wall Sign	1	0.6m <sup>**</sup> 1m <sup>2</sup> for Other Uses	n/a	Unrestricted												1	0.6m <sup>**</sup>	n/a	5m <sup>2</sup> for Other Uses
Billboard Sign	Not Permitted			Not Permitted			Permitted, Regulations provided in Subpart 16C.1									Not Permitted <sup>+</sup>			
Roof Sign	Not Permitted			Not Permitted			Permitted, Regulations provided in Subpart 16C.2									Not Permitted			
Projecting Sign	Not Permitted			Permitted Except in MX and MS zones			Permitted, Regulations provided in Subpart 16C.3									Not Permitted			
Portable Sign <sup>3</sup>	Not Permitted			On-Site Advertising Only Regulations provided in Subpart 16C.4			Permitted, Regulations provided in Subpart 16C.4									On-Site Advertising Only Regulations provided in Subpart 16C.4			
Secondary Sign <sup>3</sup>	Not Permitted			Permitted, Regulations provided in Subpart 16D.1															
<b>Key:</b>																			
A = Number of Signs Per Lot																			
B = Surface Area																			
C = Height																			
#1 = See Subpart 16D.3																			
* = Except WC, PUD, C, and DCD zones. For WC and PUD zones, see Subparts 16D.4 and 16D.5 respectively. For C zones, refer to the specific contract zoning agreement. For DCD zones, refer to the specific zone regulations in Subpart 9C.3. Signs in FW zones are also subject to the construction standards in Subpart 9C.4.																			
+ = Except in portions of RR zones abutting zones where they are permitted, in which case the provisions of subsection 16C.1 apply																			
** = Residential Uses and House Form Commercial																			
n/a = Not applicable																			
3 = Signs shall be set back a minimum of 300 millimetres from any property line																			
4 = Standards do not apply to home occupations, residential offices, or bed and breakfast establishments. See Part 6D.																			

# SAMPLE PLAN & ELEVATIONS

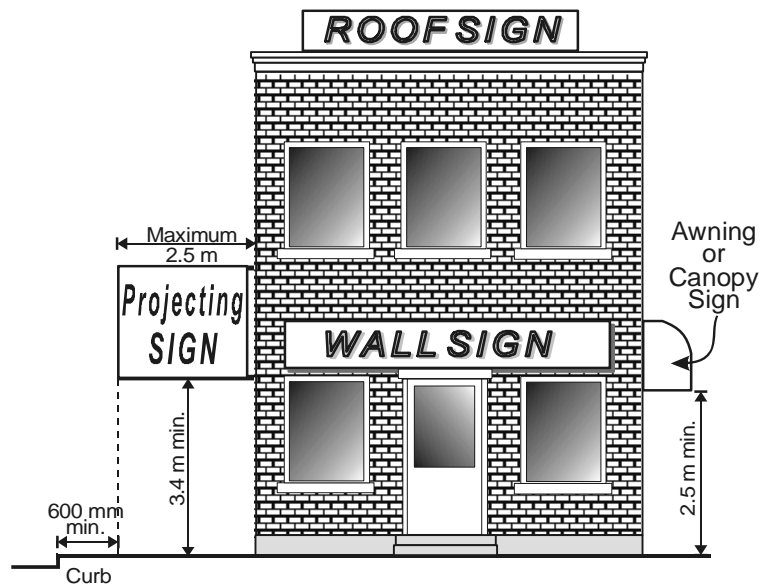
## Freestanding Ground (Pylon) Sign



## Site Plan



## Signs on Building Elevation



**NOTE:** All measurement of signs must be shown.

## ***Building Bylaw Requirements for Signs***

For further information on Building Bylaw requirements for signs, please contact the City of Regina Building Division at 777-7551.

- 1) Every sign, hereinafter erected shall be plainly marked with the name of the contractor or erector, size and weight, voltage and wattage and said information must be readily visible after its erection.
- 2) All electrical signs shall be constructed in accordance with the provisions of the Electrical Regulations of the Province of Saskatchewan.
- 3) Clearance from High Voltage Power Lines. Signs shall be located not less than 1.8 metres horizontally or 3.6 metres vertically from overhead electrical conductors which are energized in excess of 750 volts.
- 4) A clearance of at least 1 metre shall be maintained between poles and other fixtures lawfully erected and any part of the sign structure and its accessories.
- 5) No sign structure shall be erected, constructed or maintained in any manner which will obstruct any fire escape or any window or door or opening used as a required means of egress or so as to prevent free passage from a roof to any opening for required light or ventilation.

### **GROUND SIGNS**

- 1) All ground signs shall be constructed of non-combustible material throughout except that:
  - (a) Signs not exceeding 5 metres above the surface of the ground at any point may not be constructed of combustible material.
  - (b) Signs not exceeding 7.6 metres above the ground at any point shall be constructed with non-combustible columns and braces and supports, and may have the display area including backing of combustible materials.
- 2) All ground signs exceeding 7.6 metres in height above the adjacent finished ground shall be structurally designed by a Registered Architect or Professional Engineer of the Province of Saskatchewan.
- 3) The foundation of all ground signs exceeding 5 metres in height shall be of concrete.
- 4) The minimum clearance of ground signs shall be as follows:
  - (a) No portion of any ground sign shall hereafter be erected within .3 metres of any property line abutting a street.
  - (b) No portion of any ground sign shall hereafter be erected within 1.2 metres of any property line or from a wood frame building which is on the same property,

unless such sign is constructed entirely of non-combustible materials except for the display area and backing.

- (c) No portion of any ground sign with structural members of combustible material shall hereafter be erected within a distance equivalent to the height of the sign structure from any property line abutting a street.
- (d) There shall be a clearance of at least 1.2 metres between any portion of a ground sign in front of any required opening in the exterior wall face of a building erected on the same property.
- (e) Projections associated with ground signs such as guys, stays and other attachments such as reflectors used to illuminate shall not be permitted less than 2.6 metres above the surface of the ground at any point.

## **WALL SIGNS**

- 1) All wall signs shall be constructed of non-combustible materials throughout when such signs:
  - (a) exceed 4 sq. metres, or
  - (b) are located more than 7.6 metres above grade, or
  - (c) are located within .6 metre of any window, fire escape, or exit above the second storey floor line.
- 2) No wall sign may be erected on wood frame or on combustible construction if it exceeds the limits of sentence (1).
- 3) No wall sign shall be permitted to be supported by an unbraced parapet wall unless the structural stability of the parapet wall is adequate.
- 4) Wall signs may project above the top of the roof or parapet wall immediately adjacent thereto a distance not exceeding 1 metre provided that the means of egress to and egress from the said roof are adequate, and that the structural stability of the parapet wall is adequate.

## **ROOF SIGNS**

- 1) All roof signs, including uprights, supports and braces and display area shall be of non-combustible construction, except
  - (a) Those approved combustible plastics may be used as facing material and as letters and decorations.
  - (b) That the display area and moldings may be of combustible materials provided such sign:

- (i) Is less than 7.6 metres in height measured from the roof surface, and
  - (ii) Are less than 37 sq. metres on any one side.
- 2) All roof signs shall be structurally designed by a Registered Architect or Professional Engineer when exceeding either 113 kg in weight or 10 sq. metres in area on any one side.
- 3) The dead and live loads of any roof sign shall be transmitted to concrete foundations by non-combustible walls, columns, beams and girders except that timber beams and columns shall be acceptable provided such timber members shall be creosoted or painted and all connections shall be by means of bolts and the sign and its supports are designed by a Registered Architect or Professional Engineer.
- 4) Clearance and access about roof signs shall be as herein provided:
  - (a) Passage clear of all obstruction, except for necessary horizontal supports not more than 6 metres from the roof surface, shall be left under or around and immediately adjacent to all roof signs exceeding 1 metre above the roof surface. Such passage shall be not less than 1 metre wide by 1.8 metres high and shall be at parapet or roof level.
  - (b) There shall be one such passage or access opening as follows:
    - (i) For each roof sign upon a building;
    - (ii) For every 15 metre of horizontal roof sign extension;
    - (iii) Within 6 metres of walls and parapets when roof signs are located at an angle of 45 degrees or greater to a face of the building.
  - (c) There shall be a clearance of at least 1.2 metres between any portion of the roof sign and any opening in the exterior wall face or roof of the building on which it is erected.
  - (d) No portion of any roof sign shall be erected within 1.2 metres of any wood frame wall extending above the roof line of the same building unless such sign is constructed entirely of non-combustible material.
- 5) In no case shall a roof sign or any part, thereof including any supports and braces project beyond the exterior surface of the exterior wall of the building to which it is attached.

## **PROJECTING SIGNS**

- 1) All projecting signs including frames, braces and supports shall be constructed of non-combustible materials except that
  - (a) approved combustible plastics may be used as facing materials, letters and decorations

- (b) Non structural members of signs not exceeding 2 sq. metres in area may be of wood, metal, approved plastics or combination thereof.
- 2) Covers of the service opening shall be securely fastened by chains and/or hinges.
- 3) Projecting signs shall not be attached or fastened in any manner to parapet walls unless designed by a Registered Architect or Professional Engineer of the Province of Saskatchewan.
- 4) Projecting signs weighing more than 115 kg shall be structurally designed by a Registered Architect or a Professional Engineer of the Province of Saskatchewan.
- 5) Projecting signs shall be adequately supported by cables, rods, chains or other approved method. In all cases, each projecting sign weighing more than 23 kg shall have at least one approved fastener passing entirely through the wall or roof of the building to which it is attached.
- 6) The “A” frames or other similar methods of support used in the construction of projecting signs shall not exceed 2 metres in overall height above an exterior wall.
- 7) Unless otherwise approved by the authority having jurisdiction, each cable, rod chain or equivalent shall have a reputed breaking strength.

### ***Where can I get more information?***

**Urban Planning Division**  
Community Services Department  
9<sup>th</sup> Floor, City Hall  
2476 Victoria Avenue  
P.O. Box 1790  
Regina, Saskatchewan  
S4P 3C8

**Telephone:** (306) 777-7551

**Fax:** (306) 777-6823

**Office Hours:** Monday to Friday 8:00 a.m. – 4:45 p.m.