

Customer Portal Series

How To: NS Highway Directional Sign License Application

All Temporary Sign licenses are processed through the same application, be it for 10 days or a year.

1. From the Home page of the Customer Portal, select Apply for or Renew Licenses.

Home

Welcome to the Online Permitting, Planning, Licensing & Compliance Customer Portal

Manage your Permits and Licenses using the tabs below.

My Activities is the heart of the customer Portal - Track your permits and Licenses in the My Activities tab. Check often for updates.
My Inspections is where you can request and manage Permit-related inspections
My Businesses is where you add and create Business Profiles for your License Applications
My Projects is where you can organize your permits to suit your needs

If your permit or license does not appear in the My Activities tab below, use the Search in the menu above to retrieve. (You must be the applicant for this search to work)

System Requirements
For the best experience using our system:

Browser must be current - The following browsers in the most current version are supported: Chrome (Windows and macOS), Firefox (Windows and macOS), Edge (Windows), Safari (macOS).
Cookies must be enabled - Cookies enable many features in the system. If not enabled, the system will not function correctly.
Cookies are controlled in your browser settings. The Customer Portal only retains these cookies for the duration of the session; they are deleted when the browser is closed or the session times out.
JavaScript must be enabled - JavaScript allows certain features in the system. If not enabled, the system will not function correctly.
JavaScript is controlled in your browser security settings. All supported browsers have at least JavaScript 1.1 installed as a plugin by default, but customers may need to enable it if it has been turned off.
Browser Autofill should not be used - Browser autofill may cause unnecessary errors when using the system.

Permitting > Apply for a Permit > Estimate Fees	Licensing > Apply for or Renew Licenses	Compliance > Report an Issue
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2. Select the NS Highway Directional Signs license type.

Apply for a Business License

Select license type below to open application
For tips on completing your application visit halifax.ca

<h3>Vendor</h3> <p>To sell food (stand or truck) or handmade crafts (artisan) on municipal land, you must have a vendor's license for a specific site.</p> <p>Vendor - Artisan Vendor - Food</p>	<h3>Signs</h3> <p>Temporary signs are any signs NOT intended for permanent installation to be used for a limited time.</p> <p>NS Highway Directional Signs are for businesses or organizations wanting to display an ad along Hwy 333 or Hwy 3.</p> <p>Temporary Sign NS Highway Directional Signs</p>	<h3>Vehicle for Hire</h3> <p>(Taxi, Limo, and TNC)</p> <p>All taxi brokers, independent brokers and transportation network companies (TNCs), and related drivers must be licensed to operate in HRM.</p> <p>If you have a concern about either your driver abstract or criminal record report, please email the Taxi Office at licensing@halifax.ca or by contacting 311 before completing the English test or applying.</p> <p>Vehicle for Hire - Broker / TNC Vehicle for Hire - Driver - Conditional Vehicle for Hire - Driver - Permanent Vehicle for Hire - Owner Vehicle for Hire - Owner - Waitlist</p>
<h3>Newspaper Box</h3> <p>A Newspaper Box is a license to have an unattended box for the purpose of vending or distributing newspapers or periodicals.</p> <p>Newspaper Box</p>	<h3>Sidewalk Café</h3> <p>Sidewalk café means a deck, patio, ramp, temp sidewalk, group of tables/chairs situated on a street/ sidewalk for consumption of food/beverages sold to the public.</p> <p>Seasonal Cafés: Apr 15 to Nov 15 (same calendar year). Annual Cafés: one calendar year (renewable).</p> <p>NOTE: CAFE CONSTRUCTION IS NOT PERMITTED BEFORE LICENSE IS ISSUED</p> <p>Sidewalk Café Seasonal Sidewalk Café Annual</p>	
<h3>Update a Business License</h3> <p>To make changes to an existing license select Amend a Business License</p> <p>To renew an existing license about to expire select Renew a Business License</p> <p>Amend a Business License Renew a Business License</p>		

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3. Enter the requested Activity Start Date. Click Next.

Business License Application BA-2022-000668 (Draft)

DETAILS

License Type: NS Highway Directional Signs
Select the date you intend to begin your licensed work.

*Activity Start Date:

Next

July 2022						
S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Today

4. Select an Existing Business or create a New Business (for more information on this process see the job aide). Click Next.

Business License Application BA-2022-000668 (Draft)

If you have an existing business profile in our system, select it from the dropdown menu below.
If you are a new business, select New Business and complete the form to provide required information.

New Business Existing Business

USE EXISTING BUSINESS

*Existing Business:

Back **Next**

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5. Enter the name of the Business to be displayed on the sign. Click Next.

Business License Application BA-2022-000668 (Draft)

NS HIGHWAY DIRECTIONAL SIGN

Business Name will be displayed exactly as entered. Ensure spelling is correct.

*Business Name to be Displayed:

6. The required documents will be uploaded. For more information see the job aide on uploading documents. Click Next.

Business License Application BA-2022-000668 (Draft)

Upload the required documents outlined below.
All required documents must be uploaded in order to submit application.
Maximum File Size is 100Mb per document.

DOCUMENTS TO ATTACH

Uploaded	Document Type	Description	Sample Form
	Optional Documents - Business Licensing		None Optional

UPLOADED DOCUMENTS

* Attachment Type	Description	Acceptance Status
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7. A summary of the application is next and allows for payment of fees.

Business License Application BA-2022-000668 (Draft)

SUBMIT APPLICATION

LICENSE INFORMATION

Activity Start Date: Aug 1, 2022

BUSINESS

Existing Business: Amazing Business Empire (Amazing Business Empire)
1791 BARRINGTON ST, HALIFAX, NS B3J3K9

BUSINESS OWNERSHIP

Legal Entity: Amazing Business (Individual)

LICENSE TYPE

Name	Category	NAICS
NS Highway Directional Signs	Directional Sign	54185

NS HIGHWAY DIRECTIONAL SIGN

Business Name to be Displayed: Amazing Business Empire

FEES

The following fees must be paid as part of your license application.

Description	Amount	Balance
NS Highway Sign Application Fee	\$200.00	\$200.00

[Back](#) [Save](#) [Pay Fees & Submit Now](#) [Pay & Submit Later](#)

Until the fees are paid the application remains as a Draft and is **NOT** submitted.

HRM can locate the draft in a search but it does not appear in any queues for processing.

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8. Next the payment method is required.

Checkout

Contact information

First Name Last Name

Email Phone Number

Shipping Information

Address Line 1

Address Line 2 (optional)

City

Country Province Postal Code

   

Cardholder Name

Card Number MMY Y CW

Billing Address

Same as shipping address

Order Summary

Total **\$100.00**

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9. Confirmation of the application submission is provided along with the Application Number. To view the overview of the application use the [click here link](#).



Business License Application BA-2022-000668 (Submission Pending)

CONFIRMATION

Your Business License Application was submitted successfully. You will be notified when your Business License is ready to issue.

Application Number: BA-2022-000668

To view the information and status for this Business License Application, [click here](#).



Business License Application BA-2022-000668 (Submitted)

<p>LICENSE INFORMATION</p> <p>Activity Start Date: Aug 1, 2022</p> <hr/> <p>BUSINESS</p> <p>Existing Business: Amazing Business Empire (Amazing Business Empire) 1791 BARRINGTON ST, HALIFAX, NS B3J3K9</p> <hr/> <p>BUSINESS OWNERSHIP</p> <p>Legal Entity: Amazing Business (Individual)</p> <hr/> <p>LICENSE TYPE</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Category</th> <th style="text-align: left;">NAICS</th> </tr> </thead> <tbody> <tr> <td>NS Highway Directional Signs</td> <td>Directional Sign</td> <td>54185</td> </tr> </tbody> </table> <hr/> <p>NS HIGHWAY DIRECTIONAL SIGN</p> <p>Business Name to be Displayed: Amazing Business Empire</p> <hr/> <p>RELATED INFORMATION</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Type</th> <th style="text-align: left;">Description</th> </tr> </thead> <tbody> <tr> <td> Business</td> <td>Amazing Business Empire (Amazing Business Empire) 1791 BARRINGTON ST, HALIFAX, NS B3J3K9</td> </tr> </tbody> </table>	Name	Category	NAICS	NS Highway Directional Signs	Directional Sign	54185	Type	Description	 Business	Amazing Business Empire (Amazing Business Empire) 1791 BARRINGTON ST, HALIFAX, NS B3J3K9	<p>APPLICATION ACTIVITIES</p> <p><small>This is where you can make requests on your application. The eligible request types will appear depending on what your application status is. The requests can include:</small></p> <hr/> <p>WITHDRAW APPLICATION</p> <p style="text-align: center;">Withdraw Application</p> <hr/> <p>FEES</p> <p>You have no outstanding fees.</p>
Name	Category	NAICS									
NS Highway Directional Signs	Directional Sign	54185									
Type	Description										
 Business	Amazing Business Empire (Amazing Business Empire) 1791 BARRINGTON ST, HALIFAX, NS B3J3K9										

MY ACTIVITIES	MY INSPECTIONS	MY PROJECTS	MY BUSINESSES
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[Show more...](#)

Note: Permits or Licenses with a status of DRAFT have not been submitted.

Type	File Number	Description	Location	Status	Created Date	Submitted Date	Revisions Required	Next Action
 Business License Application	BA-2022-000668	Amazing Business Empire (Amazing Business Empire) NS Highway Directional Signs	1791 BARRINGTON ST, HALIFAX, NS B3J3K9	Submitted	Jul 19, 2022			