

# Customer Portal Series

## How To: Temporary 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.

<b>Permitting</b> > Apply for a Permit > Estimate Fees	<b>Licensing</b> > Apply for or Renew Licenses	<b>Compliance</b> > Report an Issue
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# Customer Portal Series

## 2. Select Signs – Temporary Sign.

### Apply for a Business License

Select license type below to open application  
For tips on completing your application visit [halifax.ca](http://halifax.ca)

<h4>Vendor</h4> <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><a href="#">Vendor - Artisan</a> <a href="#">Vendor - Food</a></p>	<h4>Signs</h4> <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><a href="#">Temporary Sign</a> <a href="#">NS Highway Directional Signs</a></p>	<h4>Vehicle for Hire</h4> <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 <a href="mailto:licensing@halifax.ca">licensing@halifax.ca</a> or by contacting 311 before completing the English test or applying.</p> <p><a href="#">Vehicle for Hire - Broker / TNC</a> <a href="#">Vehicle for Hire - Driver - Conditional</a> <a href="#">Vehicle for Hire - Driver - Permanent</a> <a href="#">Vehicle for Hire - Owner</a> <a href="#">Vehicle for Hire - Owner - Waitlist</a></p>
<h4>Newspaper Box</h4> <p>A Newspaper Box is a license to have an unattended box for the purpose of vending or distributing newspapers or periodicals.</p> <p><a href="#">Newspaper Box</a></p>	<h4>Sidewalk Café</h4> <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><b>NOTE: CAFE CONSTRUCTION IS NOT PERMITTED BEFORE LICENSE IS ISSUED</b></p> <p><a href="#">Sidewalk Café Seasonal</a> <a href="#">Sidewalk Café Annual</a></p>	
<h4>Update a Business License</h4> <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><a href="#">Amend a Business License</a> <a href="#">Renew a Business License</a></p>		

# Customer Portal Series

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

**Business License Application** BA-2022-000667 (Draft)

DETAILS

License Type: Temporary Sign  
Select the date you intend to begin your licensed work.

\*Activity Start Date: Aug 1, 2022

Next

August 2022

S	M	T	W	T	F	S
31	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	7	8	9	10

Today

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

**Business License Application** BA-2022-000667 (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: Amazing Business Empire (Amazing Business Empire) 1791 BARRINGTON ST, HALIFAX, NS B3J3K9

Back Next

# Customer Portal Series

5. You'll be asked a number of questions, your responses to certain questions may change the other questions to be answered. See examples below. Answer the questions. Click Next.

## Business License Application BA-2022-000667 (Draft)

### TEMPORARY SIGNS

\* Sign Type: (None) ▼

\* Location of Sign: (None) ▼

\* Illuminated Sign:  Yes  No  (None)

\* Variable Message Sign:  Yes  No  (None)

\* Is this a community event sign?  Yes  No  (None)

\* Are you the Property Owner?  Yes  No  (None)

## Business License Application BA-2022-000667 (Draft)

### TEMPORARY SIGNS

\* Sign Type: (None) ▼

\* Location of Sign: (None) ▼

\* Illuminated Sign:  Yes  No  (None)

\* Variable Message Sign:  Yes  No  (None)

\* Is this a community event sign?  Yes  No  (None)

\* Are you the Property Owner?  Yes  No  (None)

# Customer Portal Series

**Business License Application** BA-2022-000667 (Draft)

TEMPORARY SIGNS

\* Sign Type: (None) ▼

\* Location of Sign: (None) ▼

\* Illuminated Sign: (None) ▼

\* Variable Message Sign: HRM Owned Land  
HRM Right of Way  
Non HRM Owned Land

\* Is this a community event sign?

\* Are you the Property Owner?  Yes  No  (None)

**Business License Application** BA-2022-000667 (Draft)

TEMPORARY SIGNS

\* Sign Type: Mobile ▼

\* Location of Sign: (None) ▼

\* Illuminated Sign:  Yes  No  (None)

\* Variable Message Sign:  Yes  No  (None)

\* Is this a community event sign?  Yes  No  (None)

\* Is the Sign Location different from the Business Location?  Yes  No  (None)

\* Number of Days your sign will be up:

\* Are you the Property Owner?  Yes  No  (None)

**Business License Application** BA-2022-000667 (Draft)

TEMPORARY SIGNS

\* Sign Type: Banner ▼

\* Location of Sign: (None) ▼

\* Illuminated Sign:  Yes  No  (None)

\* Variable Message Sign:  Yes  No  (None)

\* Is this a community event sign?  Yes  No  (None)

\* Are you the Property Owner?  Yes  No  (None)

# Customer Portal Series

**Business License Application** BA-2022-000667 (Draft)

TEMPORARY SIGNS

\* Sign Type:

\* Location of Sign:

\* Illuminated Sign:  Yes  No  (None)

\* Variable Message Sign:  Yes  No  (None)

\* Is this a community event sign?  Yes  No  (None)

\* Number of Days your sign will be up:

\* Are you the Property Owner?  Yes  No  (None)

**Business License Application** BA-2022-000667 (Draft)

TEMPORARY SIGNS

\* Sign Type:

\* Location of Sign:

\* Illuminated Sign:  Yes  No  (None)

\* Variable Message Sign:  Yes  No  (None)

\* Is this a community event sign?  Yes  No  (None)

\* Number of Days your sign will be up:

\* Are you the Property Owner?  Yes  No  (None)

**Business License Application** BA-2022-000667 (Draft)

TEMPORARY SIGNS

\* Sign Type:

\* Location of Sign:

\* Illuminated Sign:  Yes  No  (None)

\* Variable Message Sign:  Yes  No  (None)

\* Is this a community event sign?  Yes  No  (None)

\* Number of Days your sign will be up:

\* Are you the Property Owner?  Yes  No  (None)

# Customer Portal Series

**Business License Application** BA-2022-000667 (Draft)

TEMPORARY SIGNS

\* Sign Type:

\* Location of Sign:

\* Illuminated Sign:  Yes  No  (None)

\* Variable Message Sign:  Yes  No  (None)

\* Is this a community event sign?  Yes  No  (None)

\* Is the Sign Location different from the Business Location?  Yes  No  (None)

\* Are you the Property Owner?  Yes  No  (None)

**Business License Application** BA-2022-000667 (Draft)

TEMPORARY SIGNS

\* Sign Type:

\* Location of Sign:

\* Illuminated Sign:  Yes  No  (None)

\* Variable Message Sign:  Yes  No  (None)

\* Is this a community event sign?  Yes  No  (None)

\* Is the Sign Location different from the Business Location?  Yes  No  (None)

\* Are you the Property Owner?  Yes  No  (None)

# Customer Portal Series

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

## Business License Application BA-2022-000667 (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	
	Graphic Design Plan	A graphic design, drawn to metric scale showing the design and construction material of the sign.	None	Required
	Sign Message	Provide wording of sign message.	None	Required
	Site Plan - Temp Sign	A site plan that shows the location and type of the proposed sign in relation to curb and sidewalk, if applicable.	None	Required
	Optional Documents - Business Licensing		None	Optional
	Proof of Insurance	A document proving \$2,000,000 coverage and naming Halifax Regional Municipality as additionally insured.	None	Optional
	Property Owner Consent	Written consent from the owner of the principle use property if other than the applicant or security deposit.	None	Optional

UPLOADED DOCUMENTS

**+ Upload File**

* Attachment Type	Description	Acceptance Status
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# Customer Portal Series

7. A summary of the application is next and allows for payment of fees.

## Business License Application BA-2022-000667 (Draft)

SUBMIT APPLICATION

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### LICENSE INFORMATION

**Activity Start Date:** Aug 1, 2022

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### BUSINESS

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

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### BUSINESS OWNERSHIP

**Legal Entity:** Amazing Business (Individual)

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### LICENSE TYPE

Name	Category	NAICS
Temporary Sign	Temporary Sign	54185

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### TEMPORARY SIGNS

**Sign Type:** Mobile  
**Location of Sign:** Non HRM Owned Land  
**Illuminated Sign:** No  
**Variable Message Sign:** No  
**Is this a community event sign?** No  
**Is the Sign Location different from the Business Location?** No

**Number of Days your sign will be up:** 30  
**Are you the Property Owner?** Yes

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### FEES

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

Description	Amount	Balance
Temporary Sign Application Fee	\$30.00	\$30.00

[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.

# Customer Portal Series

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

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**Order Summary**

Total **\$100.00**

[Back](#) [Checkout](#)

# Customer Portal Series

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-2022-000667 (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-2022-000667

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

 **Business License Application** BA-2022-000667 (Submitted)

**LICENSE INFORMATION**

**Activity Start Date:** Aug 1, 2022

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**BUSINESS**

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

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**BUSINESS OWNERSHIP**

**Legal Entity:** Amazing Business (Individual)

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**LICENSE TYPE**

Name	Category	NAICS
Temporary Sign	Temporary Sign	54185

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**TEMPORARY SIGNS**

**Sign Type:** Mobile

**Location of Sign:** Non HRM Owned Land

**Illuminated Sign:** No

**Variable Message Sign:** No

**Is this a community event sign?** No


**Is the Sign Location different from the Business Location?** No

**Number of Days your sign will be up:** 30

**Are you the Property Owner?** Yes

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**RELATED INFORMATION**

Type	Description
 Business	Amazing Business Empire (Amazing Business Empire) 1791 BARRINGTON ST, HALIFAX, NS B3J3K9

**APPLICATION ACTIVITIES**

*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:*

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**WITHDRAW APPLICATION**

[Withdraw Application](#)

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**FEES**

You have no outstanding fees.

**MY ACTIVITIES**
MY INSPECTIONS
MY PROJECTS
MY BUSINESSES

[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-2022-000667	Amazing Business Empire (Amazing Business Empire) Temporary Sign	1791 BARRINGTON ST HALIFAX, NS B3J3K9	<b>Submitted</b>	Jul 19, 2022			

## Temporary Sign License Application