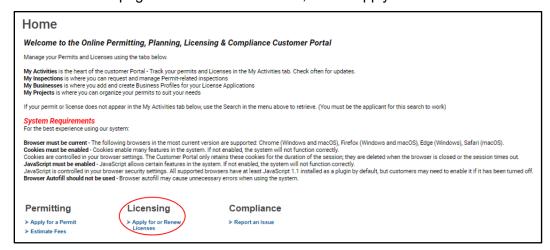
How To: Temporary Sign License Application

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.



2. Select Signs – Temporary Sign.

Apply for a Business License

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

To sell food (stand or truck) or handmade crafts (artisan) on municipal land, you must have a vendor's license for a specific site.

Vendor

Signs

Temporary signs are any signs NOT intended for permanent installation to be used for a limited time.

NS Highway Directional Signs are for businesses or organizations wanting to display an ad along Hwy 333 or Hwy 3.

Vendor - Artisan Vendor - Food



Vehicle for Hire

(Taxi, Limo, and TNC)

All taxi brokers, independent brokers and transportation network companies (TNCs), and related drivers must be licensed to operate in HRM. If you have a concern about either your driver abstract or criminal record report, please email the Taxi Office at

<u>licensing@halifax.ca</u> or by contacting 311 before completing the English test or applying.

Vehicle for Hire - Broker / TNC Vehicle for Hire - Driver - Conditional Vehicle for Hire - Driver - Permanent Vehicle for Hire - Owner Vehicle for Hire - Owner - Waitlist

Sidewalk Café

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.

Seasonal Cafés: Apr 15 to Nov 15 (same calendar year). Annual Cafés: one calendar year (renewable).

NOTE: CAFE CONSTRUCTION IS NOT PERMITTED BEFORE LICENSE IS ISSUED

Sidewalk Café Seasonal Sidewalk Café Annual

Newspaper Box

A Newspaper Box is a license to have an unattended box for the purpose of vending or distributing newspapers or

Newspaper Box

Update a Business License

To renew an existing license about to expire select Renew a Business License

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

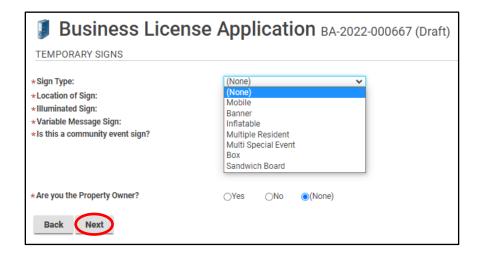


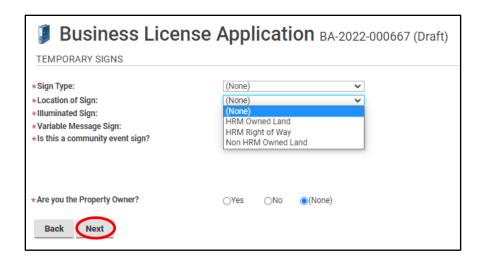
4. Choose an Existing Business or create a New Business (for more information on this process see the job aide). Click Next.



 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.



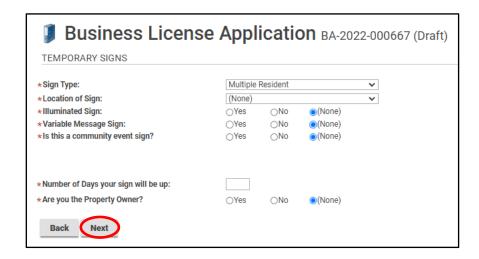


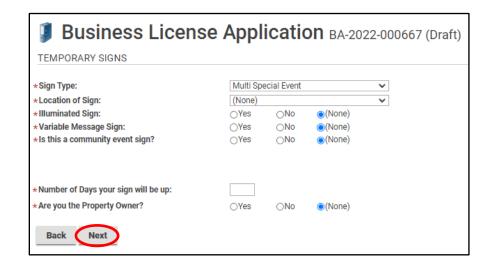


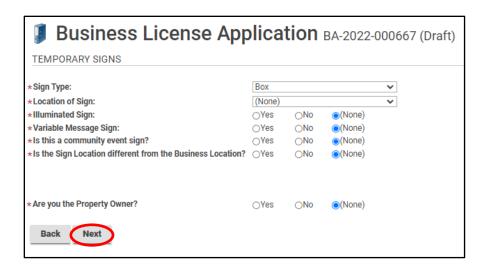










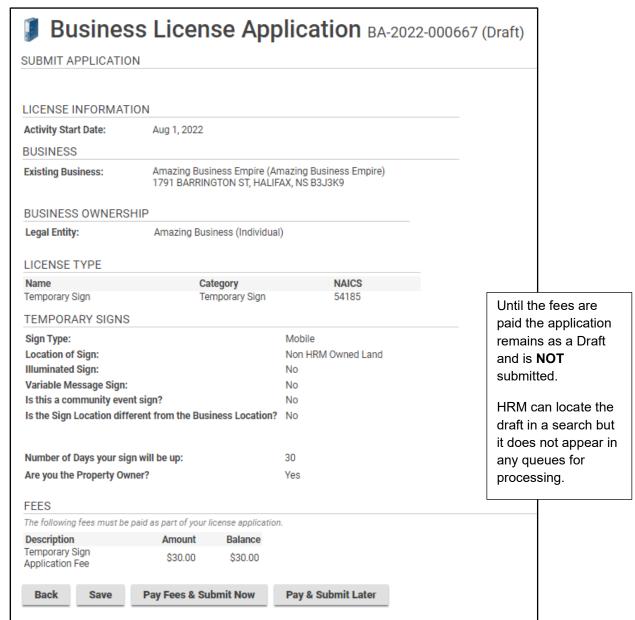




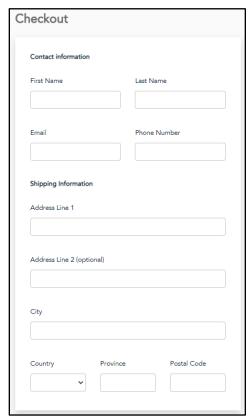
6. The required documents will need to be uploaded. For more information see the job aide on uploading documents. Click Next.

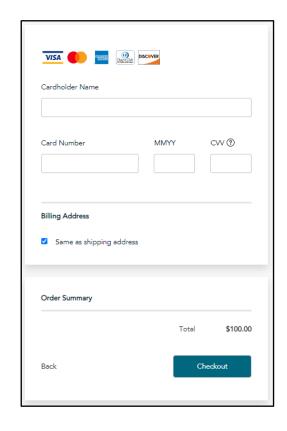


7. A summary of the application is next and allows for payment of fees.



8. Next the payment method is required.





9. Confirmation of the application submission is provided along with the Application Number. To view the overview of the application use the <u>click here</u> link.





