

Customer Portal Series

How To: Annual Temporary Sign Business License Application

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. Under **Signs**, select *Annual Temporary Sign Business License*

Signs

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

Any signs on HRM property or Parkland are not covered within the annual business license and require an individual temporary sign license.

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

[Individual Temporary Sign](#)

[Annual Temporary Sign Business License](#)

[NS Highway Directional Signs](#)

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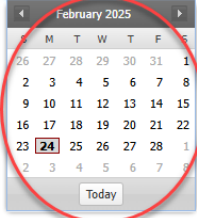
3. Enter the requested *Activity Start Date* for when the license is to start; Click *Next*.

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DETAILS

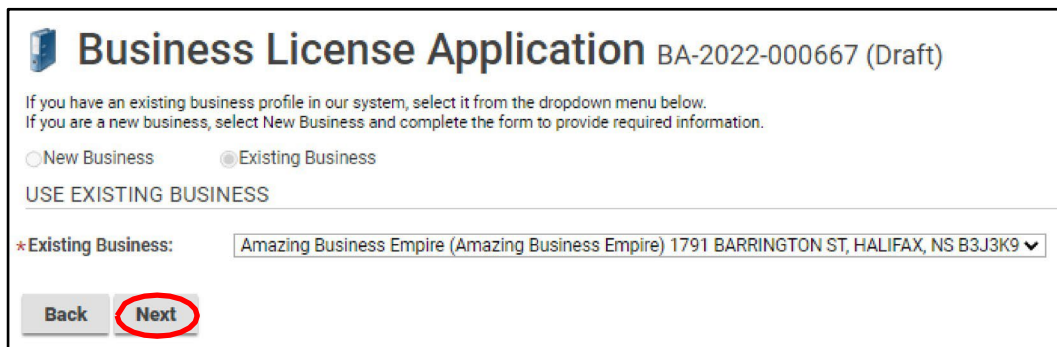
License Type: Annual Temporary Sign Business License
Select the date you intend to begin your licensed work.

*Activity Start Date:



February 2025						
	M	T	W	T	F	S
26	27	28	29	30	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	1
2	3	4	5	6	7	8

4. Check off either *New Business* (see [Create Business Profile Job Aide](#)) or *Existing Business*. If an existing business, choose it in the drop-down field. Click *Next*.



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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:

5. Enter the number of signs that will be part of the annual business license.
Note: An individual temporary sign license is still required for all signs, including sandwich boards that are being placed on HRM property or parkland. See Individual Temporary sign application job aid for this process.
Click *Next*.

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ANNUAL TEMPORARY SIGN

An Individual Temporary Sign License is required for any Sandwich Board Signs and/or any Sign being erected on HRM Property or Parkland. Permission from the property owner is required prior to installation of these signs.

*Number of Signs:

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6. The required documents will need to be uploaded by clicking the *+ Upload File*. Once they're uploaded, choose the attachment type from the dropdown menu. Click *Next*.



Note: Each document must be uploaded individually and named.

Attachment Types required are the *Proof of Insurance* which must show evidence of a minimum of two million dollars liability, and a letter stating that *Property Owner Approval* will be requested from all property owners prior to the placement of signs on private property. Click *Next*.




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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
	Annual Temp Sign - Property Owner Approval	A letter from the applicant, stating that they will not put a temporary sign on a property without getting approval from a property owner.	None	Required
	Proof of Insurance	A document proving \$2,000,000 coverage and naming Halifax Regional Municipality as additionally insured.	None	Required

UPLOADED DOCUMENTS

 Upload File	* Attachment Type	Description	Acceptance Status
	Annual Temp Sign - Property Owner Approval	Property Owner Approval	Pending 
	Proof of Insurance	Proof of Insurance	Pending 

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7. Confirm all details of application, and click off box under *Customer Attestation* to advise you have read and understand the information.

Note: Until the fees are paid, the application remains as a draft and is NOT submitted. It will not appear in any queue for processing until the fees are paid, and the application is submitted.

Once the details are confirmed, click *Pay Fees & Submit Now*.

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SUBMIT APPLICATION

CUSTOMER ATTESTATION

- I certify I am submitting this application, including all of the required supporting information, for approval with the consent of the owner(s) of the subject property(s). My identification as the applicant means that I am the primary contact with HRM in all matters pertaining to this application unless otherwise noted. I also consent to have non-personal details of the application shared publicly through HRM's Open Data Program.

LICENSE INFORMATION

Activity Start Date: Feb 24, 2025

BUSINESS

Legal Name: Amazing Business Empire

Doing Business As: Amazing Business Empire

Business Description:

Business Phone Number: (902) 999-9999 Ext:

- My licensed location has an address
 My licensed location does not have an address

MAILING ADDRESS:

Street Address: 1791 Barrington St

Line 2:

City / Town: Halifax

State / Province: Nova Scotia

Country: Canada

Zip / Postal Code: B3J3K9

Physical Address: 1791 BARRINGTON ST, HALIFAX, NS B3J3K9

BUSINESS CONTACT INFORMATION:

Business Contact Name: Mr Amazing Business

Business Contact Email: mrabusiness@amaznobusiness.ca

Business Contact Phone: (902) 999-9999 Ext: Type: Mobile

Secondary Phone: () - Ext: Type: (None)

Contact Preference: Email

BUSINESS OWNERSHIP

LICENSE TYPE

Name	Category	NAICS
Annual Temporary Sign Business License	Temporary Sign	54185

ANNUAL TEMPORARY SIGN

Number of Signs: 150

FEES

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

Description	Amount	Balance
Annual Temporary Sign	\$12000.00	\$12000.00
Application Fee		

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[Save](#)

[Pay Fees & Submit Now](#)

[Pay & Submit Later](#)

COLLECTION AND USE STATEMENT

Halifax Regional Municipality (HRM) is committed to protecting your personal information. HRM's online permitting, licensing and compliance system -- POSSE LMS -- is hosted by Computronix. Computronix stores the information you provide to its servers in Canada. Computronix is required to protect your personal information in a manner that is consistent with HRM's legislative obligations.

In accordance with Section 485 of the Municipal Government Act (MGA), the personal information collected will only be used by municipal staff and, if necessary, individuals under service contract with the Halifax Regional Municipality for purposes relating to the processing of your application and for the management and administration of the permitting, licensing and compliance system. If you have any questions about the collection and use of this personal information, please contact the Access and Privacy Office at 902-943-2148 or email: privacy@halifax.ca.

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8. On the Checkout Page, enter in details of the payment method.

EXAMPLE:


Checkout

Contact information

First Name Last Name

Email Phone Number (Optional)

Payment Method



Cardholder Name

Card Number MMY CW

Billing Address

Address Line 1

Address Line 2 (optional)

City

Country Province Postal Code

Order Summary

Total **\$260.00**

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