

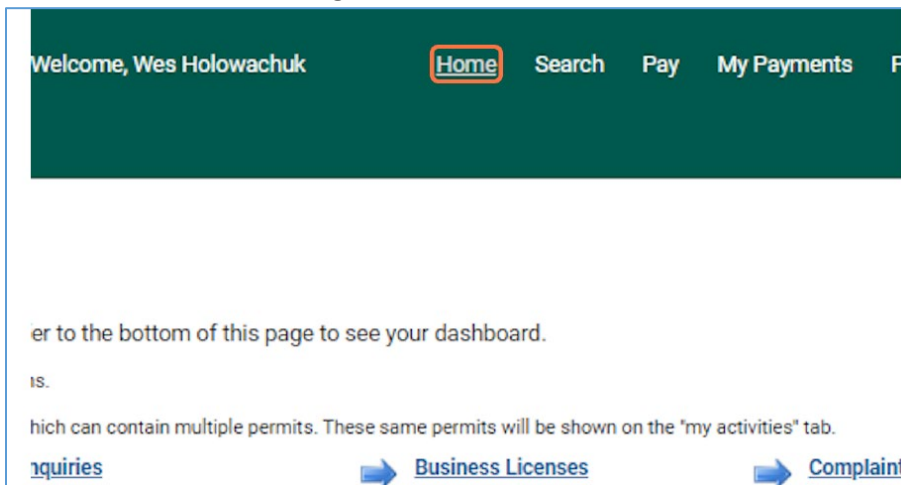
## EPERMITTING GUIDE – CUSTOMER PORTAL HOME PAGE

- [How to Submit a Planning Approval Applications](#)
- [How to Access Draft or Submitted Applications](#)
- [How to Pay Outstanding Fees](#)
- [How to Submit Application Inquiries and Invoice Requests](#)
- [How to Respond to Incomplete Applications and Application Revision Requests](#)

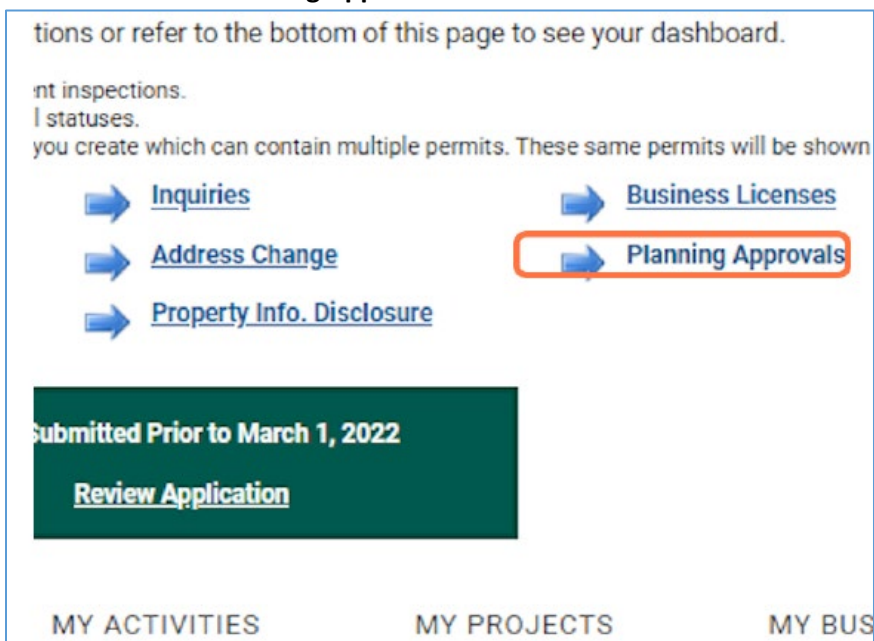
To access the Home Page, visit the customer portal: [saskatoon.ca/epermitting](http://saskatoon.ca/epermitting)

### Submitting a Planning Approval Application

- **Navigate to the 'Home' Page**
  - **Action: Click the 'Home' Page button**



- **Navigate to Planning Approvals**
  - **Action: Click the 'Planning Approvals' link**



- **Select the Appropriate Planning Approval Application**
  - **Action: Select an application type**

## Apply for a Planning Approval

Prior to submitting your application:  
 Review the detailed information about the different [Permit Types](#)  
 For additional information, please visit [Saskatoon.ca](#)

Note: Draft applications are created as soon as you select an application type. Save your work and come back to it anytime. Applications stay in draft form until submitted but will expire after a period of 6 months.

Get started by selecting an application type below

### Land Use and Zoning Approvals

- [Concept Plan Application](#)
- [Discretionary Use Application](#)
- [Official Community Plan Amendment](#)
- [Zoning Bylaw Map Amendment](#)
- [Zoning Bylaw Text Amendment](#)

### Subdivision and Condominium Approvals

- [Condominium Approval](#)
- [Subdivision Approval](#)

### Presubmittal Approvals

- [Architectural Control District Review](#)
- [Preliminary Zoning Review](#)

### Other Approvals

- [Encroachment Agreement Request](#)
- [Minor Variance](#)
- [Zoning Compliance Certificate](#)

### Development Permits

- [Development Permit](#)
- [Site Plan Control](#)
- [Park Upgrade](#)
- [Sign Permit](#)

[Development Appeals Process](#)

## Accessing a Draft Application

- Navigate to the 'My Activities' tab on the 'Home' Page
  - Action: Click 'My Activities' Tab

- Returning to a Draft or Submitted Application

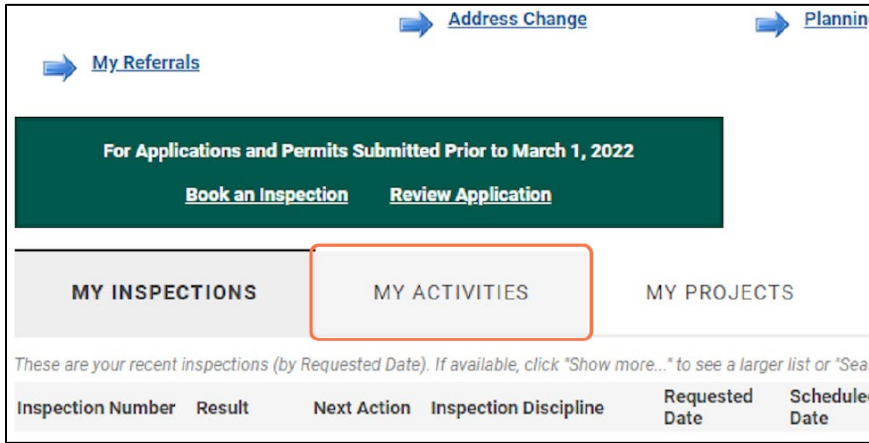
- If you select an application with a status of 'Draft' under the 'My Activities' tab you will return to the application wizard and be able to proceed with submitting your application.
- Action: Select the 'Draft' application under 'My Activities'

PLANNING APPLICATIONS							
Type	File Number	Address	Description	Status	Created Date	Submitted Date	
Subdivision Approval	SBA-2023-00158	222 3rd AVE N, Saskatoon, SK	Subdivision Approval - Land	Applicant Revisions	Nov 3, 2023	Nov 3, 2023	<a href="#">Submit Revision</a>
Discretionary Use Application	DUA-2023-00175		Discretionary Use Application - New	Draft	Nov 24, 2023		
Zoning Compliance Certificate	ZCC-2023-00174	222 3rd AVE N, Saskatoon, SK	Zoning Compliance Certificate - Zoning Compliance Certificate	In Review	Nov 24, 2023	Nov 24, 2023	
Subdivision Approval	SBA-2023-00173		Subdivision Approval - Land	Draft	Nov 23, 2023		
Zoning Bylaw Text Amendment	ZBTEXT-2023-00165	222 3rd AVE N, Saskatoon, SK	Zoning Bylaw Text Amendment - Zoning Bylaw Text Amendment	Approved	Nov 15, 2023	Nov 15, 2023	
Zoning Bylaw Map	ZBMAP-2023-00163	222 3rd AVE N, Saskatoon, SK	Zoning Bylaw Map Amendment -	Approved	Nov 15, 2023	Nov 15, 2023	

## Paying Outstanding Fees

- Navigate to the 'My Activities' tab on the 'Home' Page

- Action: Click 'My Activities' Tab



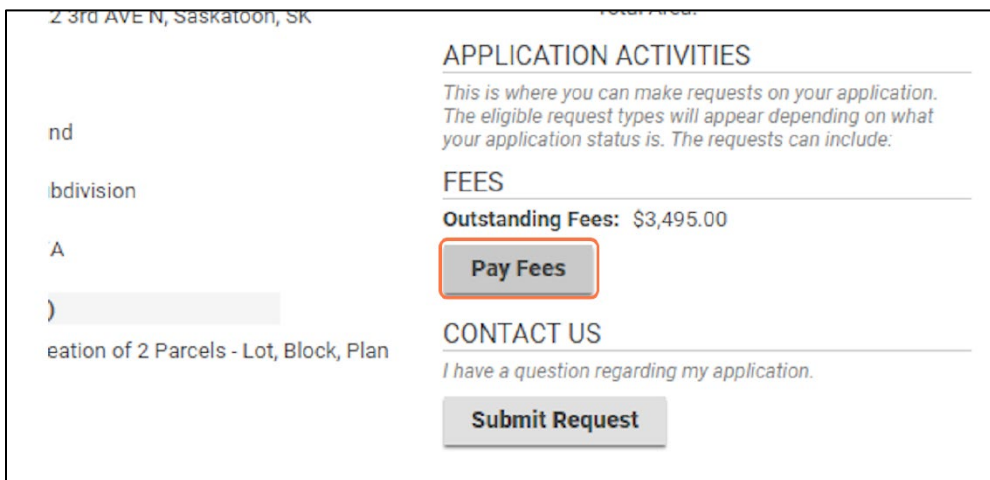
- Open the Submitted Application

- Action: Select the subject application from the 'My Activities' list

PLANNING APPLICATIONS									
Type	File Number	Address	Description	Status	Created Date	Submitted Date			
Subdivision Approval	SBA-2023-00158	222 3rd AVE N, Saskatoon, SK	Subdivision Approval - Land	Applicant Revisions	Nov 3, 2023	Nov 3, 2023	<a href="#">Submit Revision</a>		
Discretionary Use Application	DUA-2023-00175		Discretionary Use Application - New	Draft	Nov 24, 2023				
Zoning Compliance Certificate	ZCC-2023-00174	222 3rd AVE N, Saskatoon, SK	Zoning Compliance Certificate - Zoning Compliance Certificate	In Review	Nov 24, 2023	Nov 24, 2023			
Subdivision Approval	SBA-2023-00173		Subdivision Approval - Land	Draft	Nov 23, 2023				
Zoning Bylaw Text Amendment	ZBTEXT-2023-00165	222 3rd AVE N, Saskatoon, SK	Zoning Bylaw Text Amendment - Zoning Bylaw Text Amendment	Approved	Nov 15, 2023	Nov 15, 2023			
Zoning Bylaw Map	ZBMAP-2023-00162	222 3rd AVE N, Saskatoon, SK	Zoning Bylaw Map Amendment - Zoning Bylaw Map Amendment	Approved	Nov 15, 2023	Nov 15, 2023			

- Select Pay Fees

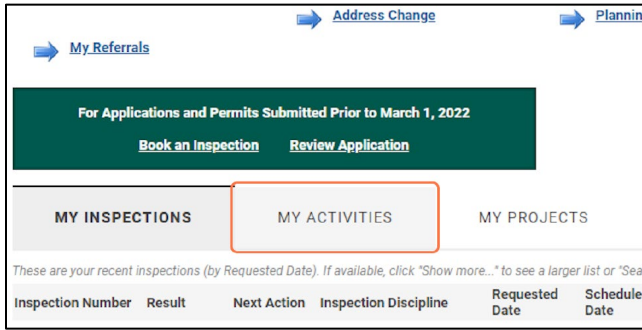
- To pay fees by credit card proceed with this step.
- To pay fees by invoice, see '[Application Inquiries and Invoice Requests](#)'
- Action: Click the 'Pay Fees' button, this will take you to a payment page to enter your credit card information.



## Application Inquiries and Invoice Requests

- Navigate to the 'My Activities' tab on the 'Home' Page

- **Action: Click 'My Activities' Tab**



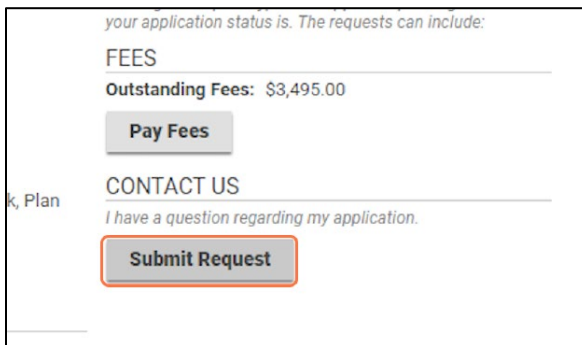
- **Open the Submitted Application**

- **Action: Select the subject application from the 'My Activities' list on the 'Home' page**

PLANNING APPLICATIONS							
Type	File Number	Address	Description	Status	Created Date	Submitted Date	
Subdivision Approval	SBA-2023-00158	222 3rd AVE N, Saskatoon, SK	Subdivision Approval - Land	Applicant Revisions	Nov 3, 2023	Nov 3, 2023	<a href="#">Submit Revision</a>
Discretionary Use Application	DUA-2023-00175		Discretionary use Application - New	Draft	Nov 24, 2023		
Zoning Compliance Certificate	ZCC-2023-00174	222 3rd AVE N, Saskatoon, SK	Zoning Compliance Certificate - Zoning Compliance Certificate	In Review	Nov 24, 2023	Nov 24, 2023	
Subdivision Approval	SBA-2023-00173		Subdivision Approval - Land	Draft	Nov 23, 2023		
Zoning Bylaw Text Amendment	ZBTEXT-2023-00165	222 3rd AVE N, Saskatoon, SK	Zoning Bylaw Text Amendment - Zoning Bylaw Text Amendment	Approved	Nov 15, 2023	Nov 15, 2023	
Zoning Bylaw Map	ZBMAP-2023-00162	222 3rd AVE N, Saskatoon, SK	Zoning Bylaw Map Amendment -	Approved	Nov 15, 2023	Nov 15, 2023	


- **Select Submit Request**

- Application inquiries can be made through the customer portal or alternatively applicants can:
  - Call 306-975-2645
  - Email [development.services@saskatoon.ca](mailto:development.services@saskatoon.ca)
- **Action: Click the 'Submit Request' button**



- **Enter Inquiry or Invoice Details (Name and Mailing Address)**

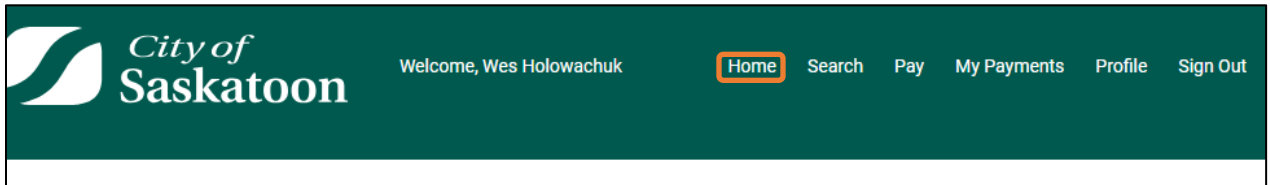
- **Action: Type your inquiry or invoice details into the 'Description' field, then select the 'Submit' button**

 I would like a meeting with a Planner about SBA-2023-00171

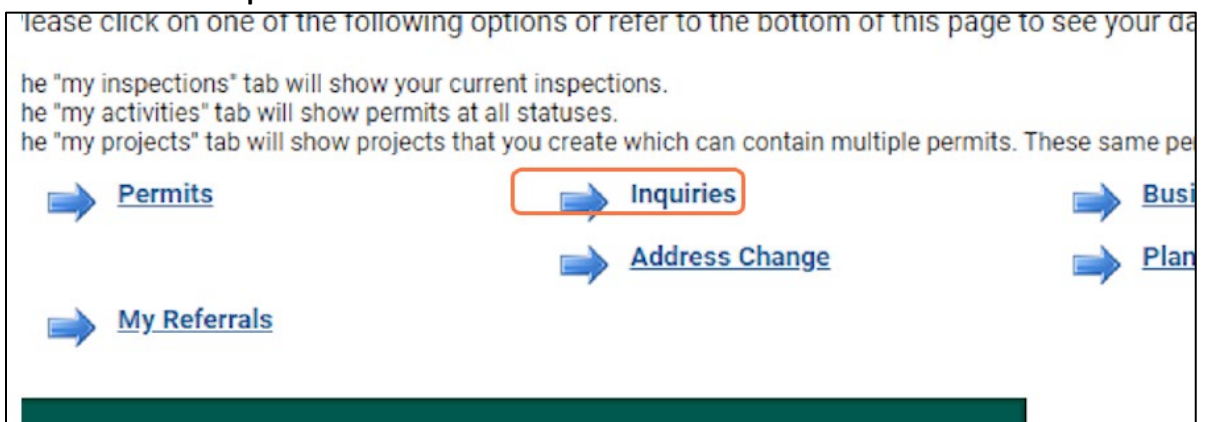
Preferred Contact Method:

\*Description / Request:

- **Navigate to the 'Home' page**
  - **Action: Click the 'Home' page**



- **Navigate to the 'Inquiries' page**
  - **Action: Click the 'Inquiries' link**



- **Step 50: FOR INFORMATION – Inquiries Summary Page**
  - The inquiries page lists all requests submitted and status.
  - If necessary, your preferred method of contact can be updated by opening the inquiry.
  - **No Action Required**





# Inquiries

To use this application, you must agree to our [Terms Of Use](#).

\*  I Agree

File Number:

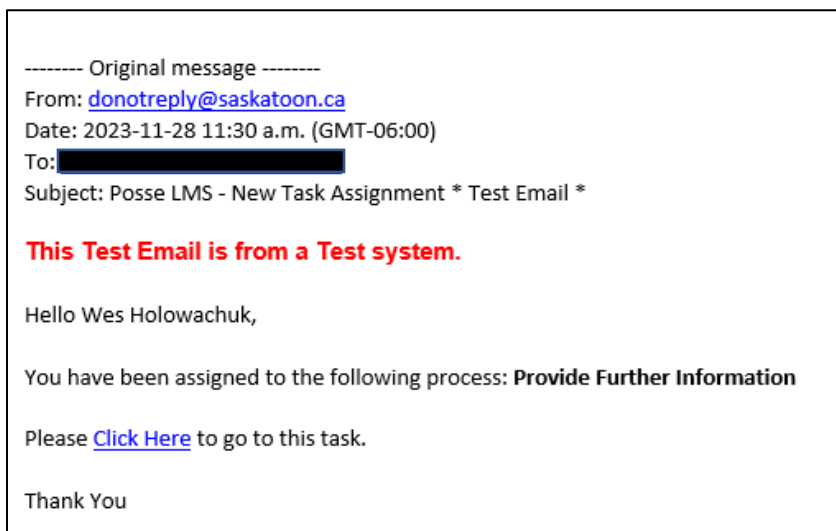
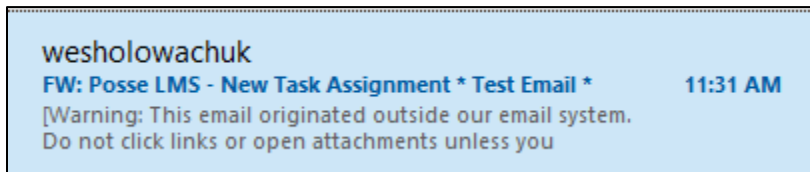
Submitted Between:  and

File Number	Status	Submitted Date	Request
 IQ-2023-000011	Submitted	Nov 21, 2023	I would like a meeting with a Planner about SBA-2023-00171
 IQ-2023-000010	Completed	Nov 9, 2023	I would like a meeting with a Planner about DUA-2023-00161
 IQ-2023-000009	Completed	Nov 9, 2023	I would like a meeting with a Planner about DUA-2023-00161
 IQ-2023-000008	Completed	Nov 9, 2023	I would like a meeting with a Planner about DUA-2023-00161

## Incomplete Applications and Application Revision Requests

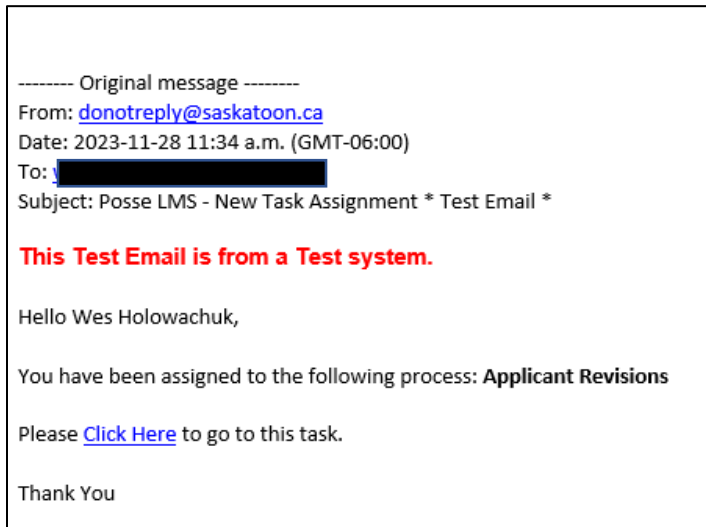
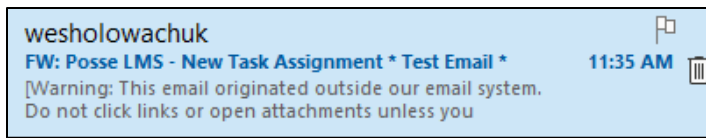
There are two instances when additional information may be requested from applicants.

- 1) Incomplete Applications: If additional or revised information is required at the submission stage, then you will receive the following email notification:



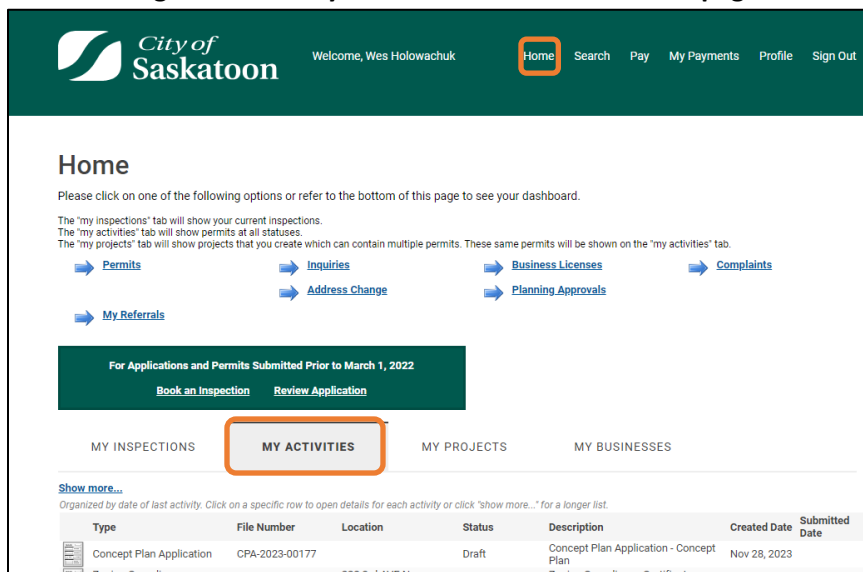
The 'Click Here' link will take you to the customer portal.

- 2) Applicant Revisions: The second instance of when additional or revised information or documentation may be requested, is during the application review stage. If requested during the review stage, you will receive the following email notification:



The 'Click Here' link will take you to the customer portal.

- **Application Incomplete – Navigate to the Submitted Application**
  - The following steps are for when additional information has been requested after submission of your application (your application will be at a status of 'Applicant Revisions').
  - **Action: Navigate to the 'My Activities' tab on the 'Home' page**



- **Open the Subject Application**
  - **Action: Select the subject application with a status of 'Application Incomplete'**



	Description	Status	Created Date	Submitted Date
,SK	Subdivision Approval - Land	Application Incomplete	Nov 21, 2023	Nov 21, 2023
,SK	Zoning Compliance Certificate - Zoning Compliance Certificate	In Review	Nov 21, 2023	Nov 21, 2023
,SK	Discretionary Use Application - New	In Review	Jun 26, 2023	Jun 26, 2023
,SK	Zoning Compliance Certificate - Zoning Compliance Certificate	In Review	Nov 16, 2023	Nov 16, 2023

- Review the Staff Comments

- Action: Review any comments under 'Additional Information Needed For Application Completion'

City of Saskatoon  
Welcome, Wes Holowachuk

Home Search Pay My Payments Profile Sign Out

### Subdivision Approval SBA-2023-00171 (Application Incomplete)

The submitted application package is considered incomplete. Please review items detailed under Additional Information Needed For Application Completion

*For Building Permits, Building Standards may cancel the application if information required to continue processing is not submitted within 180 calendar days. Press the "Next" button to enter the information.*

ADDITIONAL INFORMATION NEEDED FOR APPLICATION COMPLETION

Please provide...

Next

Screen ID: 1485563

- Navigate through the Application Wizard

- Action: Select the 'Next' button, navigate through the application wizard, and update any information requested and/or provide additional documentation

### Zoning Compliance Certificate

The submitted application package is considered incomplete. Please re

*For Building Permits, Building Standards may cancel the application if information re*

ADDITIONAL INFORMATION NEEDED FOR APPLICATION COMPLETION

Test Additional Information Required

Next

- Submit Application

- Action: Select the 'Re-Submit Application' button



**RE-SUBMIT APPLICATION**

By clicking submit you are agreeing to the following:

The issuance of a permit and/or approval of this application does not relieve the applicant from complying with applicable laws and regulations. The applicant is the owner of the building or property or an authorized representative of the owner who applies for a permit. This application does not give permission to begin work on this project.

The Building Standards and Planning and Development Departments use/disclose personal information in accordance with the Access to Information Act and the Privacy Act.

**Please note:**

- If you wish to pay by cheque, select "Pay Later & Submit Application". Cheques can be made out to the City of Saskatoon. Please reference the application number (noted at the top of this page) and the project address.
- Invoice requests can be made for application fees over \$225.00
- For invoice requests, select "Pay Later & Submit Application". Our office will be in contact with you for billing.
- Credit card payments cannot be accepted for fees over \$5,000, select "Pay Later & Submit Application". Our office will be in contact with you for billing.
- Payment of outstanding fees or invoices will be required prior to reviewing your application.

**Fees**

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

Description	Amount	Balance
Compliance Certificate Fee	\$225.00	\$0.00

- Confirmation Page**

- Once your application has been re-submitted you will be taken to a confirmation page.
- No Action Required**

**Saskatoon** WELCOME, WES HOLOWACHUK HOME SEARCH PAY MY

**Zoning Compliance Certificate** ZCC-2023-00176 (Submitted)

**CONFIRMATION**

Submission Successful.

**Application Number:** ZCC-2023-00176

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

- Applicant Revisions – Navigate to the Submitted Application**

- The following steps are for when your application is already under review and the planner has requested revisions or additional information.
- Action: Navigate to the 'My Activities' tab on the 'Home' page**

**City of Saskatoon** Welcome, Wes Holowachuk HOME SEARCH PAY MY PAYMENTS PROFILE SIGN OUT

**Home**

Please click on one of the following options or refer to the bottom of this page to see your dashboard.

The 'my inspections' tab will show your current inspections.  
 The 'my activities' tab will show permits at all statuses.  
 The 'my projects' tab will show projects that you create which can contain multiple permits. These same permits will be shown on the 'my activities' tab.

**For Applications and Permits Submitted Prior to March 1, 2022**

[Show more...](#)

Organized by date of last activity. Click on a specific row to open details for each activity or click "show more..." for a longer list.

Type	File Number	Location	Status	Description	Created Date	Submitted Date
Concept Plan Application	CPA-2023-00177		Draft	Concept Plan Application - Concept Plan	Nov 28, 2023	
Zoning Compliance Certificate	ZCC-2023-00176	222 2nd Ave N	Submitted	Zoning Compliance Certificate		

- **Open the Subject Application**

- To access the resubmittal page, you will need to select the blue 'Submit Revision' link. If you accidentally select the job, you will be taken to an application summary page and will need to navigate back to the 'My Activities' tab under the 'Home' page.
- **Action: Select the blue 'Submit Revision' link**

MY INSPECTIONS		MY ACTIVITIES		MY PROJECTS		MY BUSINESSES	
<a href="#">Show more...</a>							
<i>Organized by date of last activity. Click on a specific row to open details for each activity or click "show more..." for a longer list.</i>							
Type	File Number	Location	Status	Description	Created Date	Submitted Date	
	Concept Plan Application	CPA-2023-00177	Draft	Concept Plan Application - Concept Plan	Nov 28, 2023		
	Zoning Compliance Certificate	ZCC-2023-00176	222 3rd AVE N, Saskatoon, SK	In Review	Zoning Compliance Certificate - Zoning Compliance Certificate	Nov 28, 2023	Nov 28, 2023
	Subdivision Approval	SBA-2023-00158	222 3rd AVE N, Saskatoon, SK	Applicant Revisions	Subdivision Approval - Land	Nov 3, 2023	Nov 3, 2023
	Discretionary Use Application	DUA-2023-00175		Draft	Discretionary Use Application - New	Nov 24, 2023	

- **Review the Staff Comments**

- **Action: Review any comments under 'Instructions'**

**Planning Approval** ZCC-2023-00176

Status: Applicant Revisions    Activity Date: Nov 28, 2023  
Expiration Date:

Job Description: Test

**Instructions:** Test Additional Information Requested

\*Please provide your response:

PROFESSIONALS/CONTRACTORS

[Edit Professionals/Contractors](#)

Contractor	Type

UPLOADED DOCUMENTS

- **Provide a Response / Upload Documentation**

- **Action: Provide a response in the 'Please provide your response' field AND if necessary upload any requested information/documentation using the '+ Upload Files' button**

**Instructions:** Test Additional Information Requested

\*Please provide your response:

est

PROFESSIONALS/CONTRACTORS

[Edit Professionals/Contractors](#)

Contractor	Type

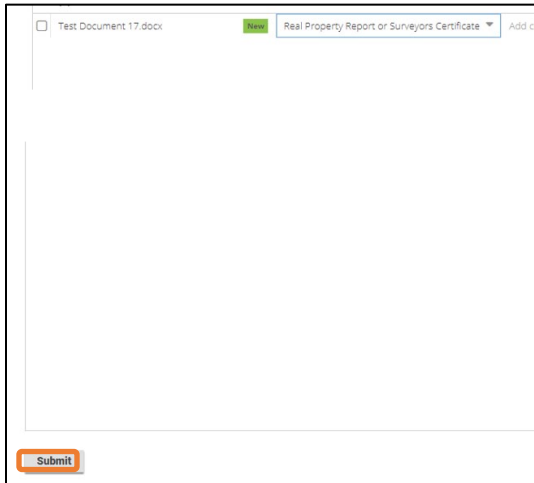
UPLOADED DOCUMENTS

[+ Upload Files](#)        Group by:  Type    Filter by:  Markups

File Name	Document Type	Comments	Markups
- (1) New Documents			
<input type="checkbox"/> Test Document 17.docx	<span style="color: green;">New</span> Real Property Report or Surveyors Certificate	Add comment	

- **Submit Application**

- **Action: Select the 'Submit' button**



A screenshot of a web interface for document upload. At the top, there is a header area with a checkbox, the text "Test Document 17.docx", a green "New" button, a dropdown menu showing "Real Property Report or Surveyors Certificate", and a partially visible "Add co...". The main area is a large empty white space. At the bottom left, a "Submit" button is highlighted with an orange border.

- **Confirmation Page**

- Once your application has been re-submitted you will be taken to a confirmation page.
- **No Action Required**



A confirmation page for a planning approval. It features a header with a document icon, the text "Planning Approval ZCC-2023-00176", and a "CONFIRMATION" label in a box. Below this, it says "Information Submitted Successfully" and "To view the information and status of this Planning Approval, [click here...](#)".