

Notifications in ePermitting

When applying for a building permit through ePermitting, make sure you subscribe to receive notifications to stay informed of your permit status. Applicants can subscribe to receive notifications and additional contacts can be added to receive notifications for a permit.



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.



To sign up for notifications, log in to your ePermitting account and go to your profile.

Choose email as your Notification Method, and then select "Action Completion Emails" to specify the notifications you wish to receive.

*Notification Method: Postal Mail Email [Action Completion Emails](#)

Select all applicable notifications you wish to receive.

Receive email when my action is needed:

ACTION COMPLETION EMAILS

If emails are checked off below, please do not uncheck those. Check off any additional email notifications you would like.

Receive email when action is complete: **Receive Email?**

Amend Permit	<input checked="" type="checkbox"/>
Applicant Revisions	<input checked="" type="checkbox"/>
Cancel Permit	<input checked="" type="checkbox"/>
Completeness Check (Permitting)	<input checked="" type="checkbox"/>
Final/Recordation Review	<input checked="" type="checkbox"/>
Initial Review	<input checked="" type="checkbox"/>
Perform Inspection	<input checked="" type="checkbox"/>
Perform Reinspection	<input checked="" type="checkbox"/>
Provide Further Information (Permitting)	<input checked="" type="checkbox"/>
Renew/Expire Permit	<input checked="" type="checkbox"/>
Request Inspection	<input checked="" type="checkbox"/>
Reviews Complete	<input checked="" type="checkbox"/>
Withdraw Permit Application	<input checked="" type="checkbox"/>

Back

Save

If you want to add a contact to receive notifications for a specific project, you can do so while applying for your permit. Contacts and notifications can also be added or edited

after the application is submitted and at any time during your permit's review and inspection process.


Adding Contacts in the Application Stage

Click on the +Contact button and a new window will appear.

Decks, Ramps & Sunrooms/Three-Season Rooms DECK-2024-00183

You can add the tenant and any additional contacts here.

+ Contact

	Name	Contact Type	Phone	Email	Company Name	Role	
	Taylor Robinson	Applicant	(306)000-0000	taylorrobinson1975@gmail.com		(None)	✘

Back Next

ePermitting - Job Contact - Google Chrome
— □ ×

https://lmspublicstg.saskatoon.ca/lmsstg/pub/lms/editobjectpopup.aspx?PossePresentation=ContactWithNotification...

Job Contact

* Type:

Name:

Phone: () -

Email: Subscribe to Notifications

Company Name:

Role: ▼

Comments:

Cancel
Save
Save & Close

Complete the applicable fields.

- a. Type – This describes the relation of the contact to the permit (i.e. Owner, Contractor, applicant, etc.)
- b. Name – The name of the contact
- c. Phone – the phone number to reach the contact
- d. Email – The contact's email address for receiving notifications.
- e. Company Name – When adding contact information for a contractor, you can include their company name in this field.
- f. Role – Choose the contact's role in relation to the permit from the drop-down list. Please note that this selection is optional.

- g. Comments – Any comments that need to be provided or that you would like to include.

Click "Subscribe to Notifications" to choose the notifications this contact will receive.

The screenshot shows a web browser window titled "ePermitting - Job Contact - Google Chrome". The URL is "https://lmspublicstg.saskatoon.ca/lmsstg/pub/lms/editobjectpopup.aspx?RelatedInfoGrid=Y8PossePresentation=ContactWithNotificati...". The form is titled "Job Contact" and contains the following fields:

- Type: Applicant
- Name: Taylor Robinson
- Phone: (306) 000 0000
- Email: taylorrobinson1975@gmail.com
- Company Name: [Empty]
- Role: (None)
- Comments: [Empty text area]

A button labeled "Subscribe to Notifications" is highlighted with a red rectangular box. At the bottom of the form are three buttons: "Cancel", "Save", and "Save & Close".

A list of notifications will appear. Select the checkbox next to all the notifications you would like the contact to receive.

NOTIFICATIONS

Notify When

- Additional Information Required Before Acceptance
- Additional Information Required by Plans Examiner
- Payment is Required
- Action Required to Resolve a Hold
- Notice of Expiration
- Application Accepted
- Application Reviews Complete
- Permit Issued
- Inspection Completed
- Permit Complete

Cancel

Save

Save & Close

Once you have selected all applicable notifications, select Save & Close. This process can be repeated for additional contacts on the project.

Adding Contacts After Submitting a Permit Application

Go to My Activities and select the permit application where you want to edit or add the contact information.

Go to the permit page and click on the "Contacts" tab. From there, you can choose to edit existing contact information or add new contacts. The process for adding or editing a contact is the same as the one mentioned above.

Decks, Ramps & Sunrooms/Three-Season Rooms DECK-2023-00286 (Submitted)

Status: Submitted Application Date: Sep 21, 2023
 Issue Date:
 Completed Date:
 Expiration Date: Mar 21, 2024

Description: Decks, Ramps & Sunrooms/Three-Season Rooms - One Unit / Single Detached (New - Deck)

DETAILS DOCUMENTS **CONTACTS**

+ Contact

Name	Contact Type	Phone	Email	Company Name	Role	
 Taylor Robinson	Applicant	(306)000-0000	taylorrobinson1975@gmail.com		(None)	

If you have questions or need assistance, contact Building Standards at [306-975-2645](tel:306-975-2645) or email building_standards@saskatoon.ca.