



BYLAW COMPLIANCE

STANDARD OPERATING PROCEDURE (SOP)

How to Pay for a Sign Permit

February 21, 2025



PERMIT PAYMENT

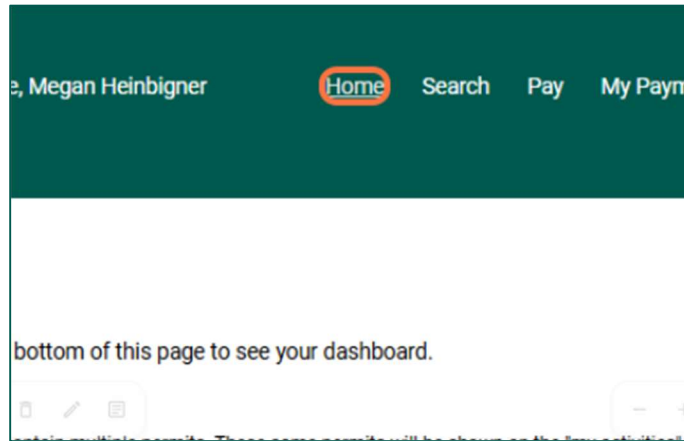
Overview

The Permit Payment process will include:

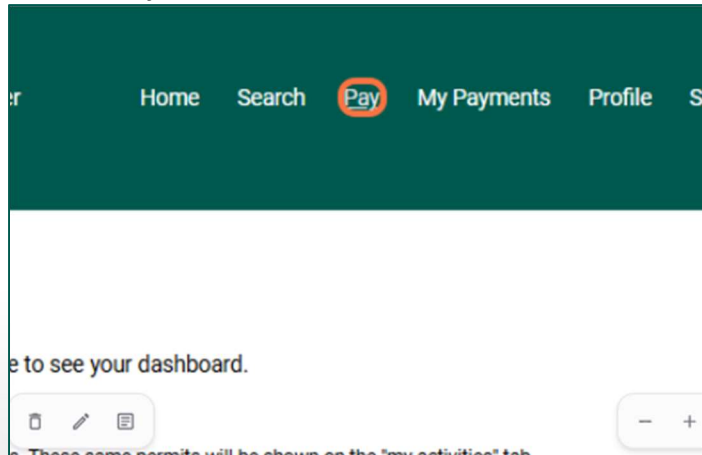
- Issuing payment for the development permit

Procedure (Steps 1-8)

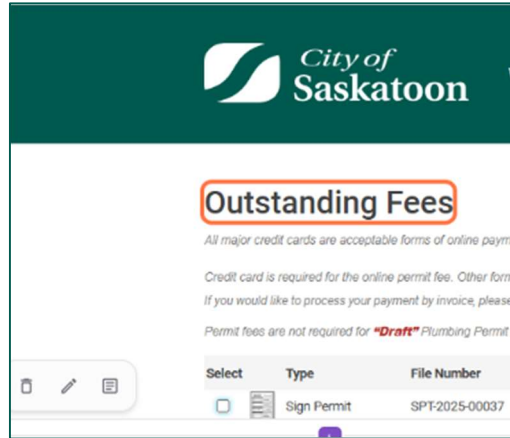
- **Step 1: Sign in to the Public Portal in their City of Saskatoon account**
 - Click 'Home'



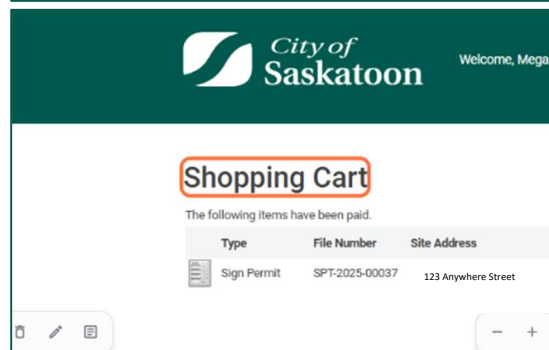
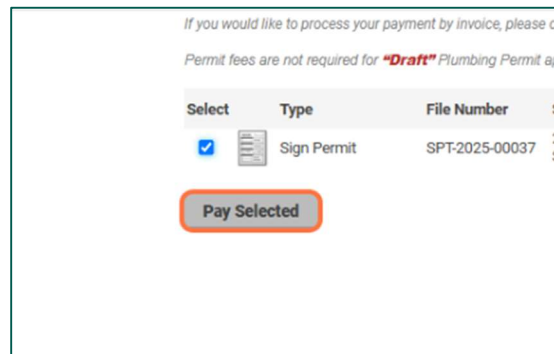
- **Step 2: Click on 'Pay' tab**



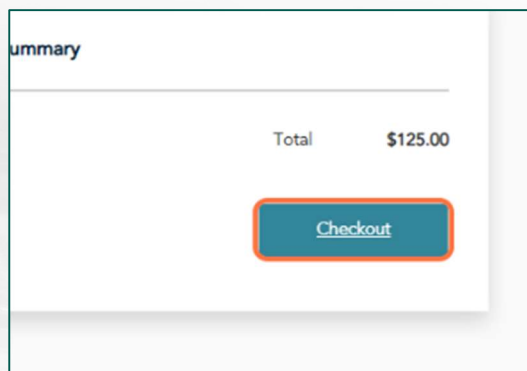
- **Step 3: A list of any outstanding fees will show up**



- **Step 4: Select the appropriate Sign Permit you would like to pay for**



- **Step 5: Pay and checkout**

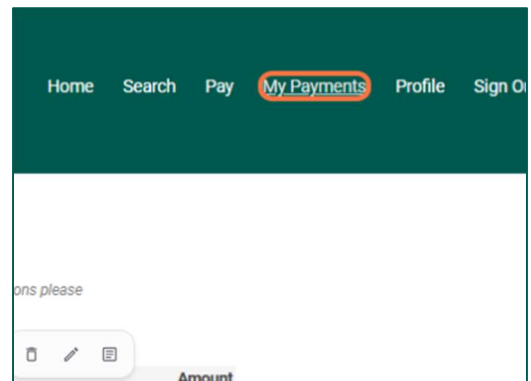
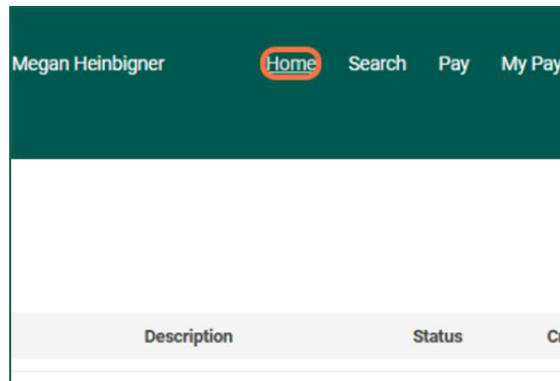


- **Step 6: Your balance should reflect the permit paid. If you have other permits not paid for, you would still have a balance.**

Status	Created Date	Outstanding Balance
Ready For Issue	Feb 12, 2025	\$0.00
Total:		\$0.00

Screen ID: 1255474

- **Step 7: You can now see your receipt in the Public Portal under the 'My Payments' tab.**



My Payments Search

Below is a record of the payments you have made. For questions regarding permits please call 306-975-2645 for Building Permits or 306-986-0821 for Planning Applications.

Payment Date: To:

Payment Date	Receipt Number	File	Payee
Feb 12, 2025	R40219	SPT-2025-00037	Mega

- Step 8: Example Receipt

Payment Receipt					
Receipt				RETAIN THIS COPY FOR YOUR RECORDS	
February 12, 2025		Receipt Number: R40219			
Received on behalf of: Megan Heinbigner		Received Date: February 12, 2025		Payment Amount: \$125.00	
		Reference Number: 660157040012860010			
From: John Smith					
Description	Invoice	Authorization #	Tracking #	Tax Paid	Amount Paid
Wall Sign (Groups 1, 2 or 3)			SPT-2025-00037		\$125.00
					Total: \$125.00
Tax Registration #:					
Cash Handling Area/		Online Applications			
Receipting Office:		222 3rd Ave N Saskatoon, SK S7K 0J5 (306) 975-2645			
Payment Method:		Credit Card			
Receipt Number: R40219				Page 1 of 1	