

Applying for a Discretionary Use

Steps and hints for a successful application.

Applicants must ensure the information and documentation submitted in ePermitting is correct, complete and meets our standards.

Applying through ePermitting is done through answering a series of questions. Required fields are marked with an asterix*.

Questions are answered in the following methods:

- pull-down menu
- searchable database (shown by a search button beside the field)
- text field

If you need to sign up for an ePermitting account, follow the instructions for [how to create/login to your ePermitting account](#).

Once you have logged into the ePermitting system, follow these step-by-step instructions for how to apply and how to make a payment..

Applications that are started, but not completed, are saved as a draft application. Draft applications can be accessed from the 'Home' page under the 'My Activities' tab.

1. Once logged into ePermitting you will choose Planning Approvals from the Home page menu:

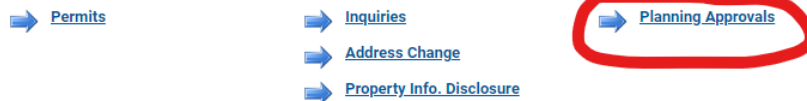
Home

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

[Book an Inspection](#)

[Review Application](#)

MY INSPECTIONS

MY ACTIVITIES

MY PROJECTS

MY BUSINESSES

These are your recent inspections (by Requested Date). If available, click "Show more..." to see a larger list or "Search..." to search for specific inspections.

Inspection Number	Result	Next Action	Inspection Discipline	Requested Date	Scheduled Date	Location	View Permit
Search ...							

2. Under Other Approvals click Zoning Compliance Certificate:



3. Enter a 'Description of proposed activity'

- a. The only field you need to fill out in this section is Description of Proposed Activity. Just enter a short description of what you are looking for.

*Description of Proposed Activity:

- b. Select the Project this application will belong to.
 - o A 'Project' can be created to group associated applications (acts as a folder for grouping applications). For directions on how to create a 'Project' see - <https://www.saskatoon.ca/content/guide-how-create-project>.
 - o Once a project has been created it can be associated with the application that you're applying for using the 'Select the project this application will belong to' look up

*Description of Proposed Activity:

Select the project this application will belong to:

Presubmittal Application:

When this section is complete click **Next**.

4. For Sites with a Civic Address

- a. Enter the address into the search bar and then press Search.

For Planning Approvals:

For applications that contain multiple civic address please add ALL properties using the Address Search tool

For parcels that haven't been assigned a civic address a unique SITE ID will need to be entered.

To determine the SITE ID, please visit the city's [Development Portal](#) (GIS Map Tool).

Using the map tool zoom in to find the applicable Parcel, click on (select) the Parcel and copy the SITE ID number. Paste the SITE ID into the address search bar

Additional details, such as a legal description, can be entered under the Specific Location field.

*Address:

Parcel ID	Address	Net Acres
Total Area:		

Specific Location:

- b. When you find the address the application is for, click the checkbox then the 'Select' button

Add Addresses

Parcel ID	Address
<input checked="" type="checkbox"/> 1249661	222 3rd AV

- c. Some sites / parcels have multiple addresses associated with them. If the 'Select Primary Address' is displayed, then you will need to select an appropriate option.

To determine the SITE ID, please visit the city's [Development Portal](#) (GIS Map Tool).

Using the map tool zoom in to find the applicable Parcel, click on (select) the Parcel and copy the SITE ID number.

Additional details, such as a legal description, can be entered under the Specific Location field.

*Address:

Parcel ID	Address	Net Acres
 1249661	222 3rd AVE N, Saskatoon, SK	
Total Area:		

*Select Primary Address:

Specific Location:

- d. All addresses related associated with the application should be added
- e. **Repeat steps 13-15 to assign additional addresses**

5. For Sites / Parcels that Don't Have an Assigned Civic Address:

- a. For sites that don't have a civic address the 'Development Portal' (GIS Map Tool) can be used to look up the site(s) unique 'SITE ID' number. Click on the Development Portal link:

For Planning Approvals:

For applications that contain multiple civic address please add ALL properties using the Address Search tool

For parcels that haven't been assigned a civic address a unique SITE ID will need to be entered.

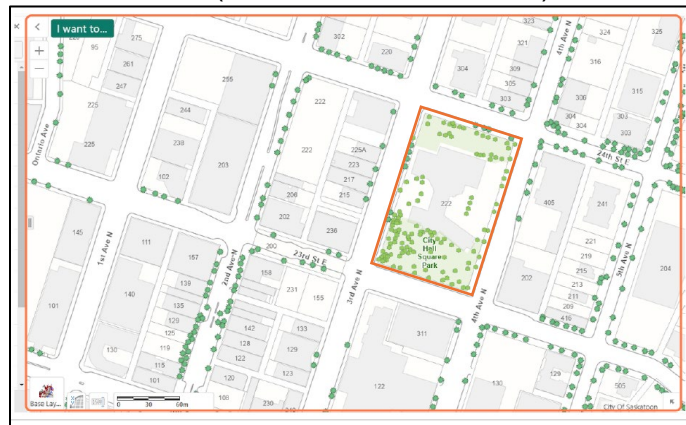
To determine the SITE ID, please visit the city's [Development Portal](#) (GIS Map Tool).

Using the map tool zoom in to find the applicable Parcel, click on (select) the Parcel and copy the SITE ID number. Paste the SITE ID into the address

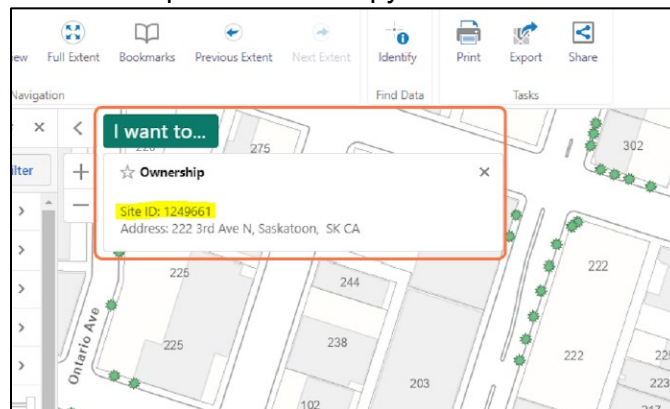
Additional details, such as a legal description, can be entered under the Specific Location field.

*Address:

- b. Either zoom in to the site, or if a nearby intersection in known, the intersection search function (under the 'Searches' tab) can be used.



- c. Once the subject site has been selected a pop-up information window will appear with the unique SITE ID. Copy or record this number.



- d. Return to the Application Wizard and Enter the Unique SITE ID Number, then add the address.

For parcels that haven't been assigned a civic address a unique SITE ID will need to be entered.

To determine the SITE ID, please visit the city's [Development Portal](#) (GIS Map Tool).

Using the map tool zoom in to find the applicable Parcel, click on (select) the Parcel and copy the SITE ID number. Paste the SITE ID into the address.

Additional details, such as a legal description, can be entered under the Specific Location field.

*Address:

Parcel ID	Address	Net Acres
Total Area:		

Specific Location:

Add Addresses

Parcel ID	Address
<input checked="" type="checkbox"/> 1249661	222 3rd AV

If multiple addresses are needed, please refer to step 5c above.

Click **Next** when all fields are successfully filled.

6. Optional - Upload Documentation

- a. There are no documents that required to be uploaded for a Zoning Compliance Certificate. If you would like a survey certificate or other documentation reviewed, then continue with the following steps. If you don't have any documentation to upload, then skip to step 28.

UPLOADED DOCUMENTS

File Name	Do
- (17) New Documents	
<input type="checkbox"/> Test Document 1.docx	Waiting...
<input type="checkbox"/> Test Document 10.docx	Waiting...

- b. Under the 'Document Type' column, select the dropdown and assign a document type. REPEAT for each document uploaded. When complete click **Next**.

	Document Type	Comment
New		Add comment
New	<input type="button" value="Land Use Rationale"/>	Add comment
	<input type="button" value="Letter of Consent"/>	

7. **Optional – Add a Professional / Contractor:**

- a. If you don't want to add a professional/contractor contact (separate from the surveying company), then skip to step 10. If you do want to add a professional/contractor then click the +Professional/Contractor button:

The screenshot shows a web interface for 'Subdivision Approval' with the ID 'SBA-2023'. Below the title, there is a section for 'PROFESSIONALS/CONTRACTORS'. A button labeled '+ Professional/Contractor' is highlighted with a red box. Below this button is a table with two columns: 'Professional/Contractor' and 'Type'. At the bottom of the section are 'Back' and 'Next' buttons.

- b. Type the '+ Professional / Contractor' name, then select the 'Search' button

The screenshot shows a search interface titled 'Professional/Contractor Search'. There is a text input field labeled 'Business Name:' containing the text 'Wes'. Below the input field is a button labeled 'Search', which is highlighted with a red box.

- c. If you don't find the professional / contractor using the search, you will be able to add them as a contact when you advance to the next page.
- d. Click the appropriate checkbox , then click the 'Select' button.

The screenshot shows a list of search results under the heading 'Display Format'. The list contains three entries:

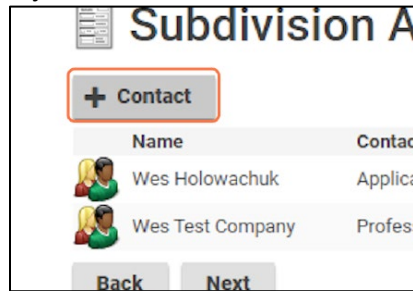
- Wes Surveyor Test dba TES
Phone: (123) 123-1234, Lic
- Wes Test Company
Phone: (306) 111-2222, No
- Wes Test Company 2
Phone: (306) 111-2222, No

 At the bottom of the list are three buttons: 'Select', 'Clear All', and 'Ch'. The 'Select' button is highlighted with a red box.

Click **Next**

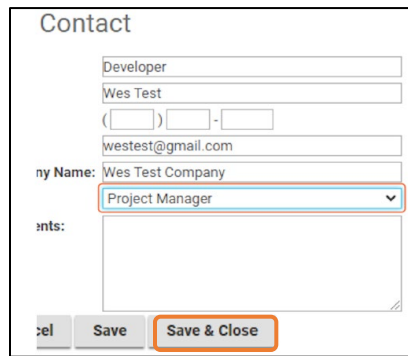
8. Optional – Add a Contact:

- a. If you don't want to add a contact, then skip to step 35.



Name	Contact
Wes Holowachuk	Applica
Wes Test Company	Profes

- b. Enter Contact Details the select the 'Save & Close' button. Then click **Next**.



Developer
Wes Test
() -
westest@gmail.com
Company Name: Wes Test Company
Role: Project Manager
Comments:
Save Save & Close

9. Payment & Submit Application Page:

- a. **Please note the following:**
- Application fee payments are required prior to processing your application. Any additional fees (advertising fees) will be communicated to you later in the process with payment options,
 - Credit Card payments can be made online for fees under \$5,000,
 - For fees over \$5,000 **OR** if you would like to be invoiced for your application fees, you will need to select the 'Pay Later & Submit Application' button. Our office will be in contact with you for invoicing details.

10. Finishing your application:

- a. The 'Save' button can be selected to save your draft application if you wish to return to the payment / submit application page at a later time. Draft applications can be accessed under 'My Activities' on the 'Home Page'.
- b. Select Pay Fees & Submit Application to pay by Credit Card

OR

Select Pay Later & Submit Application for Invoice Requests

Payments cannot be accepted for fees over \$5,000, select "Pay Later & Submit Application". Our office will require payment of outstanding fees or invoices will be required prior to reviewing your application.

Fees must be paid as part of your application.

	Amount	Balance
Application	\$3495.00	\$3495.00

Buttons: Pay Later & Submit Application, Pay Fees & Submit Application

- For invoice requests, select "Pay Later & Submit Application". Our office will require payment of outstanding fees or invoices will be required prior to reviewing your application.
- Credit card payments cannot be accepted for fees over \$5,000, select "Pay Later & Submit Application".
- 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
Subdivision Application Fee	\$3495.00	\$3495.00

Buttons: Back, Pay Later & Submit Application, Pay Fee

c. Credit Card Payments

- i. If you selected 'Pay Later & Submit Application' for invoicing, then proceed to the next step.

Payment methods: VISA, Mastercard, American Express, Discover

Cardholder Name:

Card Number: MMY: CVV:

Order Summary

Total: \$3,495.00

Buttons: Back, Checkout

Once your application has been submitted you will be taken to a confirmation page. Your application number will be referenced with a status of submitted.

Zoning Compliance Certificate ZCC-2024-00006 (Submitted)

CONFIRMATION

Submission Successful.

Application Number: ZCC-2024-00006

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

Screen ID: 1491772

Once submitted you will be able to track your application in real time through the portal.