

# Applying for a Minor Variance

## 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.

- [Permits](#)
- [Inquiries](#)
- [Address Change](#)
- [Property Info. Disclosure](#)
- [Planning Approvals](#)

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
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[Search...](#)

Screen ID: 1003851

## 2. Under Other Approvals click Minor Variance:



3. Navigate to 'Select the scope of work'

- a. Click the 'Select the scope of activity' dropdown and select the appropriate category for the minor variance request.

The screenshot shows a form with several fields. The "Select the scope of activity:" dropdown menu is open, showing options: "(None)", "Gross Floor Space Ratio", "Minimum Distance Between Buildings", "Minimum Setback" (highlighted with an orange border), "Minimum Site Area", "Minimum Site Depth", "Minimum Site Width", "Parking and Loading Spaces", and "Site Coverage".

4. Enter a 'Description of proposed activity'

- a. This field is intended to provide a brief summary of the application. You will be asked to upload a more detailed description later in the application process.

The screenshot shows a text input field labeled "\*Description of Proposed Activity:" with an orange border around the input area.

- 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 🔍

The screenshot shows the form with three fields:
 

- \*Description of Proposed Activity: (text input field)
- Select the project this application will belong to: (dropdown menu with a search icon 🔍)
- Presubmittal Application: (dropdown menu with a search icon 🔍)

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

## 5. 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**

## 6. 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.*

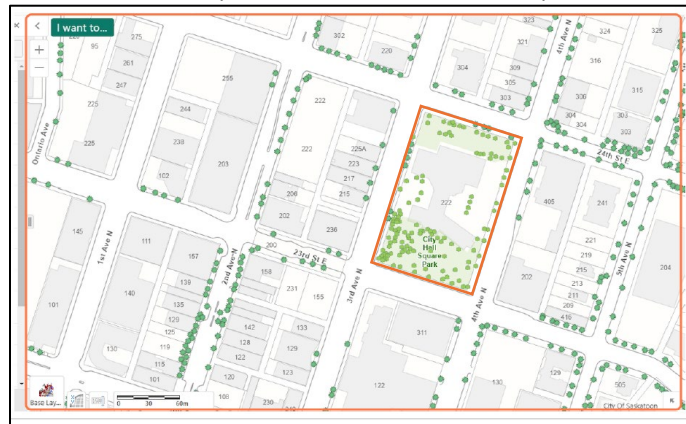
*To determine the SITE ID, please visit the city's [Development Portal](#) (GIS Map Tool).*

*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*

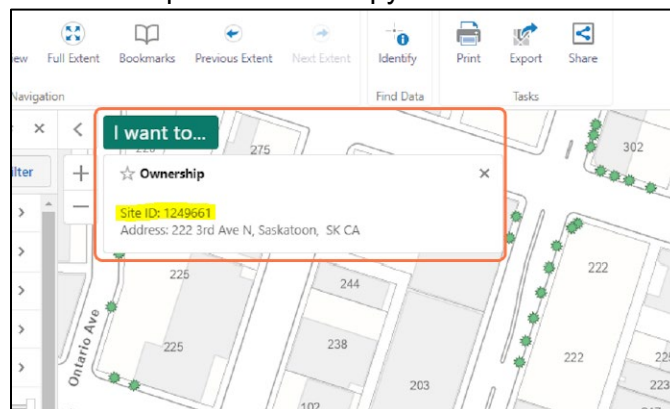
*Additional details, such as a legal description, can be entered under the Specific Location field.*

\*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 field.  
 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.

## 7. Review Required Documents and Upload Documentation

- Minor Variance applications require a 'Project Description' and a 'Site Plan' to be uploaded. If the required documentation has not been uploaded, then you will receive an error when trying to submit your application.
- Click the 'Upload Files' button and attach required documents.

Under the 'Document Type' column, select the drop down and see the "upload documents" box at the bottom of the page may take. If the "required documents" list does not display, please call Cor...

DOCUMENTS TO ATTACH			
Required	Uploaded	Attachment Type	D
Required		Project Description (MV)	C
Required		Site Plan (Planning Application)	li
Optional		Letter of Support	lk
			o
			S

### UPLOADED DOCUMENTS

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

Click the **Next** button

## 8. Optional – add a Professional/Contractor

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:

**Subdivision Approval** SBA-2023

PROFESSIONALS/CONTRACTORS

**+ Professional/Contractor**

Professional/Contractor	Type

Back Next

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

Professional/Contractor Search

Business Name:

**Search**

- 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.
- Click the appropriate checkbox , then click the 'Select' button.

Display Format

- 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

**Select** Clear All Ch

Click **Next**

### 9. Optional – Add a Contact:

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

**Subdivision A**

**+ Contact**

Name	Contact
Wes Holowachuk	Applica
Wes Test Company	Profes

Back Next

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

**Contact**

Developer

Wes Test

(  )  -

westest@gmail.com

Company Name: Wes Test Company

Role:

Comments:

Cancel Save **Save & Close**

## 10. Payment & Submit Application Page:

- **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.
  - 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'.
  - Application fee payments are required prior to processing your application.
  - Credit Card payments can be made online for fees under \$5,000.00.
  - For other payment methods (invoice / cheque), select 'Pay Later & Submit Application'
  - Action: Select Pay Fees & Submit Application to pay by Credit Card (under \$5,000)
  - OR**
  - Action: Select Pay Later & Submit Application for other payments (invoice / cheque)

- Invoice requests can be made for application fees over \$275.00
- For invoice requests, select "Pay Later & Submit Application". Our office will be in contact with you for billing information.
- Credit card payments cannot be accepted for fees over \$5,000, select "Pay Later & Submit Application". Our office will be in co
- 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
Major Development	\$7000.00	\$7000.00

### a. Credit Card Payments

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

The screenshot shows a payment interface. At the top, there are logos for VISA, Mastercard, American Express, and Discover. Below these are input fields for 'Cardholder Name', 'Card Number', 'MMYY', and 'CVV (3)'. Underneath is an 'Order Summary' section with a 'Total' of '\$3,495.00'. At the bottom, there are 'Back' and 'Checkout' buttons.

## 11. Confirmation Page

- 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.
- For more information on how to access a submitted application, check the status of your application, submit additional or revised information, make an outstanding payment, or submit an inquiry proceed, please visit the quick guides at <https://www.saskatoon.ca/business-development/building-development-construction>

The screenshot shows a confirmation page for a 'Minor Variance' application. The title is 'Minor Variance MV-2024-00035 (Submitted)'. Below the title, there is a 'CONFIRMATION' section with the text 'Submission Successful.' and 'Application Number: MV-2024-00035'. A link 'click here' is provided to view more information. The page number 'SCREEN 10: 1491772' is visible in the bottom right corner.