

Applying for a Property Information Disclosure

Steps and hints for a successful application.

Applicants must ensure the information and documentation submitted in the Property Information Disclosure (PID) application are correct, complete and meet our standards.

Applying for a PID 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 for a PID, make a payment and receive your requested information.

On the Home screen, select “Property Info. Disclosure”

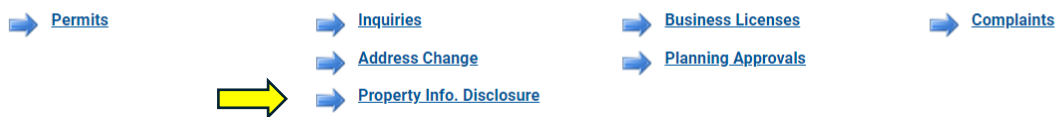
Home

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.





On the next screen, select the “Start a new Property Information Disclosure Application” link at the top of the screen.

My Property Info Disclosure Search

[Start a new Property Information Disclosure Application](#)

Application Number:

Submitted Between: and

Application Number	Status	Submitted Date	Address	Request
 PID-2024-000007	Completed	Feb 1, 2024	222 3rd AVE N, Saskatoon, SK	
 PID-2024-000008	Submitted	Feb 1, 2024	222 3rd AVE N, Saskatoon, SK	

Use the drop-down menu to select the relevant Contractor/Professional Type:

 **PID-2024-000013**

CONTRACTOR / PROFESSIONAL

Contractor Type is same as Professional Type. ADMIN

Contractor / Professional Type:

(None) ▼

(None)

Realtor

Purchaser

Property Owner

Other

Lawyer

Company Name:

Next

Next, type in the company name you are associated with (ex: Remax, Coldwell Banker, eXp Realty, etc. – please do not use your personal business name).

 **PID-2024-000051**

CONTRACTOR / PROFESSIONAL

Contractor Type is same as Professional Type. ADMIN

*Contractor / Professional Type:

Company Name:

Next

This will bring you to the address search screen. At the bottom of the screen, you will see a box to search for the address you are requesting your PID for.

The most efficient way to search for the address in question is to type in the **house number followed by the first few letters of the street name and hit search**. This will give you a list of options to choose from.

For example, if you type in 222 3rd the following results will show. Select the address that matches your request.

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
1249661	222 3rd AVE N, Saskatoon, SK
1299881	240 3rd AVE S, Saskatoon, SK
1410816	222 3rd ST E, Saskatoon, SK

Search Cancel Cancel and Clear

If the "Select Primary Address" field pops up, please use the drop-down menu to "Select Primary Address".

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

*Address: Search

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

*Select Primary Address:

Specific Location:


Preferred Contact Method:

Description / Request:

At this point, if your address has a suite number or unit number, this should appear in the list of addresses available for primary address. If no suite number or unit number is needed, please just pick the main address once again. If your suite number or unit number does not appear in the drop-down menu, please use "Specific Location" and type in the suite number you wish to request.

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

*Address: Search

Parcel ID	Address	Net Acres
 1330918	331 Pendygrasse RD, Saskatoon, SK	✘
Total Area:		

*Select Primary Address:

Specific Location:

Preferred Contact Method:


Description / Request:

Back Next

If you are wanting multiple units – Please select the main building in the primary address drop down and indicate the which units you are wanting in the specific location box.

Building Standards will review your request and may add extra fees for the additional units if permit information exists.

*Address:

Parcel ID	Address	Net Acres
 1330918	331 Pendygrasse RD, Saskatoon, SK Total Area:	✘

*Select Primary Address:

Specific Location:

Please select next.

This will bring you to the payment screen. **Click the agreement box** at the top of the screen which will then give you the option to “submit application and pay fees”.

 **Property Information Disclosure** PID-2024-000066 (New)

Submit Application

By clicking submit you are agreeing to the following: Custom text that will describe what is being agreed to Use/disclose personal information in accordance with The Local Authority Freedom of Information and Protection of Privacy Act. ADMIN

Please note - PID fees are non-refundable.

Please be aware, Building Standards may contact you for additional payment if we determine the request includes more than one unit/additional structures.


Click on the word “Home” at the top of the page which will take you back to the home page.

Click on the blue link to Property Info Disclosure again and you should now see your PID request listed.

My Property Info Disclosure Search

[Start a new Property Information Disclosure Application](#)

Application Number:
 Submitted Between: and

Application Number	Status	Submitted Date	Address	Request
 PID-2024-000048	Submitted	Mar 12, 2024	222 3rd AVE N, Saskatoon, SK	

Search

Please note, when calling in to Building Standards regarding any PID Request, we will require the Application number (PID-2024-000048 in this case) to efficiently be able to find your request.

Once your request has been processed by our team, the status will change to complete and you will receive an email indicating the PID has been completed. It will be available in your e-permitting portal by clicking on the PID you are interested in and finding the attachment in “response documents” to download a copy.

Property Information Disclosure PID-2024-000049 (Completed)

Status: Completed
 Directed to: (Multiple users)
 Submitted Date: Mar 12, 2024

CONTRACTOR / PROFESSIONAL

Contractor Professional Type: Realtor

FEES

You have no outstanding fees.

Company Name: Remax

LOCATION

Parcel: Parcel: 345 Clearwater PL, Saskatoon, SK

Primary Address: 345 Clearwater PL, Saskatoon, SK

Specific Location:

REQUEST

Preferred Contact Method:

Description / Request:

RESPONSE DOCUMENTS

Description	File Name
Download	PID for Kristin McT - 345 Clearwater Place.pdf

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