

Applying for an Address Change

Welcome to the online process to request an Address Change. Below are step by step instructions on how to set up your ePermitting profile and apply for an address change.

Access ePermitting by navigating to saskatoon.ca/epermitting

Click “here” under Sign On and then “create account” to register. If you have an existing utility or ePermitting account, click “Sign On” to sign into your profile.



Sign On

 Click [here](#) to sign on to Saskatoon.ca or to register an account.

Sign in

Create Account 

Forgot your password?

Forgot your username?

Please fill in all the boxes that have the red asterisk

Create Account | Identity Services

* Desired Username:

* Email Address:

* Confirm Email:

* Password:

Your password must contain at least one capital letter and one number.

* Confirm Password:

* First Name:

Middle Name:

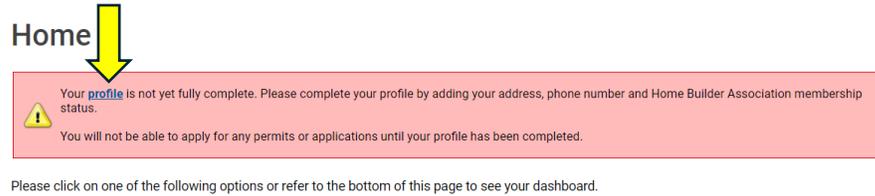
* Last Name:

Company Name:

Create Account

Once you have created your account, an activation email will be sent to the email address you used. Please find that email and activate your account. You may then go back to the main page (link above) and sign in.

The next screen will bring you to your home page. You must finish setting up your profile before you can request a PID. Click the word “profile” in the red banner at the top of the page and fill in all boxes that have a red asterisk.



To avoid any errors, please make sure you check the box on the right that says “primary” under your mailing address, select mobile phone when entering your phone number.

Now that your profile has been completed, you can apply for an Address Change by clicking the blue link on your home screen.

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.



Once an application is initiated, it can be found under the “My Activities” tab, as shown below. The status of the application will stay in “Draft” status, until the application is submitted. The application status will progress to “Submitted” to “In Adjudication” to “Recordation”. “In Adjudication”, means the application is under review, and “Recordation” means the application for an address change was approved. The applicant will receive a letter from the City of Saskatoon via email, which will confirm the new address. The letter is also sent to every other organization involved in an address change process.

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

For Applications and Permits Submitted Prior to March 1, 2022

[Book an Inspection](#) [Review Application](#)

- MY INSPECTIONS
- MY ACTIVITIES**
- MY PROJECTS
- MY BUSINESSES

[Show more...](#)

Organized by date of last activity. Click on a specific row to open details for each activity or click "show more..." for a longer list.

Type	File Number	Location	Status	Description	Created Date	Submitted Date
Address Change Request	AC-2024-000014	123 My House	Submitted		Apr 8, 2024	

What happens if my application is incomplete?

If an application is incomplete, the status will change to "Application Incomplete", as shown below.

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Type	File Number	Location	Status	Description	Created Date	Submitted Date
Address Change Request	AC-2024-000014	123 My House	Application Incomplete		Apr 8, 2024	

To view the additional information needed for application completion, click on the application to open the workflow to view the comments. Click "Next" to add the missing information to the workflow and re-submit the application by selecting "Re-Submit Application".

 **Address Change Request** AC-2024-000014 (Application Incomplete)

The submitted application package is considered incomplete. Please review items detailed under Additional Information Needed For Application Completion

For Building Permits, Building Standards may cancel the application if information required to continue processing is not submitted within 180 calendar days. Press the "Next" button to enter the information.

ADDITIONAL INFORMATION NEEDED FOR APPLICATION COMPLETION

Please provide proof of current ownership

Next

Screen ID: 1010377