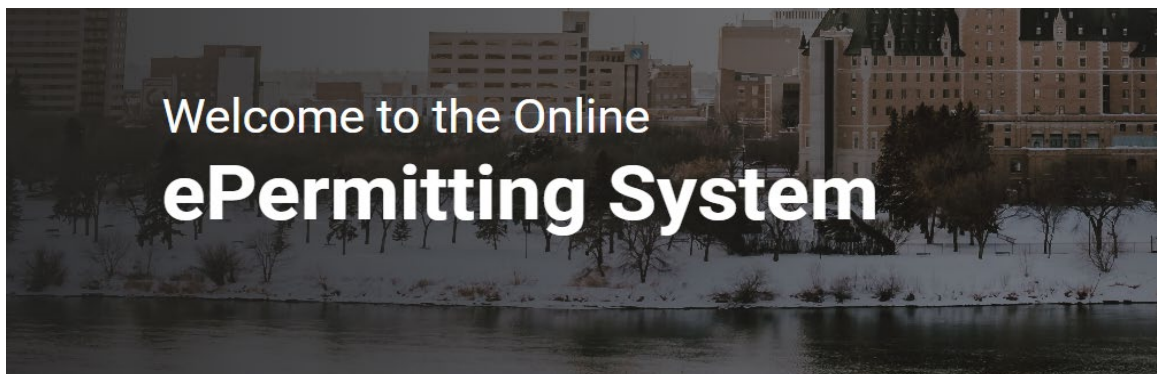


Applying for an Encroachment Agreement

Welcome to the online process to request an Encroachment Agreement. Below are step by step instructions on how to set up your ePermitting profile and apply for an Encroachment Agreement.

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:

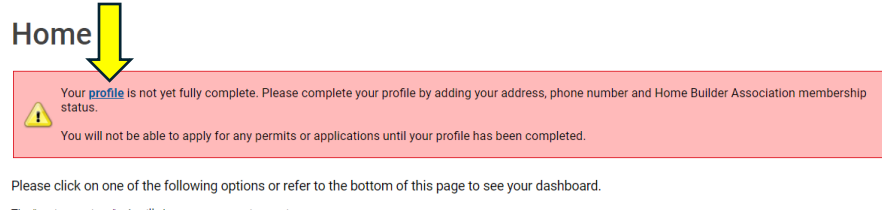
* Last Name:

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 and Encroachment Agreement Request. 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 submit an Encroachment Agreement Request 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.



On the next screen, you will click the “Encroachment Agreement Request” under Other Approvals.

Apply for a Planning Approval

Prior to submitting your application:

For information on Development Permit and Site Plan Control Application types, please visit: [Permit Types](#)

For additional information, such as application quick guides, please visit: saskatoon.ca

Note: Draft applications are created as soon as you select an application type. Save your work and come back to it anytime. Applications stay in draft form until submitted but will expire after a period of 6 months.

Get started by selecting an application type below

Land Use and Zoning Approvals

- [Concept Plan Application](#)
- [Direct Control District Application](#)
- [Discretionary Use Application](#)
- [Official Community Plan Amendment](#)
- [Zoning Bylaw Map Amendment](#)
- [Zoning Bylaw Text Amendment](#)

Subdivision and Condominium Approvals

- [Condominium Approval](#)
- [Subdivision Approval](#)

Presubmittal Approvals

- [Architectural Control District Review](#)
- [Preliminary Zoning Review](#)

Other Approvals



- [Encroachment Agreement Request](#)
- [Minor Variance](#)
- [Zoning Compliance Certificate](#)

Please complete the mandatory fields marked with a red asterisk (*). Click "Next".

Encroachment Agreement Request EAR-2024-00100 (Draft)

APPLICATION INSTRUCTIONS

- Please complete the mandatory fields below.

APPLICATION

<p>Planning Application Name:</p> <p>* Select the option that best describes the application:</p> <p>* Select the type of application:</p> <p>* Select the scope of activity:</p> <p>* Description of Proposed Activity:</p>	<p>Encroachment Agreement Request</p> <p>(None) ▼</p> <p>Encroachment ▼</p> <p>(None) ▼</p> <p>[+] [-]</p> <p>Select the project this application will belong to:</p> <p>_____ 🔍</p> <p>Zoning Information:</p> <p>[+] [-]</p>
--	--

Next

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, I typed in 222 3rd and these are my results. 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 the primary address.

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:

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 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:

331 Pendygrasse RD #1, Saskatoon, SK

331 Pendygrasse RD #10, Saskatoon, SK

331 Pendygrasse RD #100, Saskatoon, SK

331 Pendygrasse RD #11, Saskatoon, SK

331 Pendygrasse RD #12, Saskatoon, SK

331 Pendygrasse RD #13, Saskatoon, SK

331 Pendygrasse RD #14, Saskatoon, SK

331 Pendygrasse RD #15, Saskatoon, SK

331 Pendygrasse RD #16, Saskatoon, SK

331 Pendygrasse RD #17, Saskatoon, SK

331 Pendygrasse RD #18, Saskatoon, SK

331 Pendygrasse RD #19, Saskatoon, SK

331 Pendygrasse RD #2, Saskatoon, SK

331 Pendygrasse RD #20, Saskatoon, SK

331 Pendygrasse RD #21, Saskatoon, SK

331 Pendygrasse RD #22, Saskatoon, SK

331 Pendygrasse RD #23, Saskatoon, SK

Back
Next

Please click "Next".

Upload all "Required" documents related to your project, using the Upload Files button. Under the "Document Type" column, select the drop-down and appropriate document name to categorize each uploaded document. Once complete, click "Next".


Encroachment Agreement Request EAR-2024-00100 (Draft)


Please upload all "Required" documents and any "Optional" documents related to your project using the Upload Files '+' Button or by Dragging/Dropping Files. Under the "Document Type" column, select the drop down and select the appropriate document name. The "upload documents" box at the bottom of the page may take a moment to load. If the "required documents" list does not display, please call Community Service customer service at 306-975-2645 for further assistance.

DOCUMENTS TO ATTACH

Required	Uploaded	Attachment Type	Description	Sample Form
Required		Elevation Drawings	Include elevation drawings with all dimensions and construction of awning(s).	None
Required		Encroachment Agreement Request Form	To request permanent building construction of any kind on, over, under or into the surface of any City of Saskatoon property. This includes awnings and canopies.	Open
Required		Site Plan (Encroachment)	Include property lines, building location, encroachment area(s) and all dimensions, including total area of encroachment	None

UPLOADED DOCUMENTS

 Upload Files

<input type="checkbox"/>	File Name	Document Type	 Comments

Back
Next

Screen ID: 1488473

Add the professionals/contractors related to the project. Click "Next".

Encroachment Agreement Request EAR-2024-00100 (Draft)

PROFESSIONALS/CONTRACTORS

+ Professional/Contractor

Professional/Contractor	Type

Back **Next**

Submit application screen will now appear. Click "Submit Application".

The application workflow is located under the "My Activities" tab. On this tab, you can see the status of an application, provide further information through the portal, pay fees, etc. By clicking on the workflow, full details of the application can be seen.

Home

Please click on one of the following options or refer to the bottom of this page to see your dashboard.

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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](#)
- [➔ 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
 Encroachment Agreement Request	EAR-2024-00100	325 21st ST W, Saskatoon, SK	Submitted	Encroachment Agreement Request - New	Apr 8, 2024	Apr 8, 2024

Questions? Please call Building Standards at 306-975-2645 or email building.standards@saskatoon.ca