

## Applying for a Homeowner Plumbing Permit

Below are step by step instructions on how to set up your ePermitting profile and apply for a homeowner plumbing permit.

Access ePermitting by navigating to [saskatoon.ca/epermitting](http://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.

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:

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 apply for a plumbing permit. Click the word "profile" in the red banner at the top of the page and fill in all boxes that have a red asterisk.

## Home

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 now apply for a homeowner plumbing permit.

Applying for a plumbing permit through ePermitting is done through answering a series of questions. Required fields are marked with a red asterisk (\*).

Please click on "Permits".

# 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](#) [Business Licenses](#) [Complaints](#)  
[Address Change](#) [Planning Approvals](#)  
[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				
<p><i>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.</i></p> <p><b>2. Review the different <a href="#">Types of Structures</a></b></p>							
Inspection Number	Result	Next Action	Inspection Discipline	Requested Date	Scheduled Date	Location	View Permit
<a href="#">Search ...</a>							

Then select “Homeowner Plumbing Permit”.

### Apply for a Permit

Before you apply for a new permit;

1. Review the detailed information about the different [Permit Types](#)
2. Review the different [Types of Structures](#)
3. Review the different [Types of Work and Work Scopes](#)
4. Review our permit application checklists by visiting [saskatoon.ca/buildingforms](http://saskatoon.ca/buildingforms) and under Permit Forms and Applications Index search “checklist”
5. For additional information, please visit [Saskatoon.ca](http://saskatoon.ca) or [How To Guides](#)
6. *Draft permits are created as soon as you select a permit type. Save your permit and come back to work on it anytime. Permits stay in draft until paid and submitted but will be cancelled once older than 6 months.*

Get started by selecting a permit type below

#### Building Permits

- [New Home](#)
- [New Town House](#)
- [Alternative Family Care Home](#)
- [Home Addition, Renovation & Basement Development](#)
- [Secondary Suite](#)
- [Garden - Garage Suite](#)
- [Detached Garage or Accessory Building](#)
- [Decks, Ramps & Sunrooms/Three-Season Rooms](#)
- [Demolitions, Relocations & Removals](#)
- [Apartment - Condo Building](#)
- [Commercial Building](#)
- [Repairs to Building](#)
- [Solar Panels](#)
- [Swimming Pool](#)
- [Mobile Home](#)

#### Trade Permits

- [Plumbing](#)
- [Homeowner Plumbing Permit](#)



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

## Homeowner Plumbing Permit HPLMB-2026-00003 (Draft)

### APPLICATION INSTRUCTIONS

- Certified plumbing contractors may apply for a plumbing permit. Homeowners may only apply for a Homeowners plumbing permit.
- New plumbing contractors may contact the Senior Plumbing Inspector 306-975-7631 for details for certification.
- Plumbing permits are not transferrable

### APPLICATION

Type of permit you are applying for:

Homeowner Plumbing Permit

\*Select the option that best describes the application:

Residential ▼

\*What type of work will be done:

Plumbing ▼

\*Pick the primary work scope:

Set Fixtures ▼

Add items to describe what the work will include:

**+ Additional Work Scope(s)**

\*Enter a description of the work that will be done:

one water closet to basement [+]   
 [-]

Please enter any associated Building Permit Number:



Select the Project that this permit will belong to:

▼

**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 3<sup>rd</sup> 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.

\*Address:

Search

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

Total Area:

\*Select Primary Address:

Specific Location:   
Square 222 3rd AVE N, Saskatoon, SK

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.

Complete the fields for Owner/Tenant information. The owner would be the individual who is on the title of the property. Only one owner's name is required.

1249bb1 222 3rd AVE N, Saskatoon, SK 

Total Area:

\*Select Primary Address:  

Specific Location:

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**OWNER/TENANT**

\*Name:

\*Mailing Address:

\*City:

\*State / Province:  

\*Zip / Postal Code:

\*Phone Number:

Email Address:

Click 'Next'.

Click on the "Add Equipment" and you will be able to select your fixture from the drop-down menu and tab over to add the "Quantity".

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Asterisks indicate required fields to be filled. If you do not know what to fill in, leave it blank.

### UTILITIES

New Gas Service?   
 New Power Service?

### PROJECT VALUE

Total Project Value:

### EQUIPMENT

For this permit application, list all the equipment that will be added or changed. Use the Equipment button to add the information.

 **+ Add Equipment**

Description	Quantity
 <input type="text" value="Water Closets"/> 	<input type="text" value="1"/> 

**Back** **Next**

Upload all “Required” documents related to your project, using the Upload Files button. The only document required is the “Homeowners Plumbing Permit Questionnaire”. Please download, fill out the form, sign, and date.

Under the “Document Type” column, select the drop-down and appropriate document name to categorize each uploaded document. Once complete, click “Next”.

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*Please upload all “Required” documents and any “Optional” documents related to your project  
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

	Uploaded	Attachment Type	Description	Sample Form
Required		Homeowners Plumbing Permit Questionnaire	Required to apply for a Homeowners plumbing permit.	<a href="#">Open</a>
Optional		Residential Fixture Summary	itemized list of all plumbing fixtures to be installed	<a href="#">Open</a>

### UPLOADED DOCUMENTS

 [Upload Files](#)

<input type="checkbox"/>	File Name	Document Type	 Comments
<b>— (1) New Documents</b>			
<input type="checkbox"/>	homeowner_plumbing_permit_question...	<a href="#">New</a> Homeowners Plumbing Permit Questionnaire	<a href="#">Add comment</a> 

Here is an example of the “Homeowner Plumbing Permit Questionnaire” form.

## **Homeowner Plumbing Permit Questionnaire**

Instructions: Complete this form and include it with your [ePermitting Homeowner Plumbing Permit application](#).

<b>OWNER</b>	First and Last Name <b>Kermit Smith</b>	
	Address <b>222 3rd Ave S</b>	
	Phone Number <b>306-123-4567</b>	Email Address <b>kermitsmith@gmail.com</b>
<b>PROJECT QUESTIONS</b>	1. Are you the owner and occupant of the single-family dwelling unit?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	2. Is the property used exclusively for living quarters?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	3. Are you preparing the property for sale or rent?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	4. Is the property new construction/a new build?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	5. Do you agree to the following terms?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	a. I agree to perform all the work to meet the requirements of the National Plumbing Code, Saskatchewan Plumbing Code Regulations and The Plumbing Bylaw.	
b. I agree to make the arrangements for a rough-in and final inspection at minimum one day in advance. The owner or the owner's representative shall be on-site for the inspection.		

**Kermit Smith**

Homeowner's Signature

**Jan 12, 2026**

Date

Check that all information is correct. Click “Next”.

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You can add the tenant and any additional contacts here.

+ Contact		Contact Type	Phone	Email	Company Name	Role
 [REDACTED]	Name [REDACTED]	Contact Type Applicant	Phone [REDACTED]	Email [REDACTED]	Company Name [REDACTED]	Role (None) 

[Back](#) [Next](#)

Screen ID: 1449135

Your permit application is now ready to be submitted. Please click “Pay Fees & Submit Application” button to submit your permit application. You may also click “Save” and you will be able to access this permit under the “My Activities” tab on the home page.

## Homeowner Plumbing Permit HPLMB-2026-00003 (Draft)

### SUBMIT APPLICATION

By clicking submit you are agreeing to the following:

The issuance of a permit and/or approval of this application does not relieve the applicant from complying with the requirements of applicable codes, regulations, or bylaws. The applicant is the owner of the building or property or an authorized representative of the owner who applies for a permit and/or submits an application for approval. The submission of this application does not give permission to begin work on this project. Note: For Building Permits, all construction is to be completed on site unless a written request is approved by Building Standards. Building Standards may cancel and destroy the permit application and supporting documents 180 days following permit review if the required fee is not paid or information required to continue processing the application is not submitted.

The Building Standards and Planning and Development Departments use/disclose personal information in accordance with The Local Authority Freedom of Information and Protection of Privacy Act.

Your permit application is ready to be submitted. Please click the “Pay Fees & Submit Application” button to submit your application. You may also click the “Save” button to return to this application at a later time.

### FEES

The following fees must be paid as part of your permit application.

Description	Amount	Balance
Plumbing Permit Fee	\$126.00	\$126.00

[Back](#)

[Pay Fees & Submit Application](#)

[Save](#)

Please enter payment details and click “Checkout”.

Questions? Please call Building Standards at 306-975-2645 or email [building.standards@saskatoon.ca](mailto:building.standards@saskatoon.ca).