

Submission of Hold Documents for Inspection (Shop Drawings, Letter of Assurance, Ventilation Verification Certificate, & Air Tightness Certificate)

During the review process of your permit, a hold will be created on the permit for each mandatory document required before a permit will be completed. This following document will provide instructions on how to upload your document to each hold.

Log into your e-permitting account using the following link

<https://lmspublic.saskatoon.ca/lms/pub/lmsguest/Welcome.aspx>

Welcome to the Online ePermitting System

Sign On

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

Enter your username and password and click Sign In.

Click on My Activities

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



Click on the permit you are uploading documents to

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
 Detached Garage or Accessory Building	ACC-2024-00086	117 Bowman CRES, Saskatoon, SK	Ready For Issue	Detached Garage or Accessory Building - One Unit / Single Detached (New - Detached Garage)	Apr 4, 2024	Aug 14, 2025

Under Details, in the right column, you will find your hold section. Each document will have a separate hold.

Detached Garage or Accessory Building ACC-2024-00086 (Ready For Issue)

Status: Ready For Issue**Application Date:** Aug 14, 2025**Issue Date:****Completed Date:****Expiration Date:****Outstanding Fees:** \$4,260.00**Description:** Detached Garage or Accessory Building - One Unit / Single Detached (New - Detached Garage)

DETAILS

DOCUMENTS

CONTACTS

DETAILS

Is Master Plan? ☐**Applicant:** Homeowner**Permit Name:** Detached Garage or Accessory Building**Primary Location:** 117 Bowman CRES, Saskatoon, SK**Specific Location:** Suite 117**Work Description:** Build garage 24x24**Use Designation:** One Unit / Single Detached**Work Type:** New**Primary Work Scope:** Detached Garage**Additional Work Scope(s)**


LOCATIONS

Parcel ID	Address	Net Acres
1082125	117 Bowman CRES, Saskatoon, SK	Total Area:





OWNER/TENANT

Name: Kristin

RELATED INFORMATION

Type	Description
 Building Occupancy	Occupancy: C Residential 1200 Sq. M.

HOLDS

Type	Description	Status
 Hold Completion	Please submit Shop Drawings 24 hours prior to booking the framing inspection	Active
 Hold Completion	Please submit the Airtightness Certificate	Active
 Hold Completion	Please submit the Letter of Assurance from the Design Professional	Active
 Hold Completion	Please submit the Ventilation Verification Certificate	Active

EQUIPMENT

Description	Quantity
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PERMIT ACTIVITIES

This is where you can make requests on your permit. The eligible request types will appear depending on what your permit status is. The requests can include:

FEES

Outstanding Fees: \$4,260.00

[Pay Fees](#)

To upload the appropriate document to the hold, click on the specific hold and a pop up box will appear.

Fill in the Response Box with the description of document you are uploading.

Next, hit +Upload

ePermitting - Permit Hold - Google Chrome

lmspublicstg.saskatoon.ca/lmsstg/pub/lms/editobjectpopup.aspx?RelatedInfoGrid=Y&...

Permit Hold

Type: Hold Completion

Description: Please submit Shop Drawings 24 hours prior to booking the framing inspection

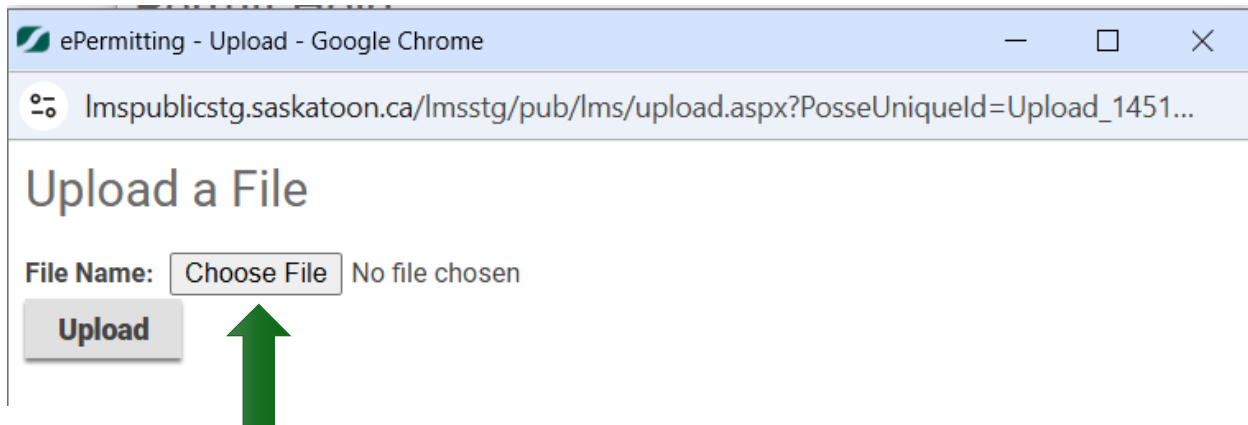
***Response:**

+ Upload

File Name

Cancel Save Save & Close

You will need to click on Choose File before selecting the appropriate document.



ePermitting - Upload - Google Chrome

lmspublicstg.saskatoon.ca/lmsstg/pub/lms/upload.aspx?PosseUniqueId=Upload_1451...

Upload a File

File Name: No file chosen

Choose the file you want to attach and then hit Upload. Once the document has finished uploading, your Permit Hold Screen should have a description in Response and you should see a file under File Name.

Permit Hold

Type: Hold Completion

Description: Please submit Shop Drawings 24 hours prior to booking the framing inspection

***Response:** See attached Shop Drawings



+ Upload

File Name

ACC-2024-00535 - 707 Albet Ave - Shop Drawings.pdf ❌



Cancel





Save

Save & Close

You can now hit Save & Close.

Follow the same steps for all Holds listed for that permit. You will see the status change from Active to Awaiting Review if the document was uploaded correctly.




HOLDS

	Type	Description	Status
	Hold Completion	Please submit Shop Drawings 24 hours prior to booking the framing inspection	Awaiting Review
	Hold Completion	Please submit the Airtightness Certificate	Active
	Hold Completion	Please submit the Letter of Assurance from the Design Professional	Active
	Hold Completion	Please submit the Ventilation Verification Certificate	Active



You may now go ahead and book your inspection using your e-permitting portal. Once the inspector has reviewed the hold and document attached, they will release the hold and your e-permitting hold status will change to Released and the red flag will disappear.






HOLDS

	Type	Description	Status
	Hold Completion	Please submit Shop Drawings 24 hours prior to booking the framing inspection	Released
	Hold Completion	Please submit the Airtightness Certificate	Active
	Hold Completion	Please submit the Letter of Assurance from the Design Professional	Active
	Hold Completion	Please submit the Ventilation Verification Certificate	Active



If the document submitted is incorrect or not accurate, the original Hold will be released with the Description updated to indicate the error and a new Hold will be created requesting new documents be uploaded.

HOLDS

	Type	Description	Status	
	Hold Completion	Please submit Shop Drawings 24 hours prior to booking the framing inspection	Released	
	Hold Completion	Please submit the Airtightness Certificate	Active	
	Hold Completion	Please submit the Letter of Assurance from the Design Professional	Active	
	Hold Completion	Please submit the Letter of Assurance from the Design Professional - Document submitted had incorrect address. Please resubmit.	Released	
	Hold Completion	Please submit the Ventilation Verification Certificate	Active	

Once all Holds statuses say Released and your Final Inspection has been passed, your permit will be able to be Completed.