Submitting an Application

Steps and hints for a successful application.

Applicants must ensure the information and documentation submitted in the permit application are correct, complete and meet our standards. Applications missing information or documents that are incorrect or unacceptable will be returned to the applicant to correct. Our Quick Start guide outlines many of the required elements.

Applying for a permit 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
 •the document page requires documents to be uploaded.

Application questions are linked to address of permit, document requirements, review requirements and inspection requirements. Answers also determine additional related permits required for your project.

Applying for a 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** and under Permit Forms and Applications Index search "checklist"

5. For additional information, please visit **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

The application's first page captures information about the type and scope of work. This will provide context for the rest of the application. The first step is to select the type of permit you are applying for:

📋 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](#)

[Master Plan Permit](#)

[Permit based on a Master Plan](#)

[Building Sub Permit](#)

📋 Trade Permits

[Plumbing](#)

For the purposes of this document we will be applying for a new home permit. Answer the questions as they are presented, and if accepted you will proceed to the next pages.

📏 New Home NHS-2022-00005 (Draft)

APPLICATION INSTRUCTIONS

- *Each building requires a separate building and development permit.*

- *Asterisks indicate required fields to be filled.*

- *For projects with multiple primary work scopes, begin by selecting the primary work scope that adds project area (Building or Dwelling). For example: a New Home Permit with an attached garage and basement perimeter walls select Dwelling as the first primary work scope, then add remaining work scopes as additional work scopes.*

- *For residential detached garages and accessory buildings, the first drop down is asking for the use of the primary building on the site that the detached garage or accessory building will be located on. Select either detached garage or accessory building for the primary work scope.*

APPLICATION

Type of permit you are applying for:	New Home
★ **Select the option that best describes the application:**	(None) ⌄
★ **What type of work will be done:**	New ⌄
★ **Pick the primary work scope:**	(None) ⌄

★ **Number of Dwelling Units**   ★ **Added:** [ ]   ★ **Removed:** [ ]

★ **Work Description:** [   ] [+] [−]

📒 New Home NHS-2022-00005 (Draft)

LOCATIONS

Addressed Locations

Begin by typing the site (parcel) or assigned building civic address and click Search. A list of sites will be generated. Click on the checkbox of the appropriate site for your project and click Select.

For sites with multiple buildings and or units, use the Select Primary Address drop down list to identify the building or unit for your project.

Tip:
Enter the civic address #'s and a minimum of 3 characters of the street name before you click Search.
To search for City Hall, type 222 3
If you type part of the address such as "222 3rd" and click "Search", multiple addresses will show up for you to click on.
Address examples are "222 3rd AVE N, Saskatoon, SK" or "222 3rd St E, Saskatoon, SK"

Please call Building Standards at 306-975-2645 if you cannot find your address.

＊Address:　　　　　　　　　　　　　　　　　　　　　　　　　　**Search**

Parcel ID	Address	Net Acres
	Total Area:	

Specific Location:

Some fields require a search to fill in a field. Civic addresses will be checked against our database and relevant results will be returned. Adding the address in this way allows the platform to ask questions relevant for that location.

If you are using a contractor for the work outlined, you will need to complete the section on contractors in the application. Applicants applying for permits as a contractor will need to add themselves as a contractor on the permit in the contractor's section as well. The list of contractors in the application will appear on the permit. Contractors cannot be manually entered on the permit; they must be selected from the list of registered contractors.

Application Documents

Application documents are required for all permit applications. Each application will require different documents. Visit our permitting pages to see the required documents for your project type.

The platform will automatically generate a list of documents you need to upload according to the information you have previously entered.

📗 New Home NHS-2022-00005 (Draft)

Please upload all "Required" documents and any "Optional" documents related to your project.
The permit application checklist specific to your project can be found on the City of Saskatoon website.
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 Building Standards customer service at 306-975-2645 for further assistance.

DOCUMENTS TO ATTACH

Uploaded	Attachment Type	Description	Sample Form
Required	Addressing Key Plan - Group Dwelling/Condo	Addressing key plan requirements for residential group dwelling/condominium sites.	Open
Required	Application Project Information - Residential	Application form for residential buildings.	Open
Required	Drawings	Required for all permit applications. For more information please see the Drawing Requirements document and any related checklists.	None
Required	Energy Compliance Documents	Energy compliance document package for either Section 9.36 of the NBC or the NECB.	None
Required	Ventilation Design	Required for all new residential Part 9 buildings and additions. For ventilation systems designed under Part 9, provide the Ventilation Design Sheet. For ventilation systems designed under Part 6, provide signed and sealed drawings.	Open
Optional	Alternative Solution Report	The alternative solution report written by a design professional licensed to practice in the Province of Saskatchewan (Architect or Engineer).	None
Optional	Alternative Solution Request	Required to be submitted when requesting an alternative solution to the National Building Code.	Open
Optional	Building Code Analysis	Required for new buildings, additions and change of use/occupancy permit applications.	Open
Optional	Commitment for Field Review - Alternative Solution	Required at building permit application stage for items designed under the scope of an alternative solution.	Open
Optional	Commitment for Field Review - Life Safety	Required at building permit application stage for life safety systems designed within the scope of Part 3 of the NBC for fire protection and occupant safety (including mechanical, electrical and fire protection systems).	Open

Any documents indicated as required MUST be uploaded for your permit to be submitted.

Document Standards

Application Documents that don't meet standards will be returned to the customer for correction. All information in the supporting documents must match the information in the application.

1. Documents must be legible:
a. Text font must be clear, using a standard font type, black ink and be reasonable font size.
b. Text, especially measurements, should not be overlapping
c. If documents are photocopied they must be free of ink blots

2. Documents must be provided by relevant document type:
a. One package containing all documents will not be accepted
b. Each document must contain all required information for that document type

3. Plans must contain the correct address

4. Document Files:
a. Uploads must not exceed 100MB
b. Acceptable file formats include: Word, PDF and JPEG
c. Zipped folders are not acceptable
d. Documents cannot be encrypted or password protected

Documents must be uploaded to the permit application. We cannot accept documents that are emailed or mailed to us.

Once you have uploaded all the documents the system will check that you have provided all the relevant information. If anything is missing or incorrect you will be alerted and errors must be fixed prior to submission.

📋 New Home NHS-2022-00005 (Draft)

ERRORS ON APPLICATION

The following errors need to be fixed before you can submit your application.

⚠️ **Fix** Please enter a phone number.

⚠️ **Fix** An Occupancy is required.

⚠️ **Fix** A document of type "Drawings" is required.

⚠️ **Fix** A document of type "Ventilation Design" is required.

⚠️ **Fix** A document of type "Addressing Key Plan - Group Dwelling/Condo " is required.

⚠️ **Fix** A document of type "Application Project Information - Residential" is required.

⚠️ **Fix** A document of type "Energy Compliance Documents" is required.

Screen ID: 1010931

Once all errors are fixed you will be able to submit your document. Once you submit the application it will be changed on your home page from Draft to Submitted.

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**

For Applications and Permits Submitted Prior to June 30, 2021
Book an Inspection　　　**Review Application**

MY INSPECTIONS	**MY ACTIVITIES**	MY PROJECTS

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
📋	New Home	NHS-2022-00005	0 Rosewood DR, Saskatoon, SK	Draft	New Home - One Unit / Single Detached (New - Attached Carport)	Feb 24, 2022	