Getting Started

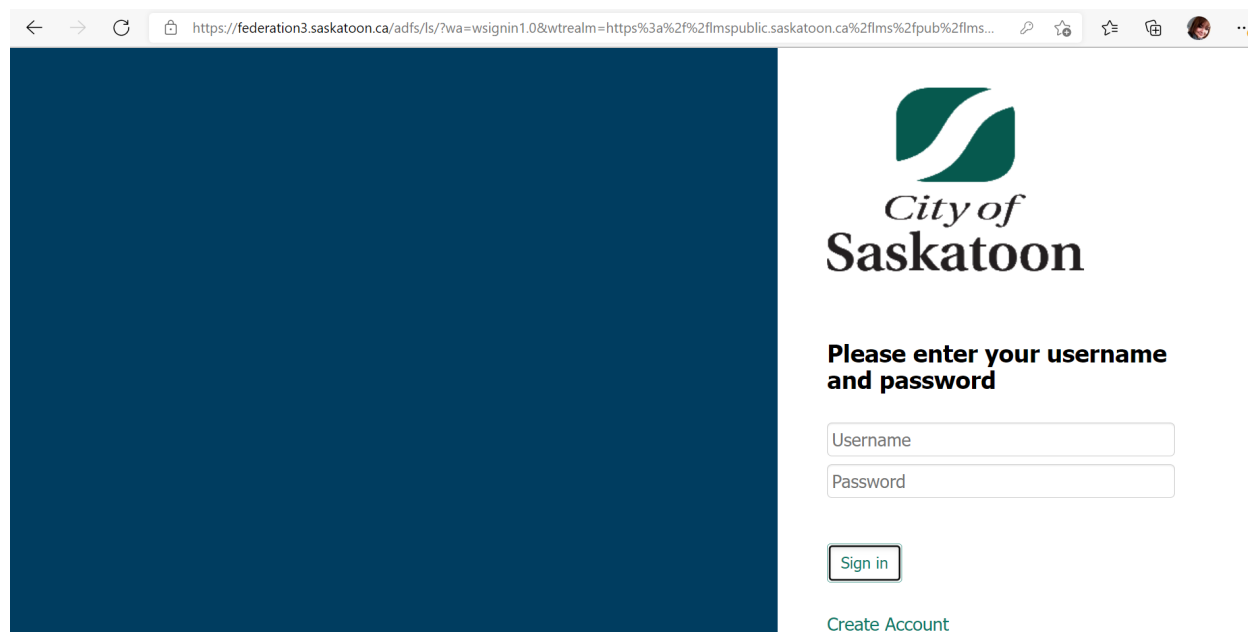## Please review these tips and guides to help get started in our new ePermitting system.

The ePermitting system is part of a multi-year initiative within Building Standards. As the system launches you will find that there are changes to permit applications, the permitting process and how customers and staff interact.

Before You Begin

We've created a **Quick Start** guide to help you understand the process and so that you don't miss steps in preparing your application.

Registering for an ePermitting Account *Note: If you have an existing Saskatoon.ca account and are wanting to create a new ePermitting account you will not be able to use the same email address.*

The first step of registering your Customer Portal Account is straightforward. If you already have a saskatoon.ca login (for items like waste collection or utilities) you are already good to go. If you need to register, go to saskatoon.ca and click the Sign In link in the top menu. You will be taken to this screen:
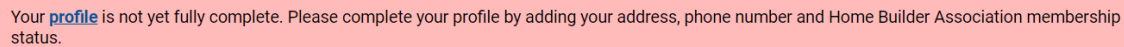

Click the Create Account option at the bottom and follow the instructions.

If you are applying for permits on behalf of your organization or clients you will also need to complete a Contractor profile.

Navigating the ePermitting Dashboard

The home page includes a wealth of information. It will be helpful to become familiar with the different sections of the page.

When you first login you will be prompted to complete your profile:

Home

⚠️ Your **profile** is not yet fully complete. Please complete your profile by adding your address, phone number and Home Builder Association membership status.

You will not be able to apply for any permits or applications until your profile has been completed.

MY INSPECTIONS	MY ACTIVITIES	MY PROJECTS

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.

Inspection Number	Result	Next Action	Inspection Discipline	Requested Date	Scheduled Date	Location	View Permit

Search ...

Click the profile link and follow the instructions to complete your profile.

In the profile section you will find a link to Action Completion Emails. Click this link and select all the notifications you would like to receive.

After your profile is complete you will be returned to the Dashboard and are now ready to use the system.

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**

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Q. Does my employer create an account for me?
A. The saskatoon.ca account belongs to you as an individual. However, you can link your profile to your employer/contractor through the system using a PIN as above. If you would like to have an employer/contractor account setup so that multiple employees can be linked to it, please email development.services@saskatoon.ca or contact 306-975-2645 to have this account and PIN number created.