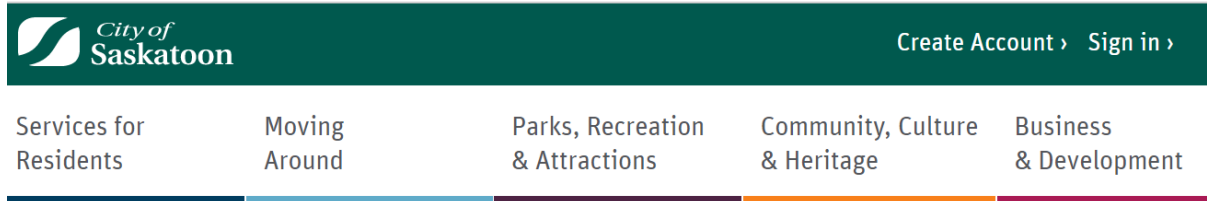# ePermitting Quick Start Guide

1. If you don't already have a saskatoon.ca account, please go to saskatoon.ca and click "Create Account" on the top menu bar:

2. Review Building Standards webpages (saskatoon.ca/buildingstandards) to understand:
   a. Various permit types
   b. When permits are required
   c. What information is required (by permit type)
   d. What documents are required (by permit type)
3. Understand your permit requirements
4. Prepare documents
   a. Ensure documents have all required information
   b. Ensure documents are named appropriately
   c. Have documents saved and ready for upload
5. Login to saskatoon.ca/ePermitting with your saskatoon.ca account
6. Fill out your Customer Profile
7. Associate your Contractor Profile with a PIN (if applicable)
8. Select Apply for Permits
   a. Choose permit Type
9. Complete application process online. Make sure it says "Submitted" under permit status
10. You can now track the permit process through the ePermitting portal.
11. Fees will be due prior to permit being issued. ePermitting can take payments under $5000 online. Amounts over $5000 will be invoiced.