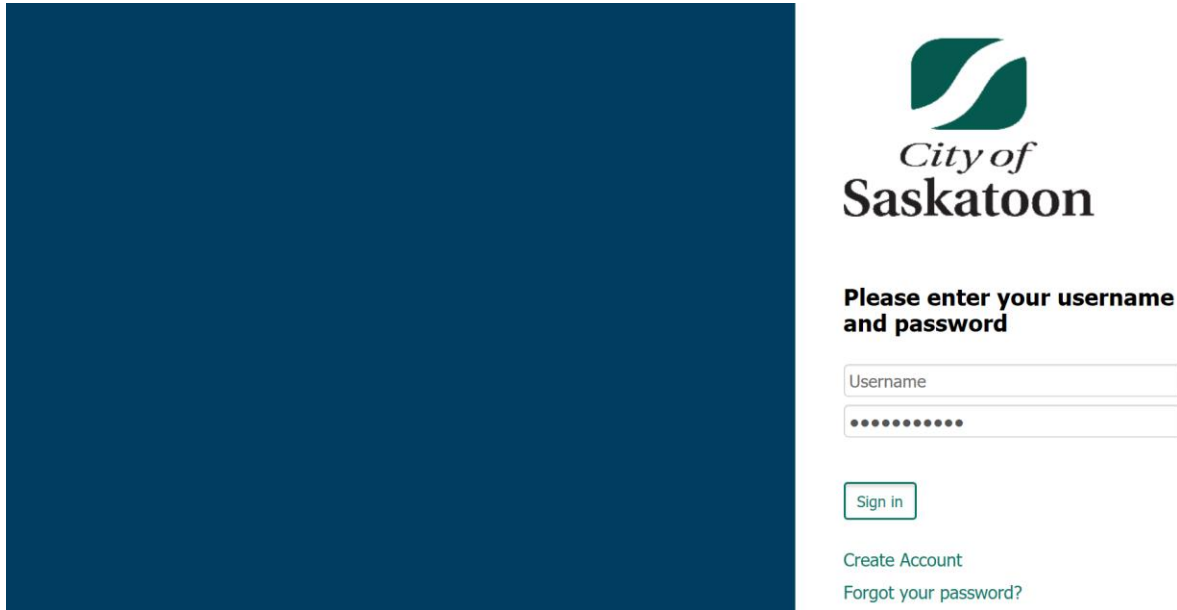


Thanks for your interest in the City of Saskatoon’s Building and Development Online Permit Application Portal. The following is meant to serve as a quick guide on using the platform, but if at any time you have questions or need assistance please call Building Standards at 306.975.2645.

The first page you will see when entering the permit application is the login screen. If this is your first time you have used the application you will have to create a username and password by using the “Create Account” link. Otherwise, login using your Username and Password and click “Sign In.”



The home page of the Building Permit Activity page has two sections. The first contains a button to start a new application. The second section is a list of your current and previous applications through the platform, which you can review using the labeled buttons. It will also provide updates on the status of your applications.

# Building Permit Application

To start a new application, please click the link below.

**For more information**

[New Application >](#)

## Building & Development Permit Activity

	<u>Address</u>	<u>Submission #</u> <u>BPA #</u>	<u>Building</u> <u>Permit #</u>	<u>Created</u> <u>Date</u>	<u>Accepted</u> <u>Date</u>	<u>Status</u>	
<a href="#">Resume</a>	--	3754	--	Jun 17, 2020	--	New	<a href="#">Delete</a>
<a href="#">Review</a>	402B Bolstad Link	3753	--	Jun 17, 2020	--	Application Received	
<a href="#">Resume</a>	110 Kenderdine Blvd	3751	--	Jun 16, 2020	--	New	<a href="#">Delete</a>

To start a new application, click the button.

The first page of the permit application will go through the type of work you are undertaking. Simply go through and fill in the appropriate sections. Any section marked with a red star (\*) is a required field and you will not be allowed to go on without these being complete. You are also required to indicate how you will pay the necessary fees.

## Building Permit Application (3755)

---

### TYPE OF PROJECT

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\* Type Of Project:

(None)
Residential
Commercial

### SCOPE OF WORK

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- |                                      |  |   |
|--------------------------------------|--|---|
| <input type="checkbox"/> New         | <input type="checkbox"/> Addition            | <input type="checkbox"/> Conversion         |
| <input type="checkbox"/> Alterations | <input type="checkbox"/> Change Of Occupancy | <input type="checkbox"/> Relocation/Removal |
| <input type="checkbox"/> Repair      | <input type="checkbox"/> Demolition          | <input type="checkbox"/> Secondary Suite    |

### PROJECT INFORMATION

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\* Building Address:

*Include Unit # if applicable.*

\* Work Description:

Additional Info:

\* Value of Project:

*Excludes land value. If value of the project is unknown at time of application please enter '0' into the field.*

### PAYMENT

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Payment of Permit Fees is required prior to the issuance of Building and Development Permits.

Builders may choose to have the permit issued on an SAR which allows them to pay the fee after the permit has been issued. Please be aware that if you choose this option the permit will be issued as soon as the plan review is complete and the project approved. Should you choose not to construct this project once the permit has been issued, then the applicable permit cancellation fees will apply.

\* Method Of Payment:  Cash / Debit / Cheque / Credit Card     SAR (Invoice)

Next

The second page has required contact information including the information for all relevant parties. Again, all fields marked with a \* must be completed before continuing.

## Building Permit Application (3755)

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### APPLICANT

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* Contact Name:	<input type="text"/>	Company Name:	<input type="text"/>
* Address:	<input type="text"/>	<i>(If Applicable)</i>	
* City:	<input type="text"/>	* Province:	<input type="text" value="SK"/> <input type="text"/>
* Email Address:	<input type="text"/>	* Postal Code:	<input type="text"/> <input type="text"/>
* Main Phone:	<input type="text"/> - <input type="text"/> - <input type="text"/>	Other Phone:	<input type="text"/> - <input type="text"/> - <input type="text"/>
		Fax:	<input type="text"/> - <input type="text"/> - <input type="text"/>

### OWNER *(must be owner of property or property manager)*

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Same As Applicant

* Contact Name:	<input type="text"/>	Company Name:	<input type="text"/>
* Address:	<input type="text"/>		
* City:	<input type="text"/>	* Province:	<input type="text" value="SK"/> <input type="text"/>
* Email Address:	<input type="text"/>	* Postal Code:	<input type="text"/> <input type="text"/>
* Main Phone:	<input type="text"/> - <input type="text"/> - <input type="text"/>	Other Phone:	<input type="text"/> - <input type="text"/> - <input type="text"/>
		Fax:	<input type="text"/> - <input type="text"/> - <input type="text"/>

### CONTRACTOR

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Same As Applicant     Same As Owner     Contractor Unknown

* Contact Name:	<input type="text"/>	Company Name:	<input type="text"/>
* Address:	<input type="text"/>		
* City:	<input type="text"/>	* Province:	<input type="text" value="SK"/> <input type="text"/>
* Email Address:	<input type="text"/>	* Postal Code:	<input type="text"/> <input type="text"/>
* Main Phone:	<input type="text"/> - <input type="text"/> - <input type="text"/>	Other Phone:	<input type="text"/> - <input type="text"/> - <input type="text"/>
		Fax:	<input type="text"/> - <input type="text"/> - <input type="text"/>

The next screen will allow you to download any relevant files that must be attached to any permit application. If you have any questions about what is required, or would like to do some more research into the permit requirements, there is a link to all the Building Standards Forms and Brochures you can click to open the library. The maximum file size is 25MB. To start the process, click the “Upload” button:

## Building Permit Application (3755)

All applicable files are to be attached before the application is considered received by Building Standards

- Drawing Package (mandatory)
- Application Form
- Site/Key Plan
- Commitment Letters

[Forms and Brochures >](#)

The preferred document type is PDF. Other file types such as Microsoft Word, Microsoft Excel, and AutoCAD are also accepted. The max size per file is 25mb. Please note that unreadable / unclear documents submitted will delay processing of the application.

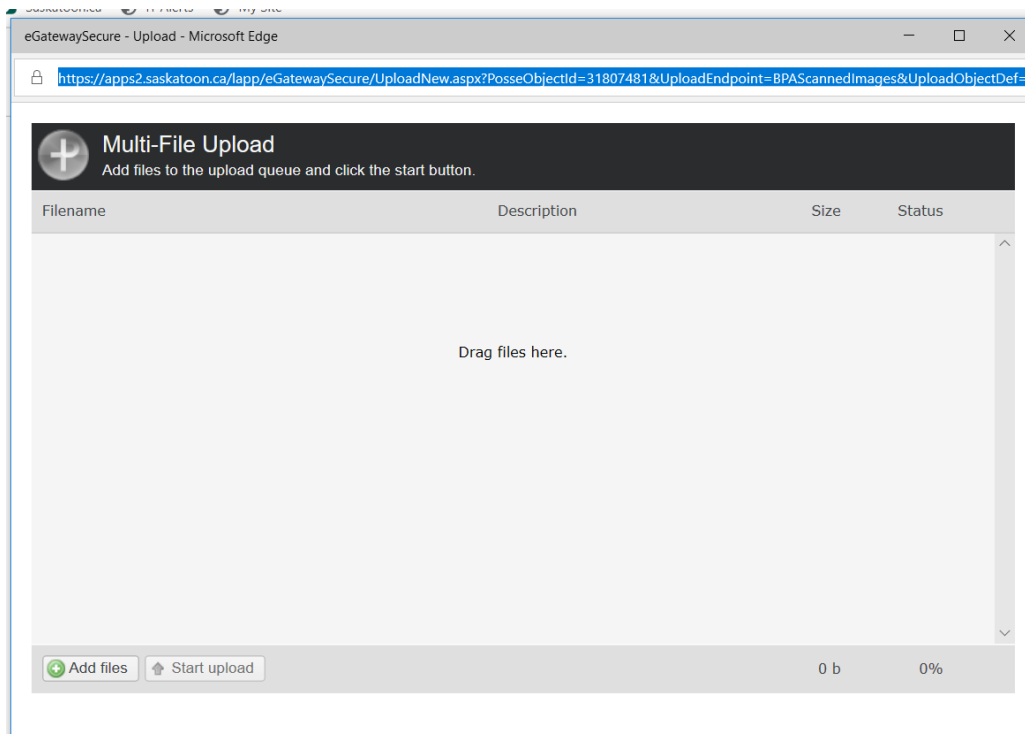
\* Filename \* Document Description \* Document Subject

Upload...

Back

Next

You will see the following screen. You can either drag the items from your desktop into the window, or click the “Add Files” button at the bottom.



When the file is found, you will have to add a description into field. Once that is done click “Start Upload.”

Filename	Description	Size	Status
CORNERSTONE STAKEHOLDER ADVISORY GROUP - Meeting on Teams.pdf	Random File	373 KB	0%

Once the files are uploaded, you will see them listed on the file section. Use the dropdown box on the right to classify the type of document uploaded. **At a minimum, Drawings must be included in your application. Without a Drawings file you will not be able to proceed.**

* Filename	* Document Description	* Document Subject
CORNERSTONE STAKEHOLDER ADVISORY GROUP - Meeting on Teams.pdf	Random File	Declaration of Intent

Once the files are uploaded and classified, please click “Next.”

If you have successfully entered the required information and downloaded the necessary files, you will access a final screen. Please print the page for your records. Someone from Building Standards will be in contact with you as the process continues to ensure the timely turnaround of your application. If you have another permit to apply for, you can return to the first page by clicking on “Return to Building Permit Application.”

## Your Building Permit Application has been Submitted

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Please print this page for your records.

[Print](#)

---

Building Address: 123 Main  
Work Description: Infill  
Value: 1000.00  
Date: Jun 17, 2020

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Thank you for using the on-line application system. Your application has been successfully submitted.

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[Return to Building Permit Application](#)

### Questions? Concerns?

Please contact Building Standards at 306.975.2645, or

Email [building\\_standards@saskatoon.ca](mailto:building_standards@saskatoon.ca)