HOW TO APPLY TO AMEND OR RENEW A BUSINESS LICENCE IN EPERMITTING

Thank you for applying for a City of Saskatoon business licence. This document shows how to apply to amend or renew a Commercial, Home Based, Homestay, Short-Term Rental Property, Cannabis or Pawnshop Business Licence in ePermitting.

Licences can be renewed 60 days before they expire and up to 30 days after they expire. If your licence is more 60 days from expiration you can only apply to amend. An amendment can be used to update any information on the licence, including the location.

Information is also available on how to:

- Apply for a New Licence
- Monitor Your Application and Provide Additional Information
- Apply for a Non-Resident Business Licence for a business not located in Saskatoon.

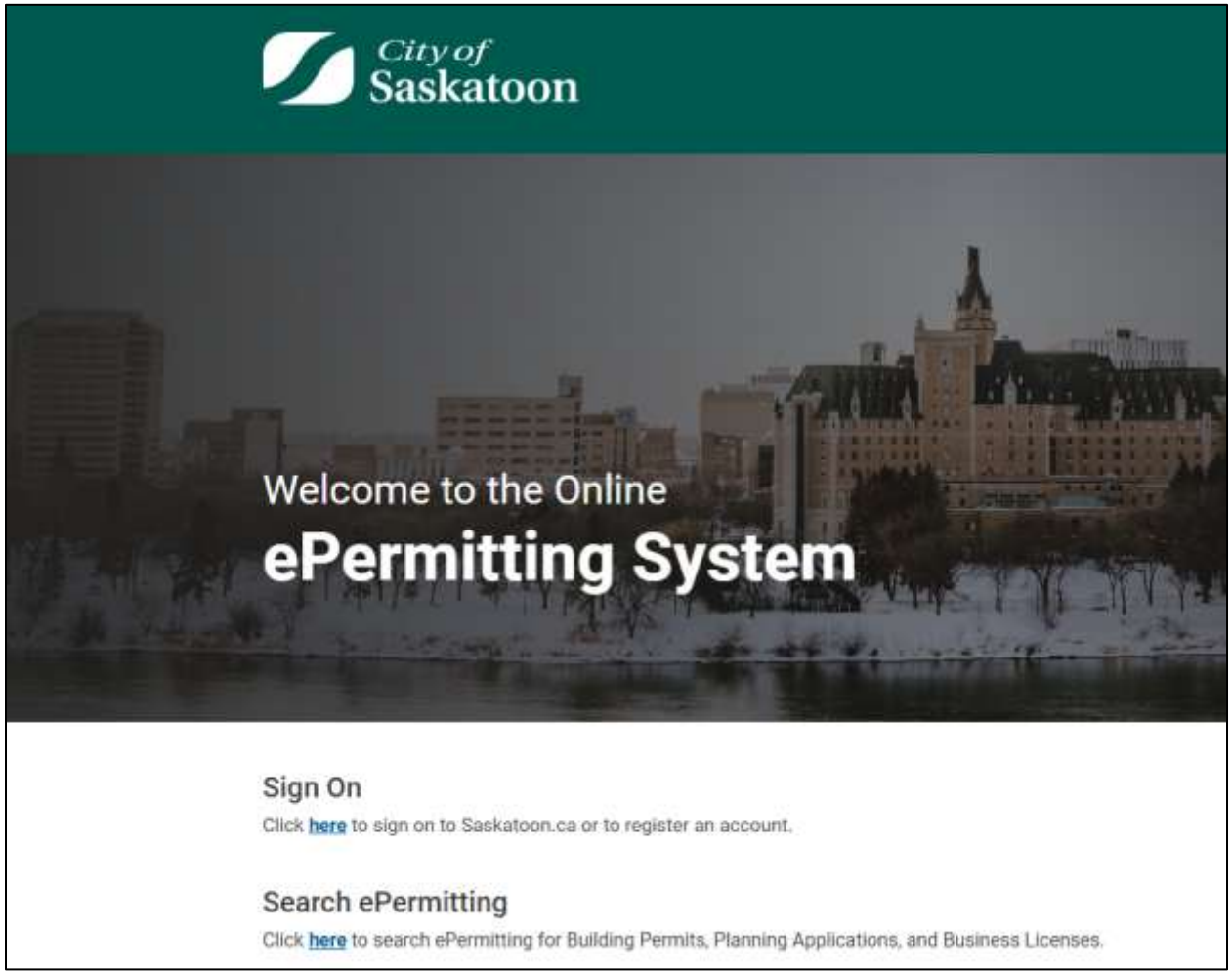
1. LOG-IN OR CREATE AN EPERMITTING ACCOUNT

An ePermitting account is required. This is the same account and log-in information as other Saskatoon.ca services. You can use an existing account or create a new one.

Please ensure your business retains the account information and has access to the email address associated with it. It is required to respond to questions about your application and renew the licence in future years.

1.A. Go to ePermitting

- Visit www.saskatoon.ca/epermitting and select “Sign On”



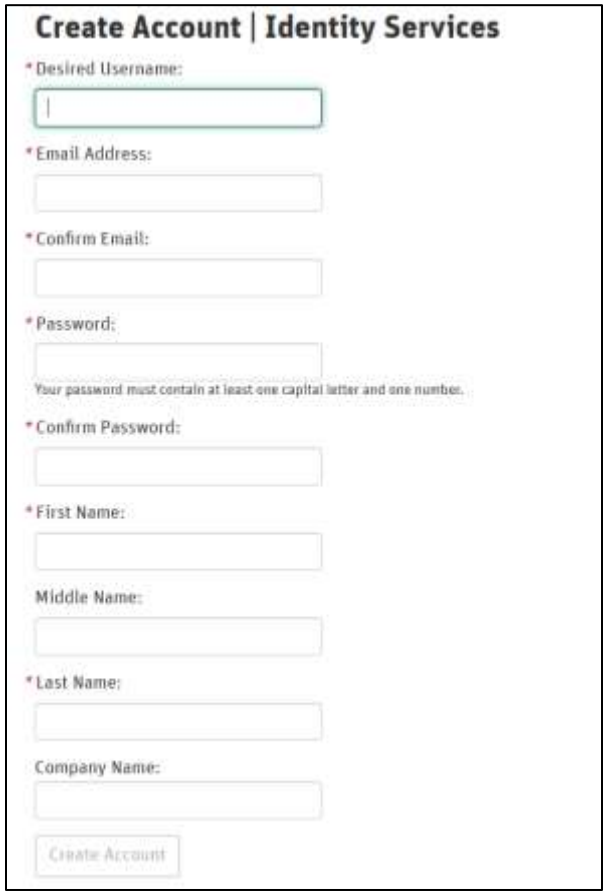
1.B. Log-In with Existing Account

- If you already have a City of Saskatoon account, log-in by entering the account username and password.
- If you forgot your password select “Forget your Password?”
- Proceed to Step 2.A.



1.C. Or Create An Account

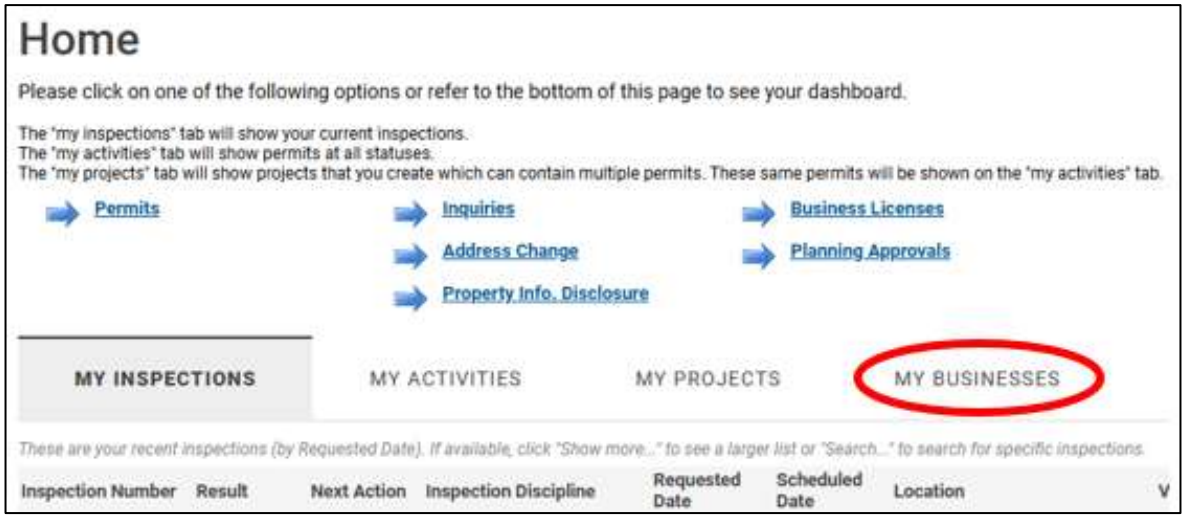
- Alternatively, If you do not have an account, select “Create Account”. Enter your business’s information. Select “Create Account”.
- You will receive a confirmation email. Select the activation link in the email. Please note the email is sent from do_not_reply@saskatoon.ca; the message may be in your junk or spam folder.
- Sign-in following the instructions at the start of Step 1.B.



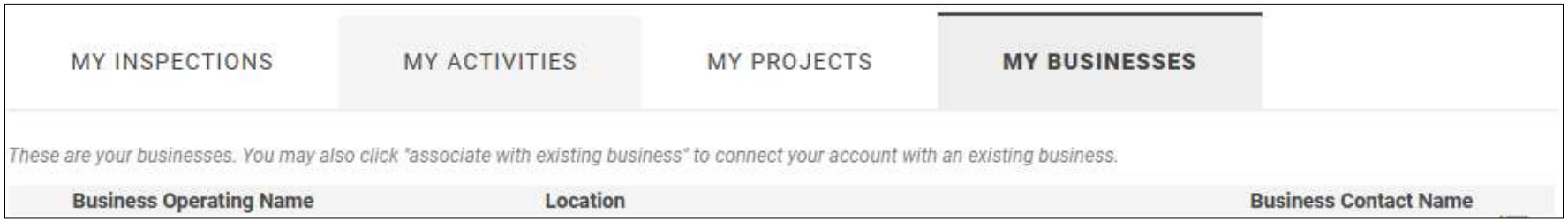
2. SELECT YOUR LICENCE

2.A. Select Business Licence to Amend

- From the ePermitting home screen select “My Businesses”.



- This will display a list of business licences associated with your ePermitting account.
- Select the business licence you wish to amend. Proceed to Step 2.C.



2.B. OR Associate a Business Licence to Your ePermitting Account

- If the business licence you would like to amend is not on the list, select “Associate with Existing Business” at the bottom of the page.

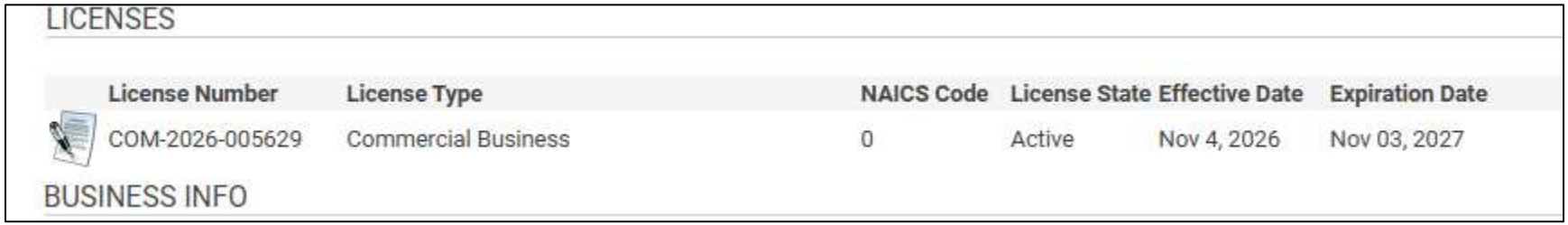


- Enter the PIN number for the business licence you want to amend. This can be found on the business licence renewal notice, obtained from another associated user, or by contacting the City of Saskatoon, Community Standards Department by email business.licence@saskatoon.ca or telephone 306-975-2760.
- Select “Associate with Existing Business”, and then select “Save and Return”. Return to Step 2.A. and Select the licence in the My Businesses section.

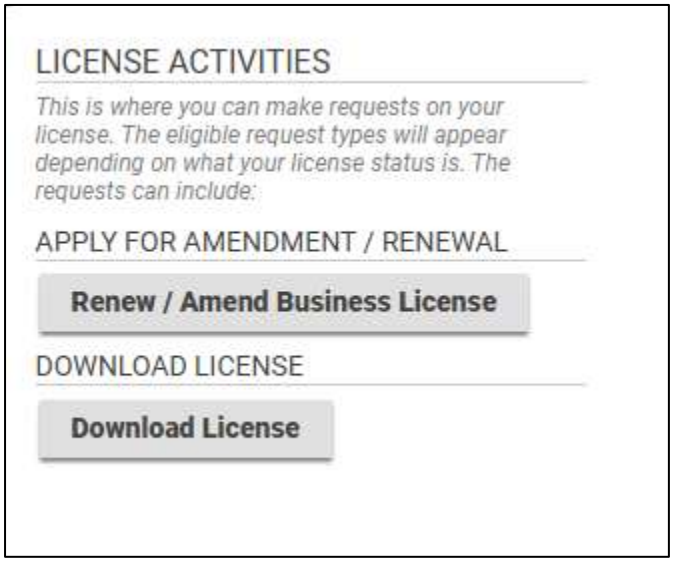


2.C. Apply to Amend or Renew

- The details of the business will be displayed.
- Select the licence you wish to amend or renew.



- Select Renew/Amend Business Licence
- The portal will automatically determine if your licence is eligible to be renewed. If the licence is more than 60 days from expiring, the licence can only be amended.



3. COMPLETE APPLICATION

3.A. Start Application

- The licence number and business name will be displayed. Select “Next”



- You will be asked to review the current information related to your business licence in the left column and indicate any changes in the revised column on the right.

3.B. Business Sector and Licence Type

- Review the business sector and business licence type. Identify changes by selecting from the dropdown list. Select “Next”



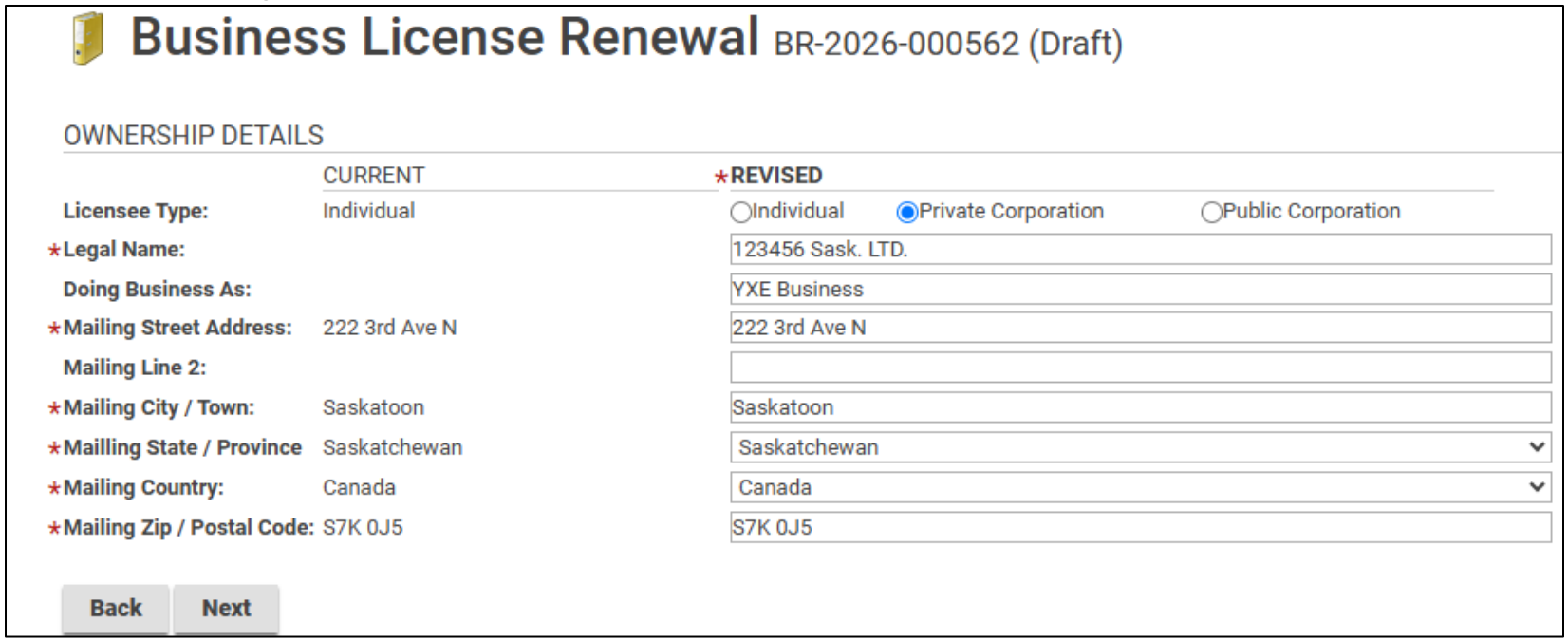
3.C. Business Details

- Review the business details and indicate any changes in the Revised column on the right.
- The Business Address is the physical location of your business in Saskatoon. If the business has moved, enter the new business address.
- Use abbreviations for street suffixes (e.g., Ave, St, Blvd, Cres, Crt) and directions (e.g., N, S, E, W)
- Select the magnifying glass icon to the right of the field. This will search the City's records of physical address. Select your physical address from the search results.
- If your new physical address or unit number is not available, enter it into the Location Description field below.
- Select "Next".



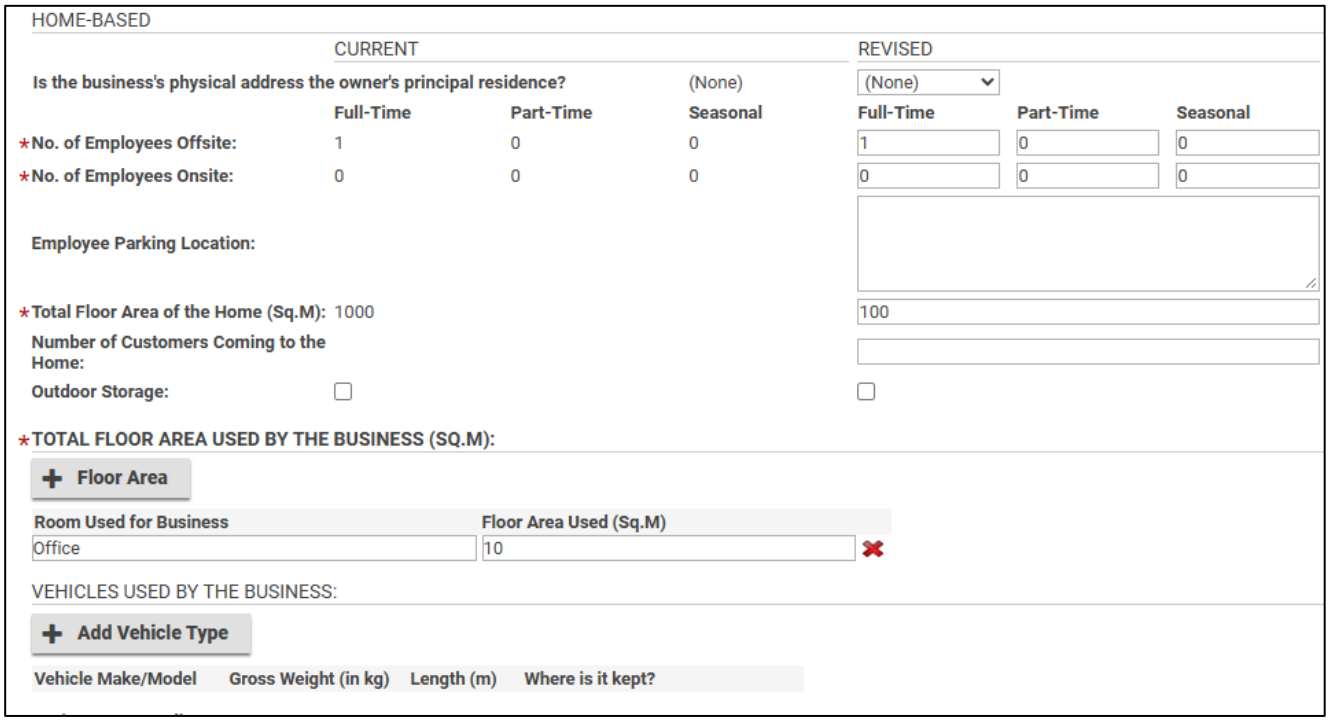
3.D. Business Ownership

- Review the current ownership details on the left and indicate any changes in the Revised column on the right.
- If your business is operated in the owner's personal name, select "Individual". If your business has a registered name, select "Private Corporation" or "Public Corporation", depending on how the corporation is registered. Select "Next".



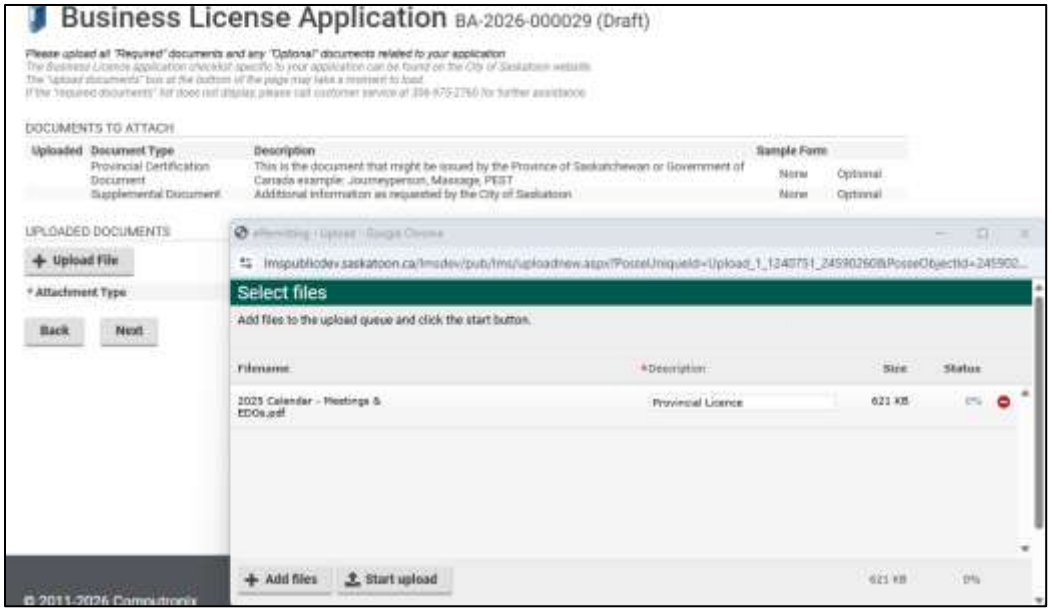
3.E. Licence Type Information

- This section is unique to the licence type you selected. This guide shows the fields for a Home Based Business Licence. The other licence types have different fields.
- Review your current information on the left side, and make any changes to the Revised column on the right. Select the grey boxes with “+” symbols to bring up the additional fields that apply to your business. For example, if you have a business vehicle select “+ Type of Vehicles” and enter the vehicle information in the pop-up window.
- When finished select “Next”.



3.F. Attach Documents

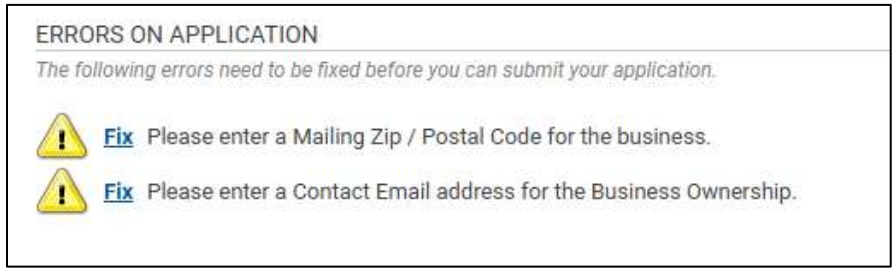
- The required and optional documents applicable for the licence type you are applying for will be shown on this screen.
- To attach a document select “+ Upload File” and either drag-and-drop the file into the window or select “+ Add Files” to open File Explorer and select the file. Provide a description. Select “Start Upload”
- Select an attachment type from the dropdown menu (E.g., Provincial Certification Document).
- Select “Next”



4. PAYMENT AND SUBMISSION

4.A. Review Application

- If a required field was missed, an error message will be shown. Select “Fix”. This link will take you back to the page where the field was missed.
- Provide the required information. Select “Next” to navigate back to the Payment and Submission Section.

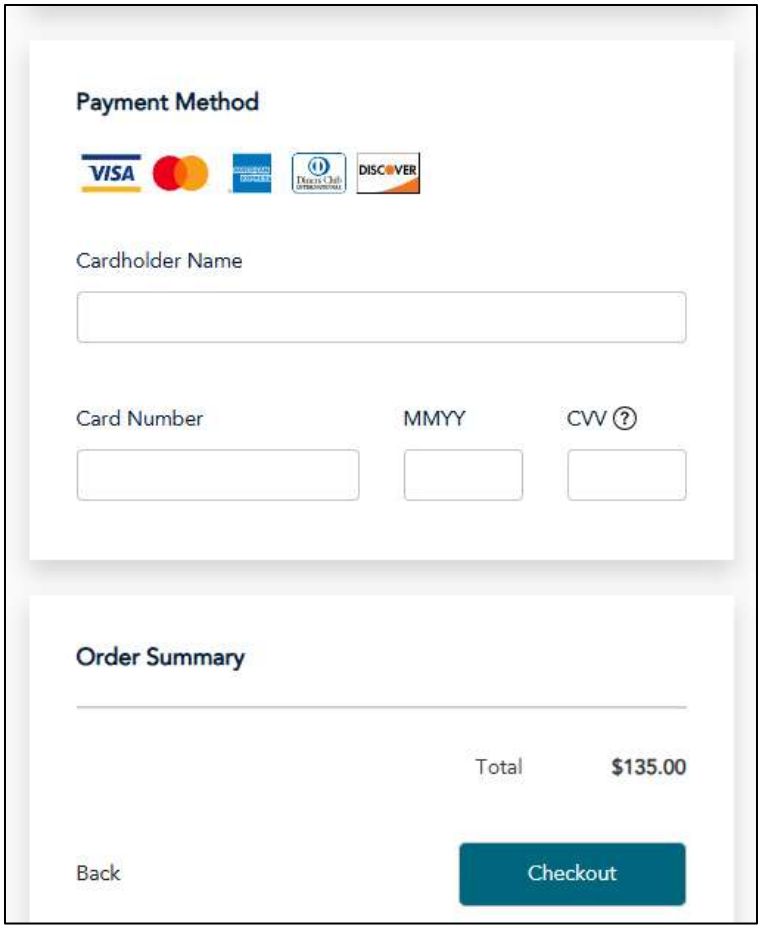


- If there are no errors, you will see a summary of the information you provided. Review the information. If a mistake is found, select the “Back” until you reach that section of the application. Correct the information and select “Next” to return to the Payment and Submission Section. Select “Pay Fees & Submit Application” or select “Save” to return to the application later.



4.B. Payment

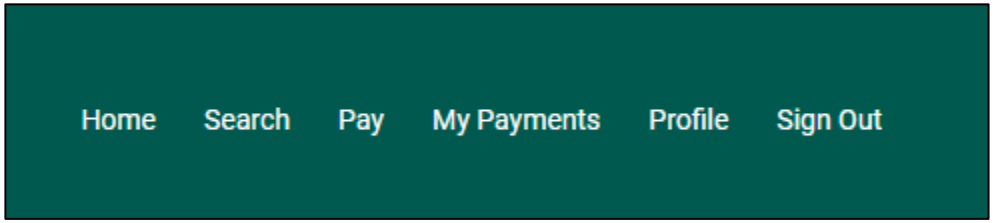
- Select Pay Fees & Submit Application
- Enter your credit card information and click “Checkout”.



- If payment is successful, you will see to the Confirmation screen and provided an application number. The Application status will show as submitted.



- Your receipt will immediately be emailed to the address provided when you entered your payment information.
- A copy of the receipt can also be viewed in ePermitting.
- At the top of the screen select “My Payments”



- Select the receipt you wish to view.

5. MONITORING APPLICATION AND PROVIDING MORE INFORMATION

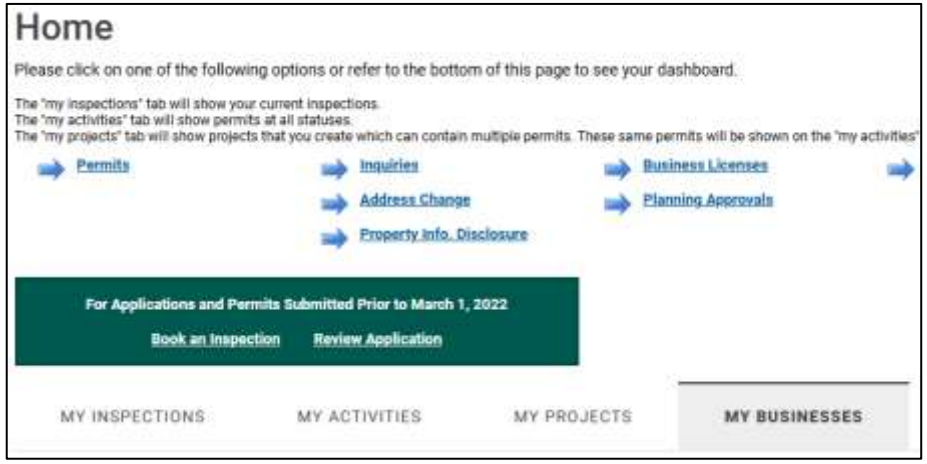
Step 5.A. Monitor and Respond

- You are able to monitor the progress of your application and provide additional information requested in ePermitting
- For more information, please see our guide "Monitor Your Application and Provide More Information".

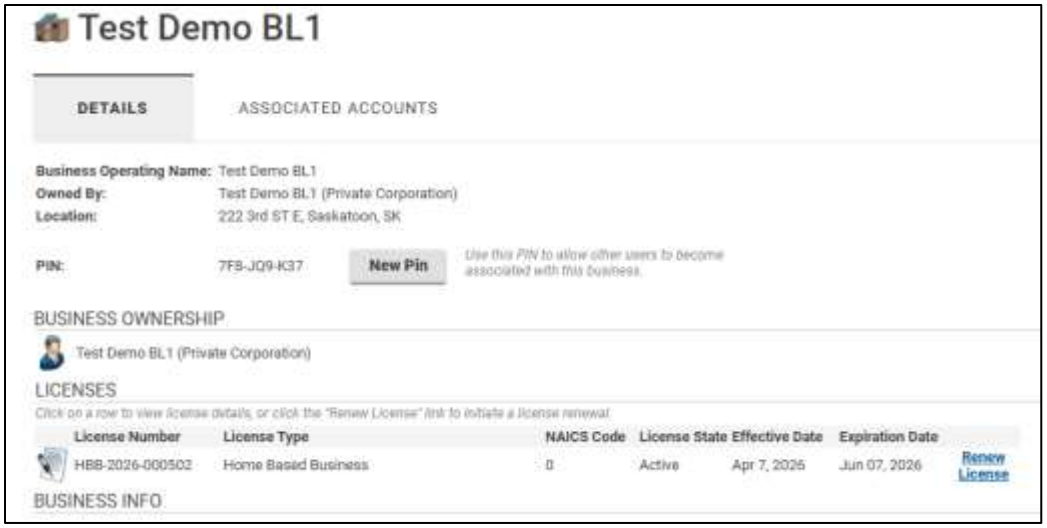
6. APPLICATION APPROVED

Step 6.A. View and Display Licence

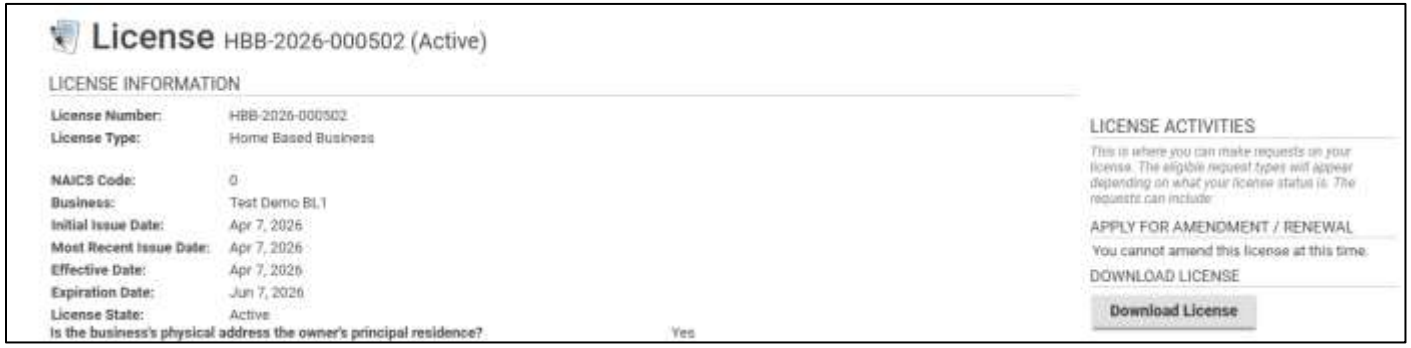
- Once the application has been approved a copy of the licence will be mailed to you. Please display the licence in a prominate location at your business. A copy of the licence will also be emailed to you
- You can also view your licence in ePermitting by selecting "My Businesses" and the licence you wish to view.



- Select the business from the list in the "My Businesses Tab" to review the licence information.



- To download a copy of the licence, select the licence. On next screen select “Download License”



7. CONTACT US

- We are available to answer any additional questions you may have and can be reached by email at business.licence@saskatoon.ca or by telephone at 306-975-2760.