# HOW TO APPLY FOR A NEW BUSINESS LICENCE IN EPERMITTING

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

Information is also available to:

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

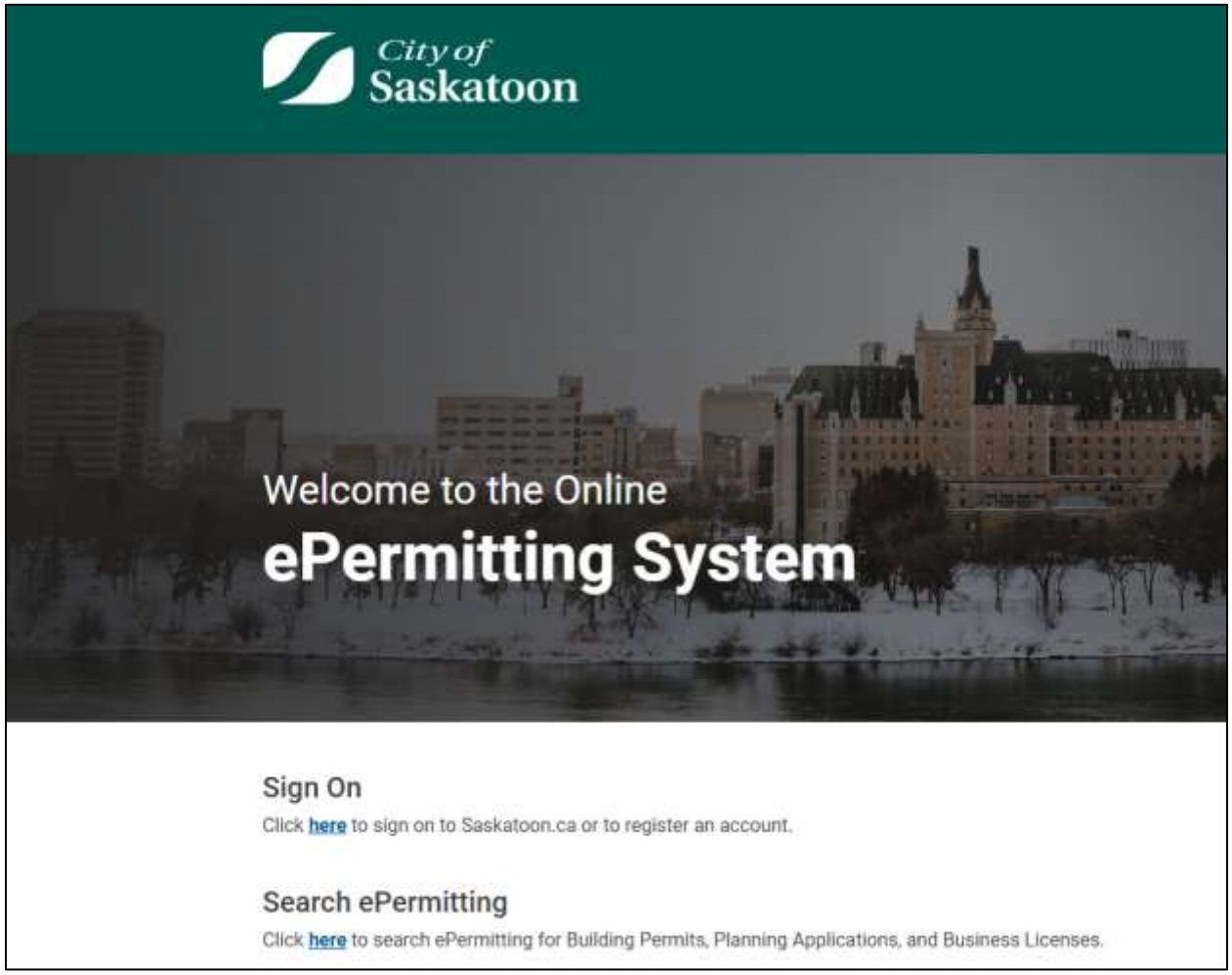
## 1. LOG-IN OR CREATE AN EPERMITTING ACCOUNT

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”



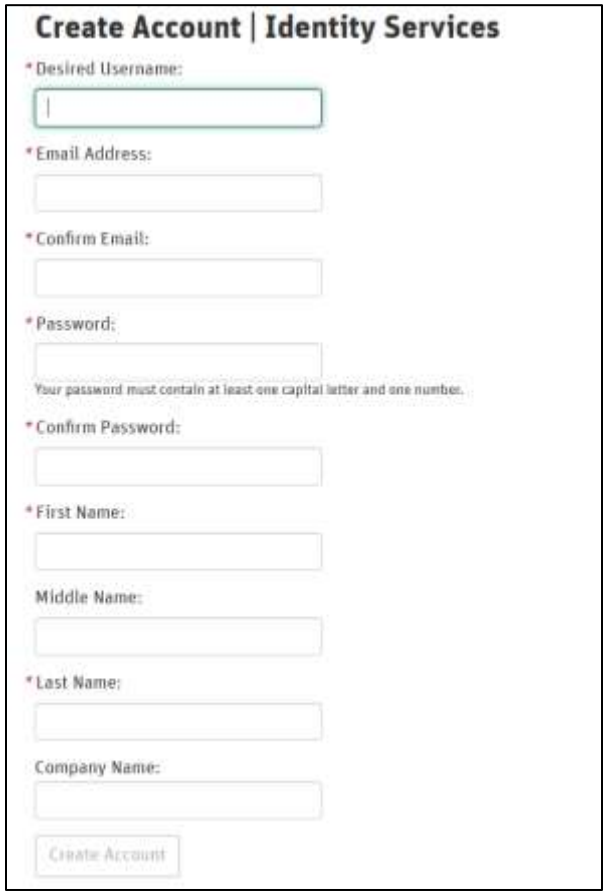
## 1.B. Log-In with Existing Account

- 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

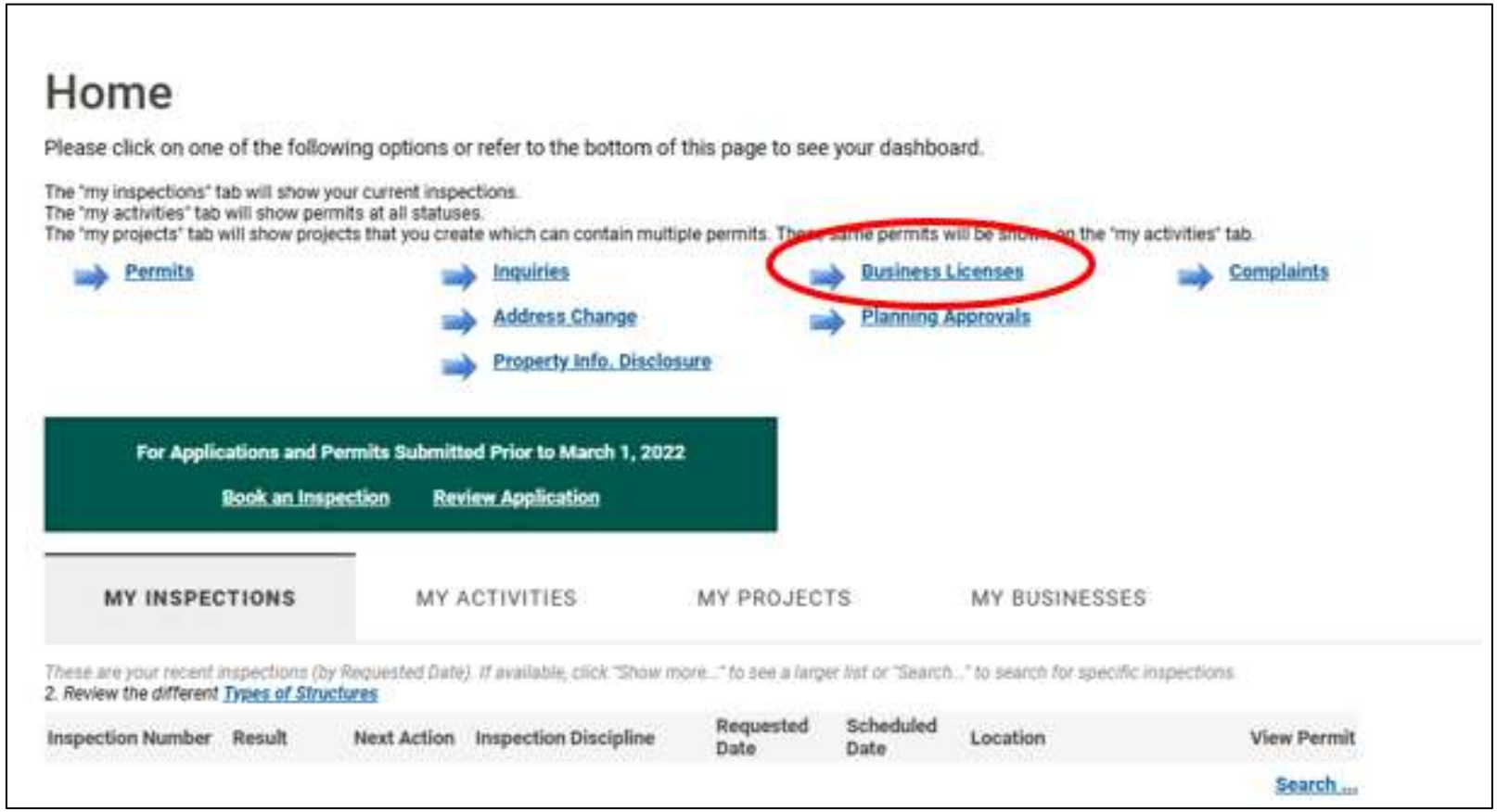
- Alternatively, If you do not have an account, select “Create Account”. Enter your business’s information. Select “Create Account”.
- You will receive a confirmation email. Select the activation link in the email. Please note the email is sent from do_not_reply@saskatoon.ca; the message may be in your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



## 2. APPLY FOR NEW BUSINESS LICENCE

### 2.A. Start New Application

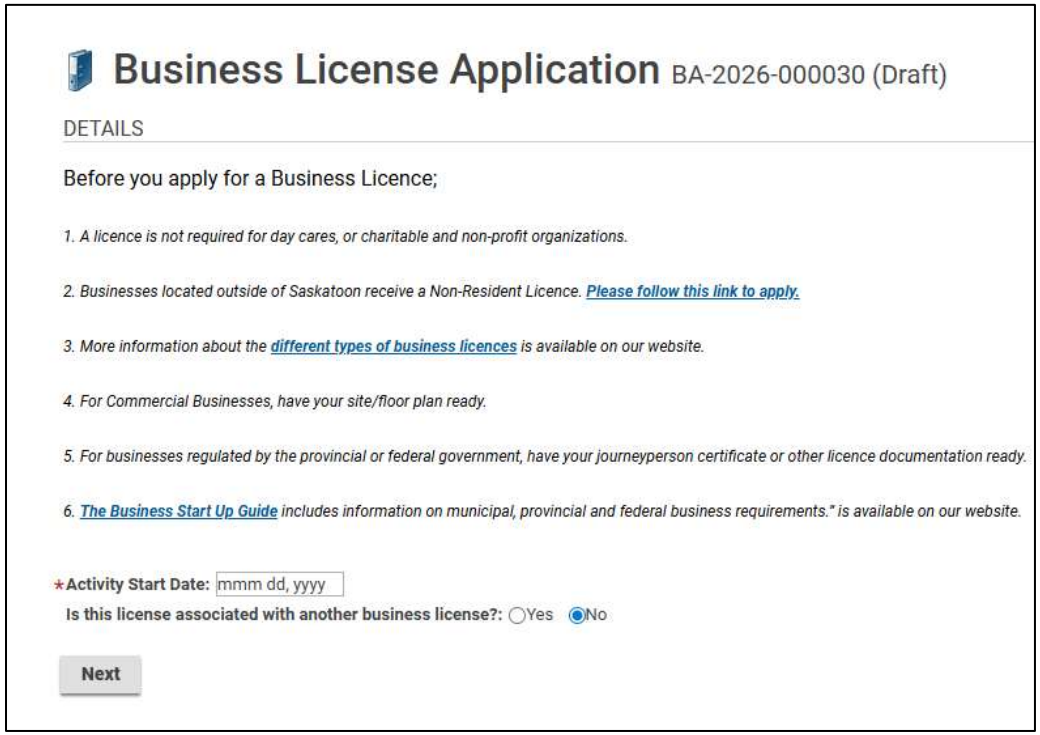
- Once you log-in you will see the ePermitting home screen.
- Select “Business Licenses”.



- On the next screen, select “Business License”

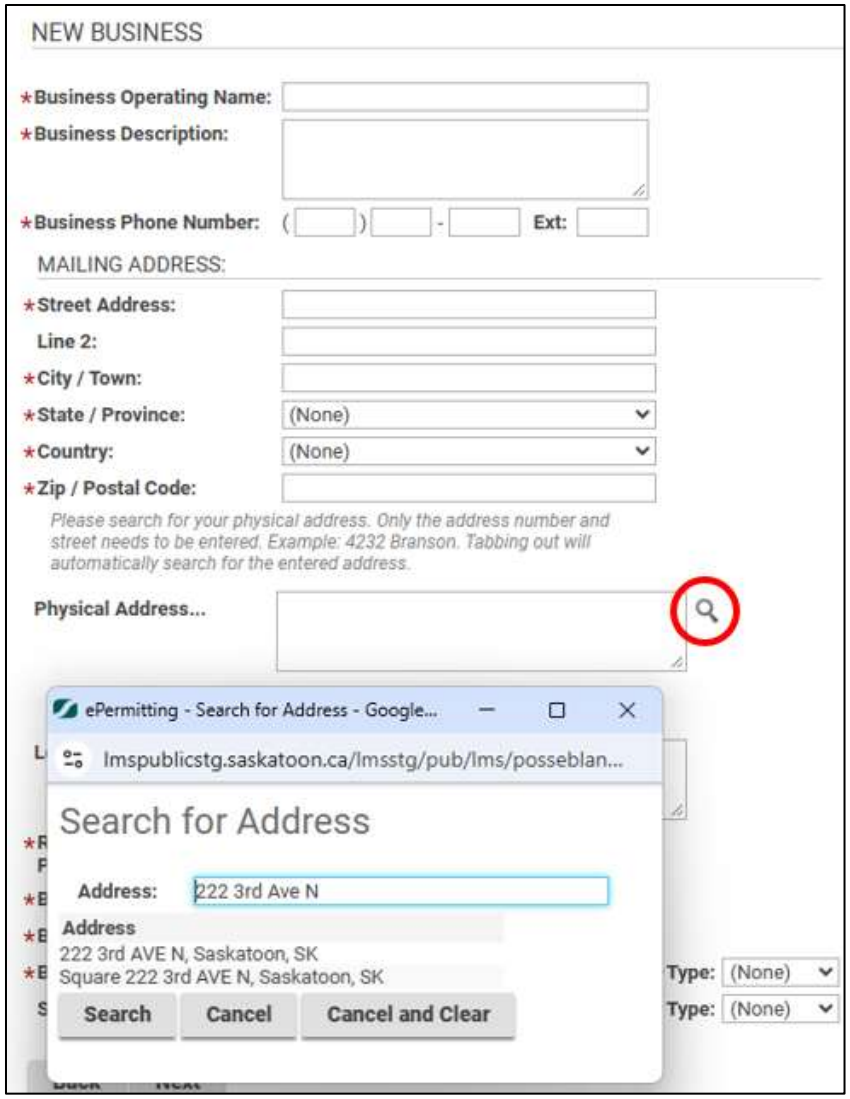



- Review the Before You Apply Information. Enter an activity start date. This is the day your business plans to open. Select “Next”.



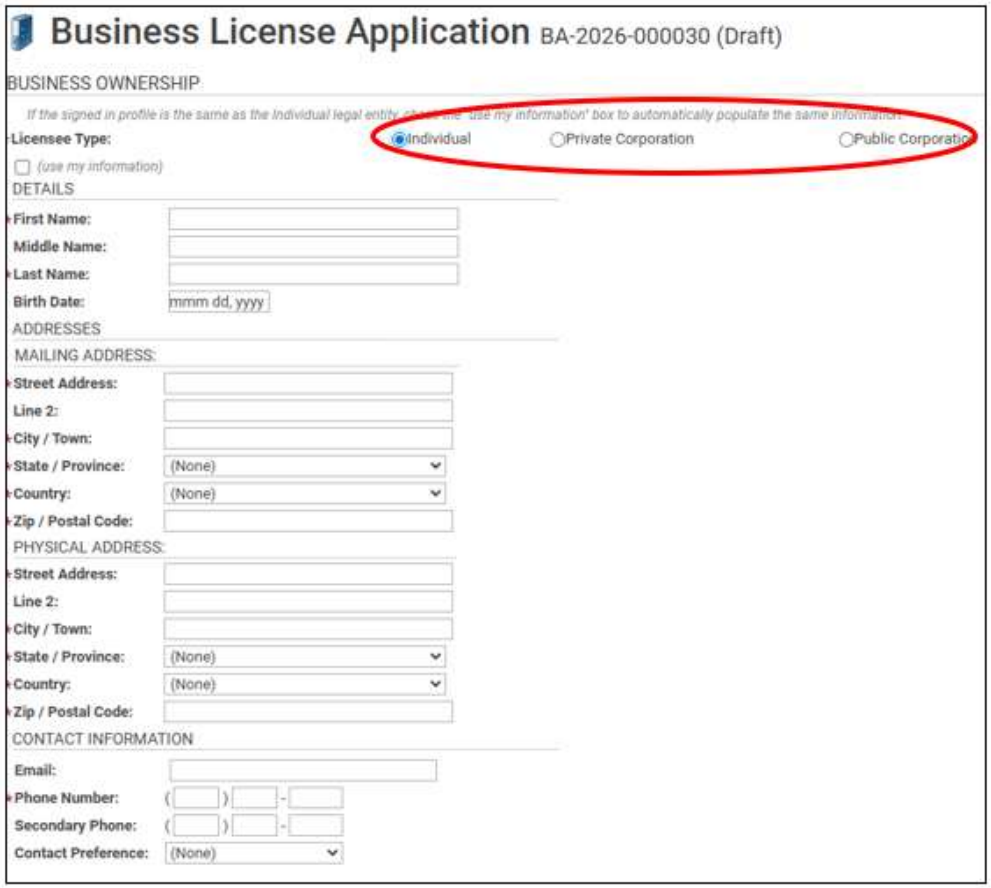
## 2.B. Enter Location Information

- Enter your business's information.
- **Doing Business As** is the name your business is operating as and will appear on your licence.
- **Business Description** is the type of business activity occurring at this location. (E.g., restaurant, clothing retail store, administrative office and warehouse of electrical cable, hair and nail salon).
- **The Physical Address** is the location of your business in Saskatoon.
- 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 addresses. Select your physical address from the search results.
- If your physical address or unit number is not available, enter it into the Location Description field below.
- Select "Next"



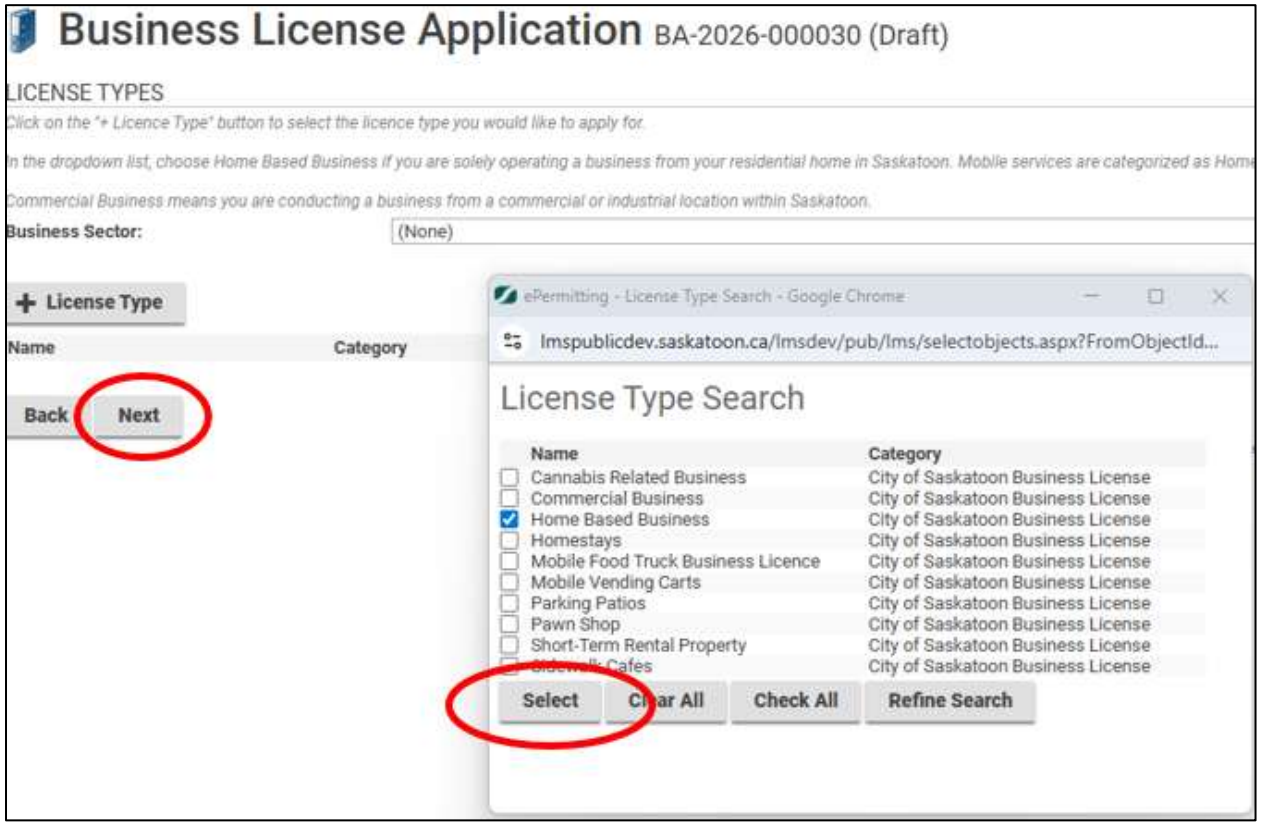
## 2.C. Enter Business Ownership Information

- 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.
- Complete the fields and select "Next".



## 2.D. Determine Type of Business Licence

- Select the Business Sector from the dropdown list of North American Industry Classification System (NAICS) codes that best describes your business.
- Select "+ License Type" to bring up a list of business licence types. Select the type you are applying for. Visit our website for more information about the licence types.
- Select "Select" and then select "Next".



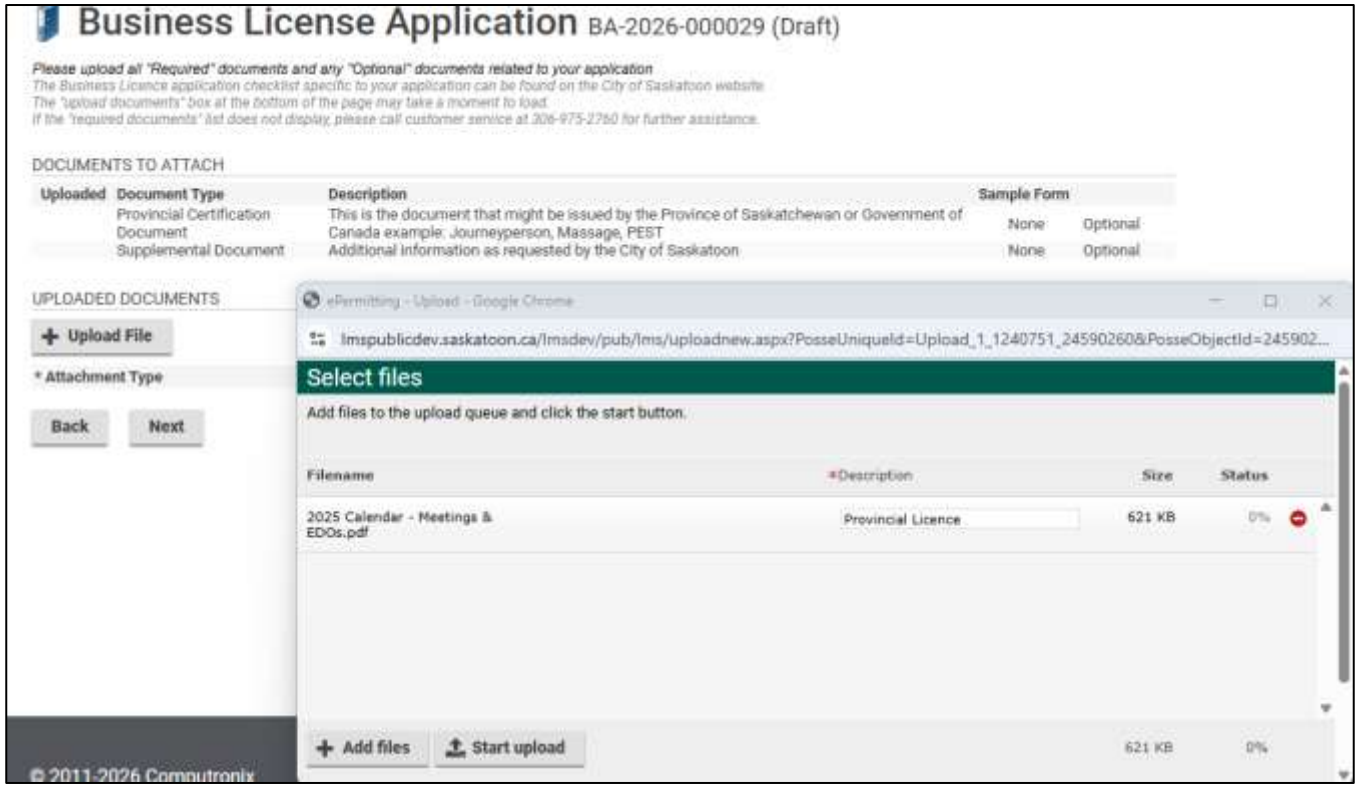
## 2.E. Enter Information for That Licence Type

- This section is different depending on the licence type you selected. This guide shows the fields for a Home Based Business Licence. The other licence types have different fields.
- Enter your business information into the fields. 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”. Enter the vehicle information in the pop-up window.
- When finished select “Next”.



## 2.F. Attach Documents

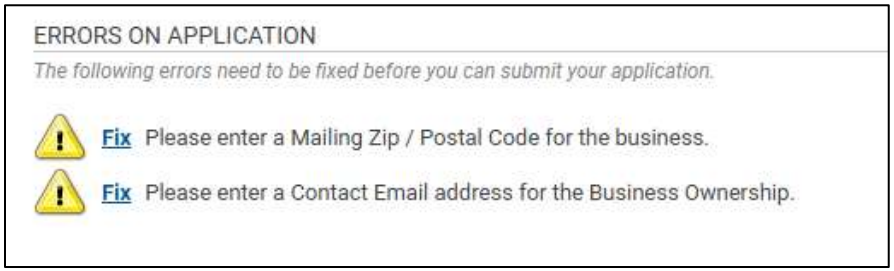
- The required and optional documents applicable for the licence type you are applying for will be shown on this screen.
- To attach a document select “+ Upload File” and either drag-and-drop the file into the window or select “+ Add Files” to open File Explorer and select the file. Provide a description.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



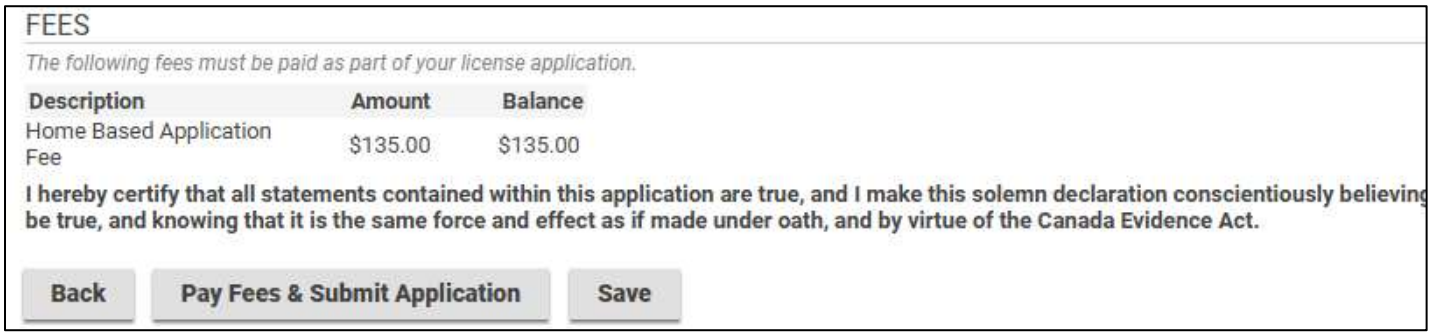
## 3. PAYMENT AND SUBMISSION

### 3.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.

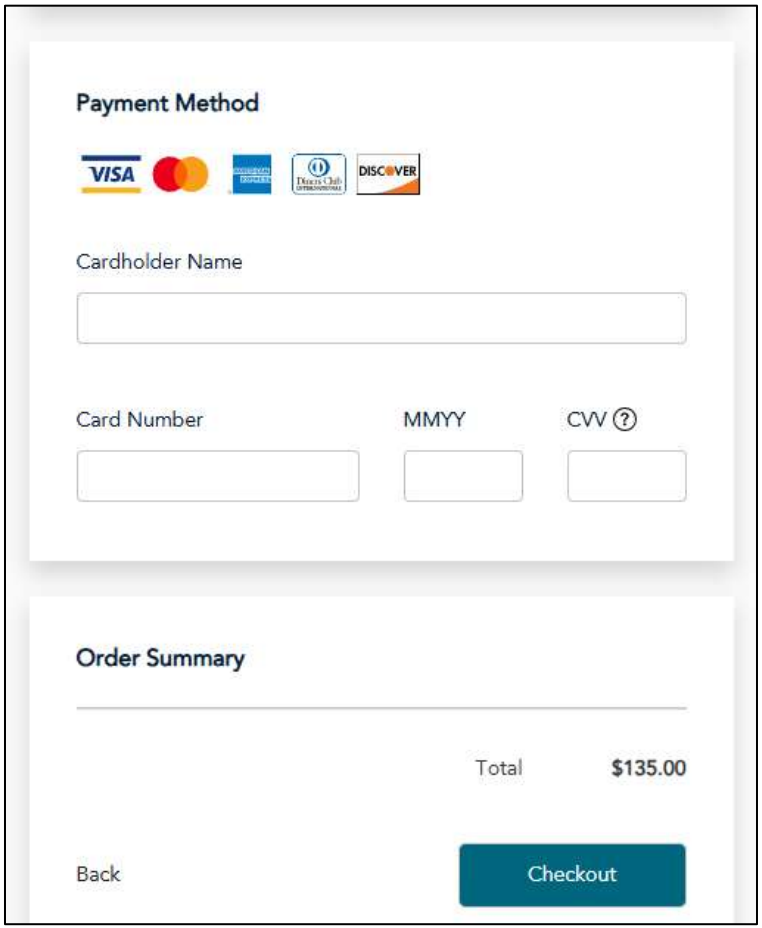



- If there are no errors, you will see a summary of the information you provided. Review the information. If a mistake is found, select “Back” until you reach that section of the application. Correct the information and select “Next” to return to the Payment and Submission Section. Select “Pay Fees &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



## 3.B. Payment

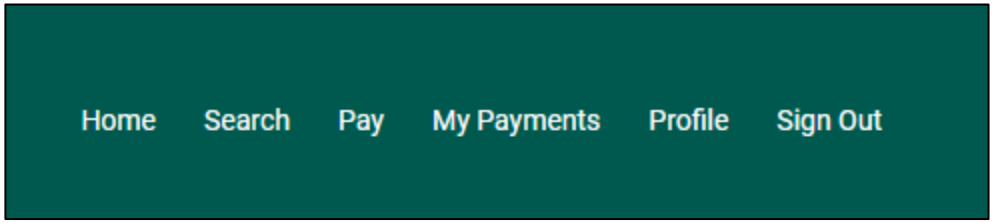
- Select Pay Fees & Submit Application
- Enter your credit card information and click “Checkout”.



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




- Select the receipt you wish to view.

## 4. MONITORING APPLICATION AND PROVIDING MORE INFORMATION

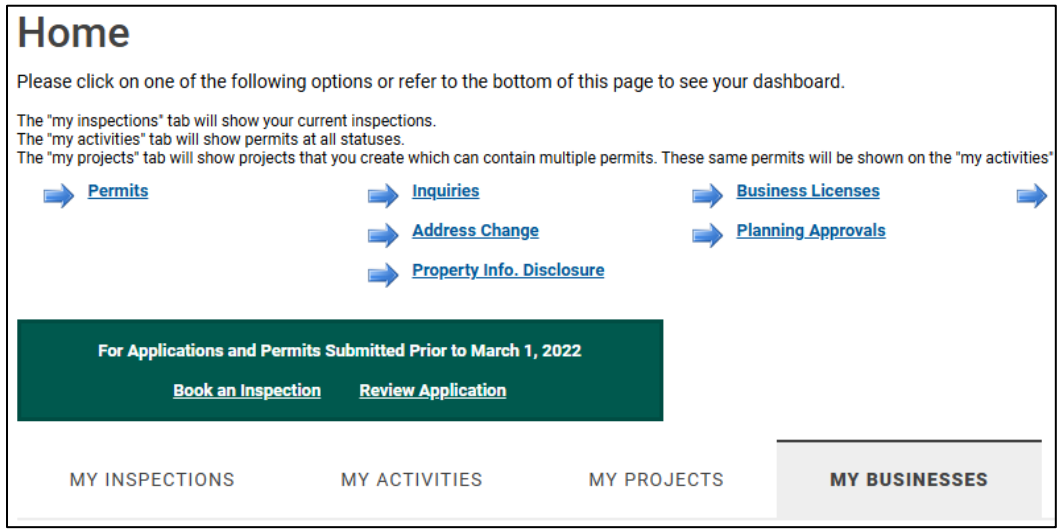
### Step 4.A. Monitor and Respond

- You are able to monitor the progress of your application and provide additional information requested in ePermitting.
- If more information is required you will receive an email requesting you to respond in ePermitting.
- For more information, please see our guide Monitor Your Application and Provide More Information

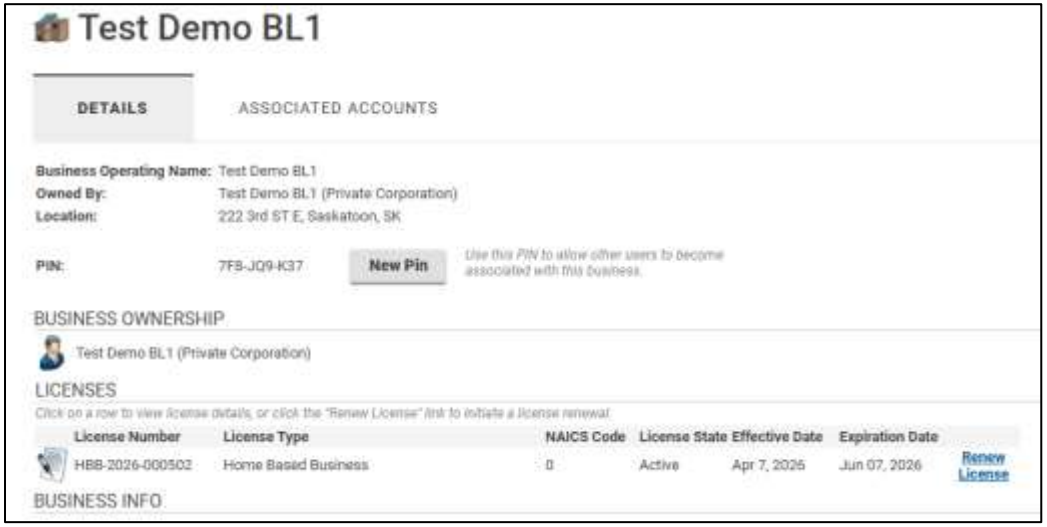
## 5. APPLICATION APPROVED

### Step 5.A. View and Display Licence

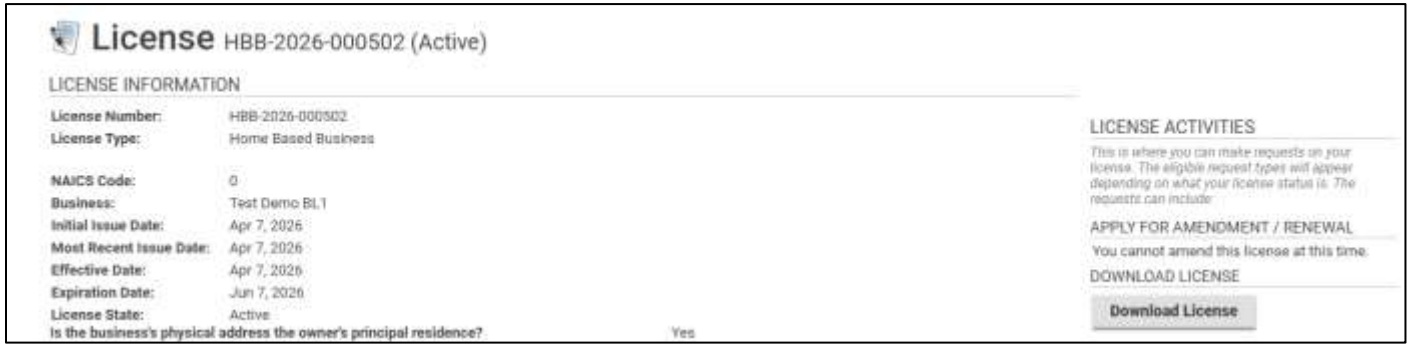
- Once the application has been approved a copy of the licence will be mailed to you. Please display the licence in a prominate location at your business. A copy of the licence will also be emailed to you
- You can also view your licence in ePermitting by selecting “My Businesses” and the licence you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




## 6. 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.