MONITOR YOUR APPLICATION AND PROVIDE MORE INFORMATION

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.

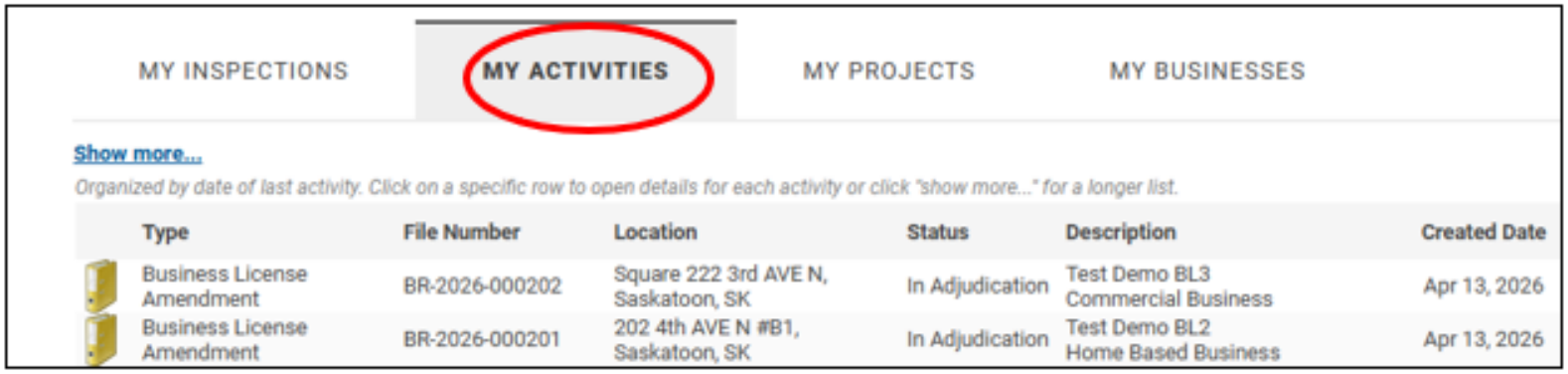
Information is also available to :

- Apply for a New Licence
- Renew a Licence
- Apply for a Non-Resident Business Licence for a business not located in Saskatoon.

1. MONITORING APPLICATION

Step 1.A. Monitor Application

- The status of the application can be monitored in ePermitting.
- Log-in to saskatoon.ca/epermitting with the account used to apply for the licence.
- Select “My Activities”

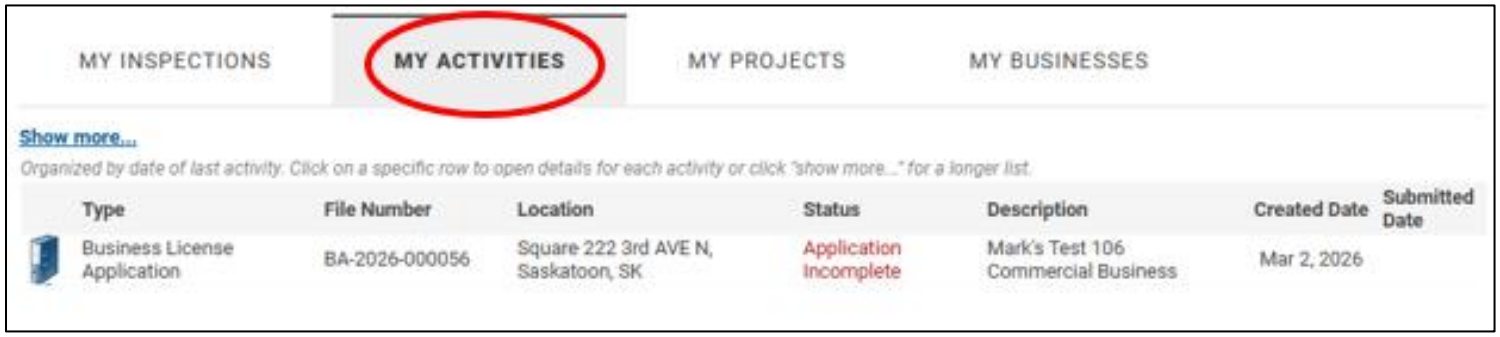


- Information about the licence will be displayed, including the application status.
- Submitted means the application has been received but not yet reviewed or approved.
- In Adjudications means the application is being reviewed but not yet approved.
- Once approved, you will receive a confirmation email. A copy of the licence will also be mailed to you. The business can be then be found in the My Businesses tab.

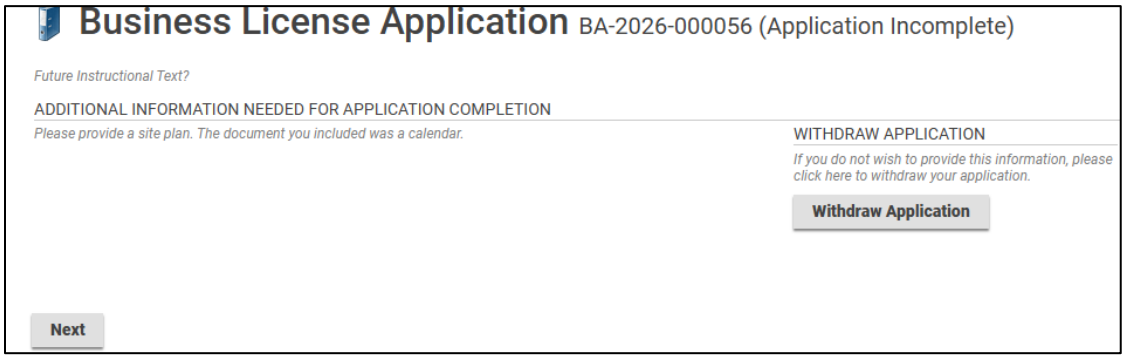
2. MONITORING APPLICATION AND PROVIDING MORE INFORMATION

Step 2.A. Respond to Requests for Additional Information

- You will receive a notification in ePermitting and by email if more information is required to complete the application review.
- Follow the link in the email, or visit saskatoon.ca/epermitting, log-in with the account used to apply for the licence and select the “My Activities” Tab.
- Select the application.



- A message will be displayed that additional information is required to complete the review. Select “Next”

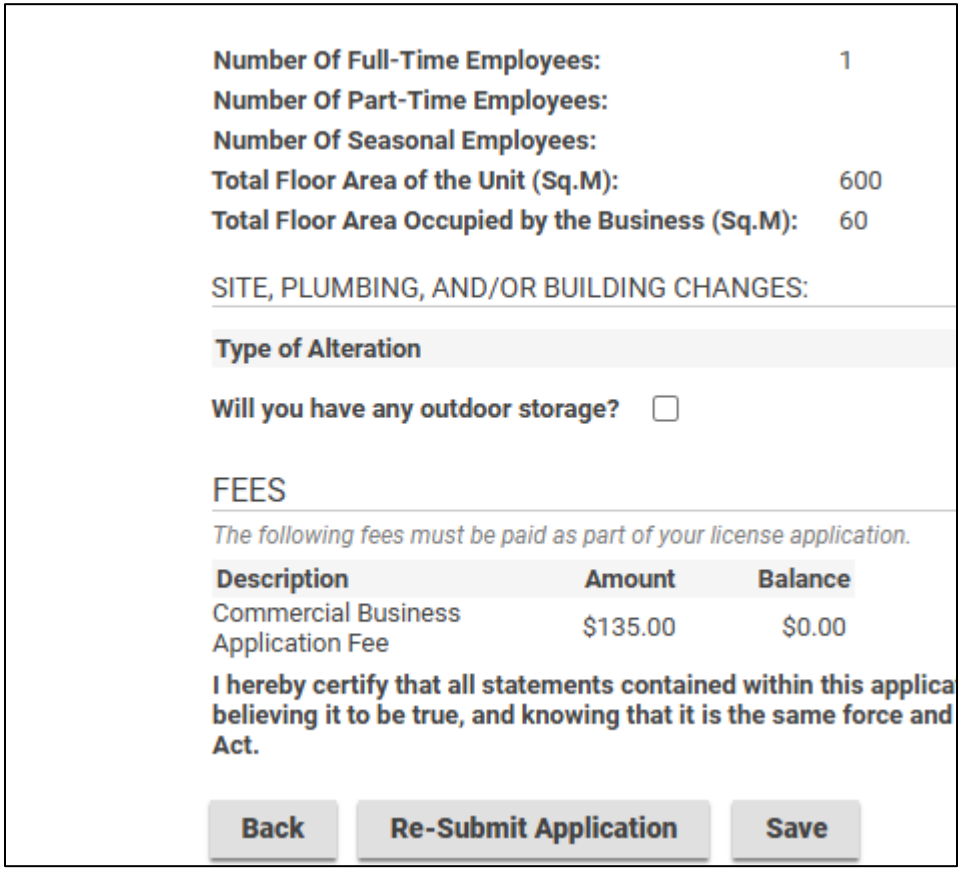


- Review the “Required Information” section and provide the additional information in the response field.
- If additional documents are required select “+ Upload File” and either drag-and-drop the file into the window or select “+ add files” to open File Explorer and select the file. Provide a description and select an attachment type from the dropdown menu. Select “Start Upload”
- Select “Next”



Step 2.B. Review the Additional Information You Provided.

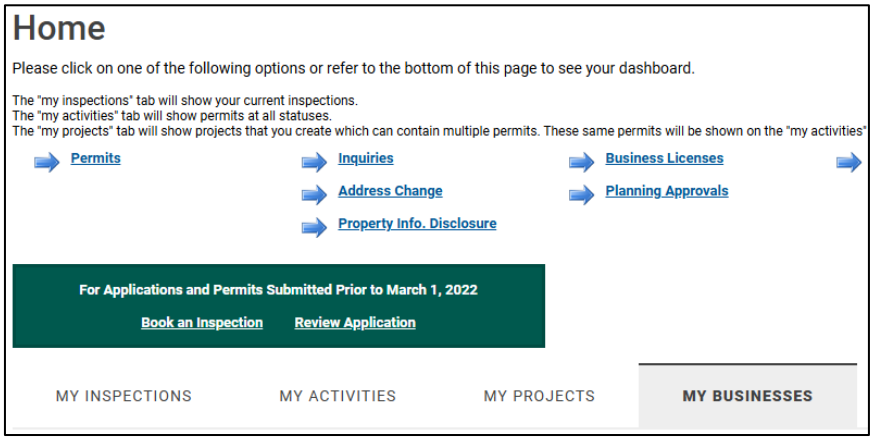
- Review the information. If erros are found select “Back” to go the previous screens. If the information is correct select “Re-Submit”.



3. APPLICATION APPROVED

Step 3.A. View and Display Licence

- Once the application has been approved, the licence can be found under the “My Businesses” Tab.
- A copy of the licence will be mailed to you. If your contact perference was email, you will also receive an emailed copy. Please display the licence in a prominate location at your business.



4. 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.