



Online Permitting Guide

January 2026 Version

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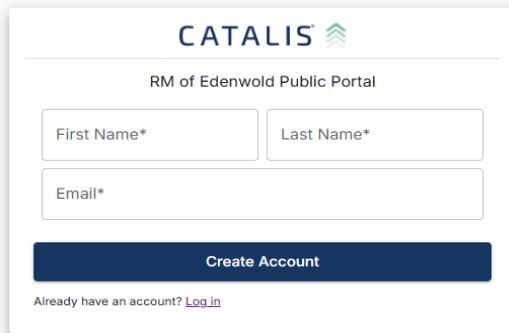
Getting Started

Welcome to the RM of Edenwold's Permit Portal. This guide is intended to help you navigate the portal so that you can submit permit applications online easily and efficiently.

Click the link below to access the Public Portal and get started:

**Click Here to
Access the Public Portal**

Next you'll need to Create a Catalis Account or login to your existing account.



Once your account has been verified via email you may select the application process that applies to you. Currently you may submit applications for Development Permits, Building Permits, and Approach Permits.

What type of application should I submit?

Development Permit

- Constructing or Renovating a Building
- Changing the Use of a Building
- Erecting a Free-Standing Sign
- Erecting an Attached Sign
- Placing a Sea/Rail Container (for more than 30 days)
- Operating a Home Based Business
- Applying for a Discretionary Use Permit

Building Permit

- Constructing or Renovating a Building
- Changing the Occupancy Class of a Building
- Erecting a Free-Standing Sign
- Placing a Sea/Rail Container (for more than 30 days)

Approach Permit

- Constructing a Driveway
- Extending a Driveway
- Building a New Approach

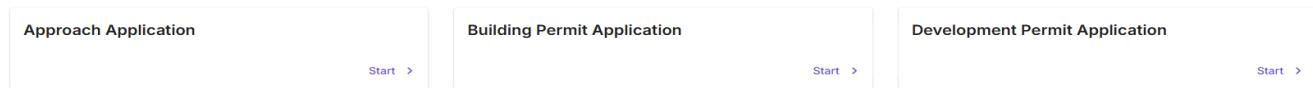
Please note that most Building Permit projects also require a Development Permit. Apply for both permits simultaneously to ensure efficient processing of your application.

Quick Start Overview

1. Select the correct application type

Applications, Permits, and Other Submissions for RM of Edenwold

Below are a list of applications, permits and other submissions that you can submit to RM of Edenwold. Once you find what you want to submit click the "Start" button to begin the process.

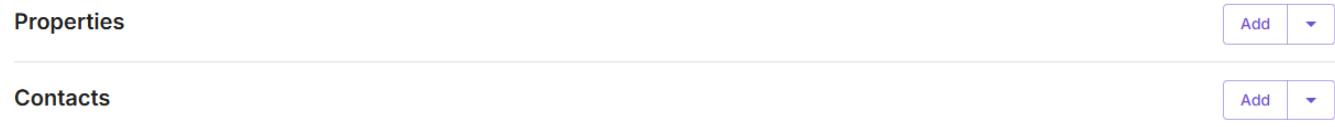


Approach Application Building Permit Application Development Permit Application

Start > Start > Start >

2. Add the subject property to Properties in the Property Connector (p. 6)

3. Add all Contacts to the Property Connector (p. 7)



Properties Add ▾

Contacts Add ▾

4. Click Complete Step

5. Select the Land Use [Development Permit Only], Click Next once Complete

5. Fill out the Application, Click Complete Step when Finished

Development
Permit p. 8

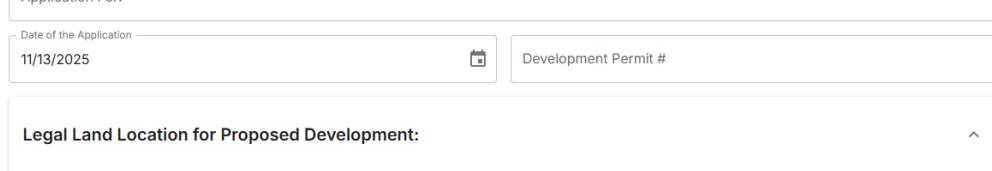
Building Permit Application

*All building permit applications require an associated development permit. If you have not already submitted a development permit application, please do so prior to or at the same as submitting a building permit application. *

Building
Permit p. 11

Building permits may take up to 6 weeks to process, please allow time for our Building Official to review the application when planning construction. Permits may be approved sooner.

Approach
Permit p. 13



Application For:*

Date of the Application: 11/13/2025

Development Permit #

Legal Land Location for Proposed Development:

Signature

Please provide your signature. Your submission will be saved and submitted for review once the signature has been completed.

After hitting "Continue", you may close the application or return to "My Submissions".

Signature Canvas

Typed Signature



Complete

Always click the complete step button when finished a section of the application.

Complete Step

Adding Properties

The first step of any application is to add the relevant property information using the Property Connector.

Property Connector

Save Draft Complete Step

Properties

Add

Contacts

Add

Use the **Search Bar** to Search for the property the application pertains to.

For Urban & Country Residential Properties:

- Type in your Civic Address as you normally would
e.g. 2 Coral Place
- The rest of the fields will autopopulate.
- Any empty fields can be left blank.

For Rural Properties:

- Type in the Legal Land Location using the following format:
NW-1-19-18-2
- Parcels and LSD within a Quarter Section will also show up
- If a LSD does not show up try the following format instead:
LSD-5-25-17-18-2
- Fill in the address box with either the civic address or legal land location.
- Any other empty fields may be left blank.

New Property

Search

Search by address, roll number, long legal, and short legal

Roll #

Zone

Long Legal Description

Short Legal Description

Property Address Information

Address*

City Will be blank

Province Will be blank

Postal Code Will be blank

Country Will be blank

Parcel Area

Electoral Area Will be blank

Prov Linc Will be blank

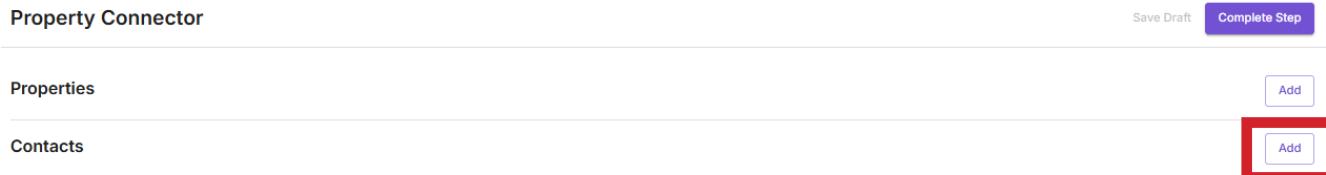
Cancel Save

Search Bar Not Working?

- Ensure Quarter Sections are followed by a dash (e.g. NW-)
- Some properties may be missing from the property connector. Enter the legal land location into the long legal description box and the civic address or legal land location into the address box. and leave all other boxes blank.

Adding Contacts

Next you'll need to add all relevant contacts for the project this includes the person applying "the applicant", as well as any contractors and the owner of the the property.



Property Connector

Properties

Contacts

Save Draft Complete Step

Add

Add

You can enter multiple contractors as well as multiple property owners but only one applicant.

Please ensure you enter the contact of the person(s) you are applying on behalf of if you are applying on the behalf of someone else.

The search bar has been disabled for privacy reasons and is not functional.

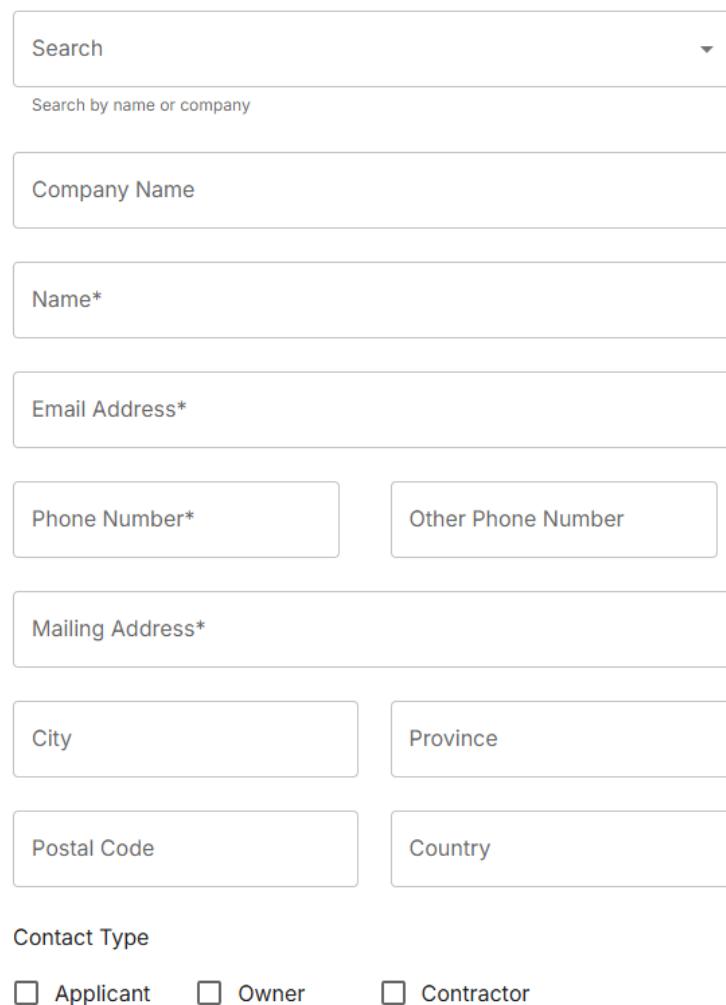
Enter both the contact's name and the company name (if applicable).

Ensure the address you enter is your mailing address and not your civic address if you receive your mail at a PO Box.

Select the contact type.

You can check more than one box if the contact falls under more than one category!

New Contact



Search

Search by name or company

Company Name

Name*

Email Address*

Phone Number* Other Phone Number

Mailing Address*

City Province

Postal Code Country

Contact Type

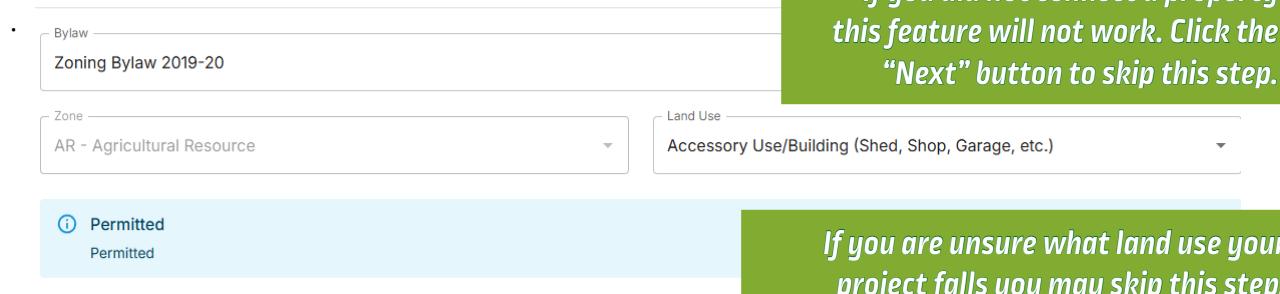
Applicant Owner Contractor

Development Permits

Land Use

After you complete the property connector steps you can use the **Land Use** dropdown box to select the proposed use from a list. This will tell you if the use is permitted or discretionary (requires council approval).

We recommend discussing with a Development Officer before making a discretionary use application.



If you did not connect a property this feature will not work. Click the “Next” button to skip this step.

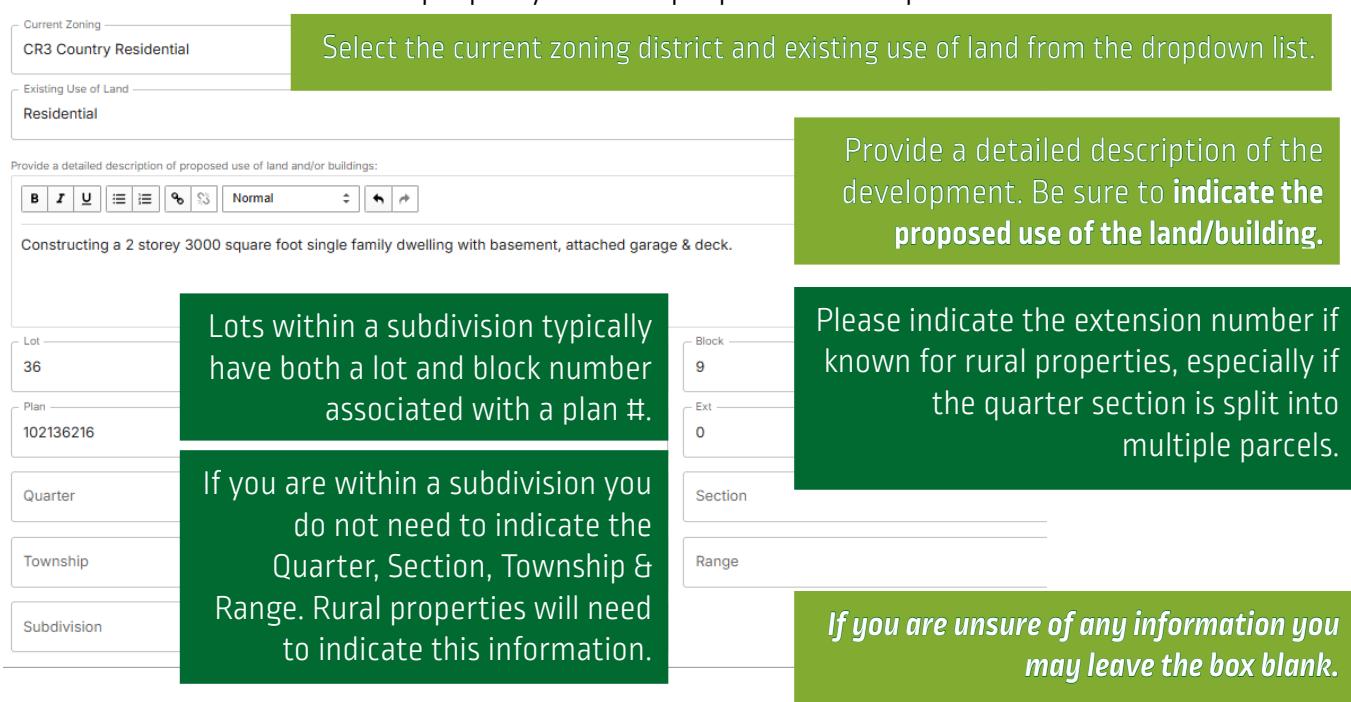
If you are unsure what land use your project falls you may skip this step.

Application

You'll now fill out the rest of the application. Start by selecting the type of application using the drop down box. If you applied for a building permit first, you may also enter the permit number in the designated box.

Legal Land Location

Provide details about the property and the proposed development.



Select the current zoning district and existing use of land from the dropdown list.

Provide a detailed description of the development. Be sure to indicate the proposed use of the land/building.

Please indicate the extension number if known for rural properties, especially if the quarter section is split into multiple parcels.

If you are unsure of any information you may leave the box blank.

Site Servicing

Next you'll be asked details about how the site is or will be serviced. **This section won't apply to all applications (e.g. renovations).**

Site Servicing		Provide additional details only as needed
Parcel access provided by:	Other	Explain Internal Subdivision Road
Water supply provided by:	Other	Explain White City Waterline
Existing Sewage System (please specify the type)	On-site (septic, lagoon, mound, etc)	Proposed Sewage System (please specify the type)
Existing Drainage (please specify)	Natural	Proposed Drainage (please specify)

Surrounding Land Uses

To ensure development does not occur next to incompatible uses we then ask if any of the following uses are within 0.5km of the development. **Most of the time you will not check any of these boxes.**

Surrounding land uses:

Are any of the following within 0.5 km of the proposed development?

- Intensive livestock operation
- Sewage lagoon or wastewater treatment facility
- Solid waste disposal facility or landfill
- Stream or large body of water
- Anhydrous ammonia facility
- Industrial

If any of the listed uses are within 0.5 km you will then be asked to provide your best estimate of the distance of the use to the application property.

Are any of the following within 0.5 km of the proposed development?

Industrial

Industrial - please provide best estimate of distance

300 m

Declaration

If you are not the registered owner please check the declaration box.

Declaration

I am submitting on behalf of the registered owner(s)

Whether or not you checked the box you will then be asked to print your name in the box below. There are two signature spots, but only one name is required.

Document Upload

The last step of your application is to upload any relevant documents.

This should always include a site plan, and may include other certifications, drainage or other engineered plans, a letter of intent, etc.

Click in the box at the bottom to upload files from your computer or device.

Document Upload

If you are applying for a project that also involves a Building Permit, please attach all building plans (with the exception of a site plan) to the Building Permit application and not the Development Permit application.

Extra Steps for Discretionary Use Applications

If you are applying for a discretionary use you will need to provide additional information. Including potential impacts caused by the development, any history of convictions, and any additional intended activites you intend to undertake.

Many developments will not have impacts in all categories. Please indicate if the development will have no impact. Below is an example of what an application for a residential daycare may look like. This application only has minor impacts on traffic and noise. An application for a gravel pit or apartment will have vastly different impacts.

Supplementary Development Permit Information

Provide a summary statement to describe the potential impacts of the proposed development in each category (if no impacts are anticipated, please indicate that in the section).

Roadways and Traffic: # of light vehicles, # of heavy trucks, roads affected (route)									
B	T	U	=	=	%	%	Normal	÷	↶

opener. 5 additional vehicles during picket/take-off hours.

Petroleum Facilities (i.e. underground tanks)

None

Air Resources – emissions, dust

Maps

Noise

Ambient noise from children

Glare or Light Pollution

1

Soil Resources

1

Drainage (Storm water)

Municipal Wastewater System

Building Permits

The first step of the building permit application is selecting the application type using the dropdown box.

If you are uncertain which application form to use contact a Development Officer.

Application For:*

Residential detached garages, workshops & sheds fall under Detached Accessory Building.

Most building permits also require a Development Permit application which should be submitted separately. If you submitted your Development Permit application first you can indicate the permit number in the Development Permit # box.

Development Permit #*

DP-26-005

Legal Land Location

Next you'll need to provide the legal land location for the proposed development.

Legal Land Location for Proposed Development:

Lot
20

Plan
87R45448

Quarter

Lots within a subdivision typically have both a lot & block # associated with a plan #.

Block
6

Ext

Section

Township

Range

Subdivision
Emerald Park

If you are unsure of any information you may leave the box blank.

Please indicate the extension number if known for rural properties, especially if the quarter section is split into multiple parcels.

If you are within a subdivision you do not need to indicate the Quarter, Section, Township & Range. Rural properties will need to indicate this information.

Floor Area & Building

You'll then be asked details about the building.

You only need to fill out the boxes that apply to your project.

Be sure to select the correct unit from the dropdown list.

Floor Area	Unit
Ground Floor	Sq. Feet
Second Floor	Unit
Basement	Unit
Accessory/Other	Unit
Other	Unit

Estimated Value of Construction is a required field. This value does not need to be exact but should be accurate.

If you have an anticipated construction start date please enter it. **Construction is not permitted to start until a permit has been issued.**

Building

Estimated Value of Construction:*

\$

Required

Anticipated Construction Date

Be sure to select the correct unit from the dropdown list.

Length

Unit

Feet

Width

Unit

Height

Unit

Declaration & Third Party Acceptance Forms

Read and sign via printing your name the declaration and third party acceptance forms. These sections affirm that you understand the responsibilities associated with the building permit and potential costs.

Payer

You will then be asked to confirm which contact / party should be invoiced for the permit. Payment is not invoiced until the application has been fully reviewed.

PBI Forms

The final step of your application is to submit the required documents. The documents required will depend on the type of application you select in the beginning. You will need to download the required forms listed and fill them out.

Also upload any additional documents (e.g. building plans, energy calculations, etc). For residential projects the Plan Review Checklist will indicate what other documents are required.

PBI Forms

Please submit the forms linked below, along with a site plan, any building plans, and other supporting documents as outlined in the Plan Review Checklist (included in the linked forms).

[PIF](#)

[Plan Review Checklist](#)

[Accessory Building PBI Spec Sheet](#)

[Spray Foam Installer Verification Form](#)

Click on either box to upload the files.

Uploads



Uploads



Approach Permits

Approach permits are required for all new approaches, driveways and driveway extensions.

First select your zoning district type.

Depending on which zone you select the relevant standards will populate at the bottom of the application.

Be sure to review these standards before submitting your application.

You'll then need to provide the legal land location for the approach.

Lot	20	
Plan	87R45448	
Quarter	Lots within a subdivision typically have both a lot & block # associated with a plan #.	
Township	Block	6
	Ext	
	Section	
	Range	

If you are unsure of any information you may leave the box blank.

Select the proposed materials for the approach. You may check off more than one material. If you select "Other" you will be asked to specify.

Upload a site plan. This should display the location and measurements of the approach.

Zoning District*

Agricultural
Country Residential
Urban Residential
Fairway South Residential
Commercial/Industrial
Other

Please indicate the extension number if known for rural properties, especially if the quarter section is split into multiple parcels.

If you are within a subdivision you do not need to indicate the Quarter, Section, Township & Range. Rural properties will need to indicate this information.

Proposed Materials

<input type="checkbox"/> Asphalt
<input type="checkbox"/> Stamped Asphalt
<input type="checkbox"/> Concrete
<input type="checkbox"/> Decorative Concrete (Exposed Aggregate Concrete/Stamped Concrete etc.)
<input type="checkbox"/> Gravel/Clay
<input type="checkbox"/> Other

Site Plan showing location and measurements of driveway/approach*



Click on the box to upload files..

If you have applied for another permit related to this application (i.e. a Building Permit for the building the driveway provides access to) you can indicate the permit number in the Related Permits Box.

If you have applied for any other permits (i.e. Development or Building Permit) that may be relevant to this approach application, please provide the application number below.

Related Permits _____

|

Agree to the terms and conditions of the permit by printing your name.

1. I agree to comply with the bylaws of the municipality and acknowledge that it is my responsibility to ensure compliance with all bylaws and applicable acts and regulations regardless of any review of drawings or inspections that may or may not be carried out by an inspector.

2. I agree to indemnify and save harmless the R.M. of Edenwold No.158 from and against all loss, costs, charges, damages and expenses related to approach construction on the subject land.

3. I have reviewed and agree to the applicable design standards, regulations, requirements and restrictions outlined below.

4. I have attached a site plan, approved by the developer if necessary, displaying the location and measurements of the driveway approach to my application.

Applicant Full Name (print)*

Justin Trudeau

Date*

11/13/2025



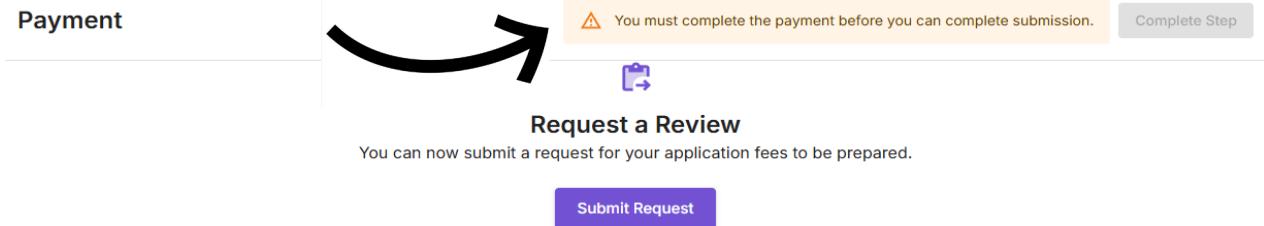
Payment

After you submit a development or building permit application you'll be redirected to the payment page. **Approach Permits do not have a cost and you will not be redirected to the payment page.**

For Building Permit Applications:

Fees will not be automatically calculated. You may request a fee review, however fees will not be confirmed until the Building Permit is ready for issuance,

Ignore this message. Your submission is under review.



Payment

⚠ You must complete the payment before you can complete submission.

➡

Request a Review

You can now submit a request for your application fees to be prepared.

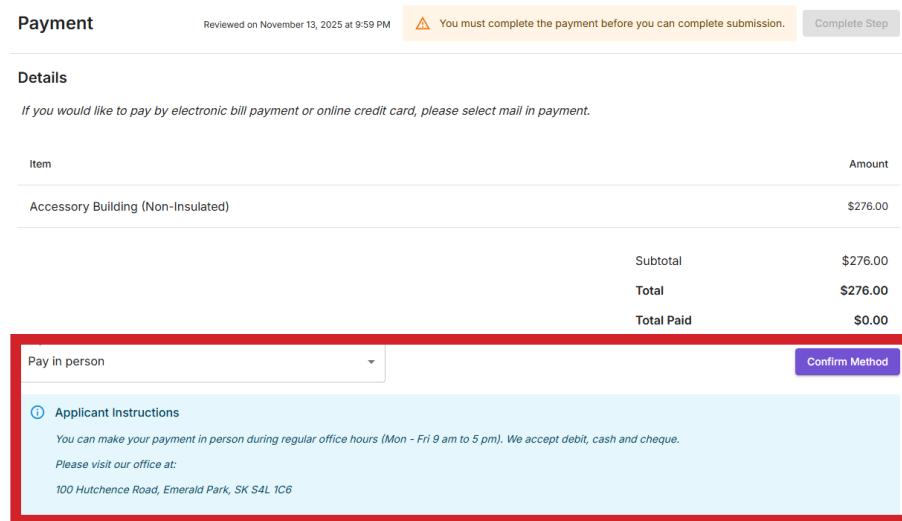
Submit Request

Complete Step

For Development Permit Applications:

Fees will be automatically calculated. You may pay at the time of application or upon issuance of the permit.

Once the fees have been reviewed and you are ready to pay. You may select your payment method. Details regarding each payment method are provided.



Payment

Reviewed on November 13, 2025 at 9:59 PM ⚠ You must complete the payment before you can complete submission. **Complete Step**

Details

If you would like to pay by electronic bill payment or online credit card, please select mail in payment.

Item	Amount
Accessory Building (Non-Insulated)	\$276.00
Subtotal	\$276.00
Total	\$276.00
Total Paid	\$0.00

Pay in person

Confirm Method

Applicant Instructions

You can make your payment in person during regular office hours (Mon - Fri 9 am to 5 pm). We accept debit, cash and cheque.

Please visit our office at:

100 Hutchence Road, Emerald Park, SK S4L 1C6

If paying by mail, online or by electronic bill payment select **Mail in payment**.

If paying at the RM office select **Pay in person**.

Click confirm method to confirm. **If you are paying by mail, online or by electronic bill payment please wait to receive an invoice before submitting your payment.**

Questions?

Have additional questions?

Contact our Office or a Development Officer/Planner:

RM of Edenwold
info@edenwold-sk.ca
306-771-2522
100 Hutchence Road
Emerald Park SK, S4L 1C6

Planning & Development
planning@edenwold-sk.ca

Development Officer / Planner I
Sydney Buzash
sydney.buzash@edenwold-sk.ca
306-347-2965