

Building Permit Application

SECTION A - Required for ALL application submissions.

Applicant Information		
Name:	Are you also the primary contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Address:	Postal Code:	
Phone:	Email:	
Additional Contacts		
Primary Contact:	Email:	Phone:
Legal Land Owner:	Email:	Phone:
Building Contractor:	Email:	Phone:
Engineer/Architect:	Email:	Phone:
Mechanical/Plumbing Contractor:	Email:	Phone:

SECTION B - Complete this section ONLY if applying by email or in person. Not required if applying online with eBuild.

Building Use	<input type="checkbox"/> Single Family Dwelling	<input type="checkbox"/> Duplex/Semi-detached	<input type="checkbox"/> 3+ Units Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Institutional	<input type="checkbox"/> Agricultural	<input type="checkbox"/> Temporary
Nature of Work	<input type="checkbox"/> New <input type="checkbox"/> Alteration <input type="checkbox"/> Addition <input type="checkbox"/> Repair <input type="checkbox"/> Other							
Building Address and Legal Land Description								
Address:								
Lot:	Block:	Plan:						
Describe the Scope of Work <i>(explain the project in detail; indicate whether additional items such as (un)covered decks, plumbing work, basement developments, spray foam, etc. are included within the scope of work)</i>								
Total Estimated Cost of Construction <i>(excluding new residential construction)</i> \$								
Request for Building and Occupancy Permit								
<p>I hereby acknowledge that I have read this application and state that the information contained herein is correct and agree to comply with all City of Regina bylaws and/or provincial laws regarding building and occupancy. It being expressly understood that the issuing of a permit does not relieve the applicant/owner from complying with all bylaws and national building codes though not called for in the specifications or shown on plans and/or applications submitted. I understand that conditions may be placed on the permit and must be complied with during construction. The building shall not be occupied until such time as an occupancy permit is issued to the owner. Work shall commence within six months, shall not be stalled for period of more than six months, and shall be completed within two years from the date of issue or permit will be cancelled. The use of street, sidewalk or lane during construction requires additional authorization. This application form does not allow work to start as this is not an issued building permit.</p>					<p>The information on and within the permit documents are collected under the Local Authority Freedom of Information and Protection of Privacy Act. The purpose of the collection is to process your application for a building permit. It will be retained as a record of your application and may be used to contact the parties involved in this project. The application and the information contained therein may also be used by the City for compliance or other legal action pursuant to The Cities Act, The Construction Codes Act and the City's Building Bylaw and The Planning and Development Act. Issued City permits, including name of applicant, name of owner, description of work, location, value of work and contractor names, may be released to members of the public by the City in accordance with the provisions of The Local Authority Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and use of this information, please contact Building Standards at 306-777-7000.</p>			
_____			_____			_____		
Legal Land Owner (printed)			Signature of Legal Land Owner			Signature of Applicant		
						Date (MM/DD/YYYY)		

Tents & Temporary Structures

A building permit is required to construct a tent or temporary structure if any of these three items apply:

- An individual or group of temporary structures are greater than 58m² (625 ft²)
 - Structures spaced more than 3m apart can be considered separate buildings,
- The structure is used longer than the duration of an event or is used for a season, OR
- The structure is enclosed and heated.

*A permit is also required for stages that are more than 600mm (2ft) above grade.

Regardless if a permit is required, all temporary structures over 10m² must include:

- Structural design and anchorage signed and sealed by a licensed design professional.
- Structures cannot be less than 3 meters away from another structure or property line.
- Tent or greenhouse coverings must conform to CAN/ULC-S109.
- Combustible materials, such as hay, straw and shavings, cannot be located in or near the structure.
- Portable extinguishers must be provided for the protection of occupants and the building structure.
- Electrical systems and equipment, including electrical fuses and switches, must not be accessible to the public.
- Open-flame devices are not permitted.
- Cooking that produces grease/oily vapours will not be allowed inside tents without an approved ventilation system.
 - 1m clearance surrounding cooking appliances shall be maintained for the movement of public and staff.
 - Cooking appliance must be placed on a stable based to limit the risk of tipping.

How to Submit Your Application

Submit your completed application online by email at permits@regina.ca

The City will review your application to ensure it meets all requirements. All applications are reviewed under the most current National Building Code of Canada and City Bylaws. The owner is responsible for ensuring their building complies with all construction standards.

A building permit regulates construction according to the National Building Code, while a development permit regulates the location of a tent or temporary structure according to the [Zoning Bylaw](#). **This application includes a building and zoning review and you will be issued both a building and development permit upon approval.**

For more information or if you have questions about the application process, please contact Service Regina [online](#) or by phone at 306-777-7000.

Permit Fee

The fee for a tent or temporary structure is \$138/month.

Once your permit is approved, you will be contacted by email to pay for your permit. After payment is made, your permit will be emailed to the applicant/owner/contractor.

Temporary Structure Application Checklist

The following items must be included in your application package:

Applications will not be accepted until all information is provided.

- Building Permit Application Form**
 - Signed by legal owner of the property (registered on title)
- Submission Detail Form** (page 3)
 - Signed by legal owner of the property (registered on title)
- Site Plan** (metric plans preferred)

Supply accurate and detailed plans to speed up the application review process.

Including a site survey (Real Property Report or lot plan) with your application package is recommended to increase your first-time approval rate.

If a site survey is unavailable, plans must be well-drawn, properly dimensioned and include all required components:

- Lot shape and size (with property lines labelled)
- Location and size of proposed tent(s) or temporary structure(s), complete with dimensions to all existing buildings and property lines
- Location of entrances/exits to all facilities
- Location of parking
- Location of abutting streets or lanes

Tent or Temporary Structure Plans

Plans must include the following components:

- Type of tent/structure
- What each tent is used for (volunteer sign-up, first aid, beer garden, etc.)
- Occupant load
- Anchorage and assembly details for each tent (stamped by a Professional Engineer)
- Flame certificate for each tent (for tipis, see information in the guide)
- Fire extinguisher location and rating
- Proposed interior floor plan set up, with dimensions
- Exit locations
- Emergency lighting locations and details (if required)
- Emergency communication system (if required)
- Plans for all stages, bleachers, stands, etc. (Professional design may be required)

Submission Details

Submit this completed form with your application.

Address of Proposed Temporary Structure

- 1) If the event is to occur on City of Regina property, application must be made with [Central Scheduling](#) to book the facility.
- 2) If the event will disrupt vehicular or pedestrian traffic, a [Temporary Street Use Permit](#) will be required to close the street or sidewalk.

Primary Contact for Temporary Structure (if different than on the Building Permit Application):

Name: _____

Address: _____ Postal Code: _____

Phone: _____ Email Address: _____

Note: if the applicant is not the owner of the property, a letter of authorization from the owner must be provided.

In an effort to improve customer service, the City of Regina may contact you regarding your application experience

Set up Date: _____

Take Down Date: _____

Hours of Operation: _____

Event Dates (if applicable): _____

Total Area of Temporary Structure (m²): _____

Number of Persons to be Accommodated in Temporary Structure: _____

Will Alcohol be Served? Yes No

*If the event is is on City of Regina property, a City of Regina [Special Occasion Application](#) is required to obtain the Saskatchewan Liquor and Gaming (SLGA) permit. If the event is not on City of Regina property, the applicant/owner will be responsible to obtain the necessary permits.

Application Guide

This guide and checklist are developed to assist individuals or organizations proposing to hold public or private gatherings requiring temporary structure approval. Municipal approval is required to ensure that temporary structures are erected in a safe manner and that adequate steps have been taken to mitigate the potential adverse effects of activity at the site. A building permit is generally required. Additional permits and applications may be required, as described in this guide. Examples of temporary structures include tents and other temporary shelters for charitable events, church gatherings, summer fairs, beer gardens or similar types of events. A list of example events, a site plan, and a tent floor plan are provided at the end of this document.

Other permit application(s) may be required and are separate from the building permit process.

City of Regina Parks: if the event is to occur on City of Regina property, application must be made with [Central Scheduling](#) to book the facility.

Temporary Street Use Permit: if the event will disrupt vehicular or pedestrian traffic, a [Temporary Street Use Permit](#) will be required to close the street or sidewalk.

Alcohol Application: for events serving alcohol on City of Regina property, a [Special Occasion Application](#) is required to obtain the Saskatchewan Liquor and Gaming Authority (SLGA) permit. If the event is **not** on City of Regina property, the applicant/owner will be responsible to obtain the necessary permits.

Zoning Information

Tents or temporary structures that are proposed in parking lots require a development permit even if a building permit is not needed. A building permit regulates construction according to the National Building Code, while a development permit regulates the minimum parking requirements for the principal land use according to the [Zoning Bylaw](#). A development permit is required to ensure the minimum parking requirements are still met when the location of the tent or temporary structure is located in the parking lot. **This application includes a building and zoning review and you will be issued both a building and development permit upon approval.**

All tents or temporary structures must comply with zoning regulations even if a building permit is not required. Tent or temporary structures must be located entirely within the property's boundaries and are subject to setback regulations within the [Traffic Bylaw](#) for sight lines and requirements of the National Building Code.

Parking regulations will vary depending on the zone of the property. Access the City of Regina's [zoning map](#) to determine your property's current zone. The zone for a property is found to the right of the "code" field in the search results window.

All regulations for each zone can be found in the [Regina Zoning Bylaw 2019-19](#).

Before finalizing your design, applicants are encouraged to contact Service Regina [online](#) or by phone at **306-777-7000** to confirm requirements as they vary depending on the zone and other factors.

National Building Code Requirements

Tent or Temporary Structure Design and Anchorage

All tents and temporary structures over 10m² in area shall have the structural design and associated anchorage signed and stamped by a professional engineer or architect registered to practice in the Province of Saskatchewan. Please work with your supplier to ensure stamps are provided. Set up of the structure must be performed by qualified personnel.

Tent & Temporary Structure Location on Site

- Tents and temporary structures shall not be erected within 3 meters (m) of other permanent structures
- Tents and temporary structures shall be sufficiently distant from one another to provide an area to be used as a means of emergency egress
- The ground enclosed by the tent and not less than 3 m of the ground outside shall be cleared of all flammable material and vegetation that will spread fire.

Flame Certificate for Tent Cover

Every tent, all tarpaulins and decorative material used in connection with the temporary structure shall conform to CAN/ULC-S109, "Flame Tests of Flame-Resistant Fabrics and Films". The City of Regina will **not** accept California State Marshall, or NFPA Flame Certificates.

Exits and Egress

- One (1) exit is acceptable if:
 - The occupancy is expected to be 60 persons or less,
 - The ground area of the structure is less than 150 m²; and
 - The travel distance to the exit is less than 15 m.
- A minimum* of two (2) exits are required where:
 - the occupancy is expected to be greater than 60 persons,
 - the area of the structure is greater than 150 m², or
 - the travel distance to exits is greater than 15 m.
- Exits must be located so they are clearly visible and accessible at all times.
 - Access to exits must be clear of obstructions and meet Article 3.1.6.1 of the National Building Code.
 - Exits cannot be through tent/fabric flaps. If exit doors are latched or locked, it can only be done with panic hardware.

*More exits are required for larger occupancies as per Section 3.4 of the National Building Code.

Occupant Load

Provide the allowable occupant load for the structure using the table and example below. An occupant load is defined as the number of persons for which a building (or tent) is designed. **If less than 60 persons are expected and no alcohol will be served at the event, an occupant load does not need to be provided.**

Tents & Temporary Structures

Event Type	Area per person
Alcohol Served	1.2 m ²
Standing space	0.4 m ²
Non-fixed seats	0.75 m ²
Non-fixed seats and tables	0.95 m ²

Example: An event hosted in a 60 x 30 ft tent has tables and chairs. The area of the tent is 60 x 30 = 1800 ft² (167.2 m²). Using the area per person for “non-fixed seats and tables” of 0.95 m²/person, the occupant load = 167.2 m² ÷ 0.95 m²/person = **176 persons.**

Emergency Lighting and Exit Signs

Emergency lighting may be required if the occupant load exceeds 60 persons. If the event occurs during daytime hours only, relaxations may apply. Emergency lighting is required to illuminate the ground and must run in the event of a loss of power. Emergency lighting may be provided by battery packs and will not be required if the lighting is provided by power generators. Exit signs are not emergency lighting, but some exit signs are equipped with emergency lighting. Exit signs are required for an occupant load exceeding 150 persons.

Stages, Bleachers, Stands, etc.

Building permits are required for large concert stages, large bleachers, etc. and must be properly designed and erected. The NBC requirements apply to these structures. If the structures are large and pose significant risk, then the requirements include, but are not limited to:

- Plans must be signed and stamped by a professional engineer registered to practice in the Province of Saskatchewan. The structural engineer must also inspect and approve of the work before it is put into use. Work with the supplier of the structure to ensure these requirements are met.
- Structural requirements of Division B, Part 4 of the NBC
- Fire protection, occupant safety and accessibility requirements of Division B, Part 3 of the NBC

Structures that are small and have a low risk may not be required to meet the requirements above (examples: small stages that are less than 600 mm in height, manufactured low-rise bleachers with only a couple risers, etc.). Documentation regarding these small structures will be required with the application in order to determine the level of professional involvement required.

National Fire Code Requirements

Tents and temporary structures must comply with Division B, Section 2.9 of the 2015 National Fire Code (NFC). The following information outlines the specific requirements of Regina Fire Service related to the use of temporary structures for special events.

Electrical Systems

The electrical system in a tent or air supported structure shall be maintained and operated in a safe manner. Portable electrical systems shall be inspected for fire hazards and defects shall be corrected before the structure or air supported structure is occupied by the public. The electrical system and equipment shall be inaccessible to the public. Cables on the ground in areas used by the public in the structure shall be placed in trenches or protected by covers to prevent damage from traffic.

Combustible Materials

Hay, straw, shavings or similar combustible materials other than necessary for the daily and care of animals shall not be permitted within a structure used for an assembly occupancy.

Smoking and Open Flame

Smoking and open flame devices shall not be permitted in a structure while it is occupied by the public.

Fire Watch

A person shall be employed to watch for fires when a structure or air supported structure is occupied by more than 1000 persons. A person employed to watch for fires shall be familiar with all fire safety features, including the fire safety plan, the condition of exits and to ensure the means of egress are kept clear at all times.

Fire Alarm System

If the occupant load is more than 1000 persons some means of communicating with the public must be provided (i.e. a loud speaker). This should be available to security personnel or the structure manager. Security personnel or a person employed to watch for fires shall be familiar with the fire safety features, fire safety plan and ensure that the means of egress are kept clear.

Fire Extinguishers

Fire extinguishers are required to be installed according to *NFPA 10: Standard for Portable Fire Extinguishers*,

Fire Safety Plan

Provide a fire safety plan. At a minimum a fire safety plan should include details on the emergency procedures to be used in case of fire including:

- Notifying the fire department
- Instructing occupants on procedures to be followed in the event of fire
- Evacuating occupants, including special provisions for persons requiring assistance
- Confining, controlling and extinguishing the fire
- The training and appointment of responsible staff or volunteers to carry out fire safety duties
- The control of hazards in the structure

Tents & Temporary Structures

Event Seating

Auditorium Style Seating

Aisle must be located so that there are not more than 15 seats between every seat and the nearest aisle (31 seats in a row), and the clear width of an aisle must not be less than the greater of:

- 1200 mm or
- the number of seats served by that aisle multiplied by 1.8 mm.

When the occupant load exceeds 200, the seats in a row shall be fastened together in units of no fewer than 8 seats. Where there are 7 seats or fewer in a row, all the seats in the row shall be fastened together. Zip or cable ties are acceptable.

Table Seating

If seating is provided on both sides of table rows, 1400 mm must be provided between the rows of tables.

If seating is on one side of the tables only, then 1000 mm is required between the successive rows of tables.