

Commercial, Industrial, Institutional, and Multi-family Permit Application Advisory

General Information

A permit is required for new development, renovations, alterations or a conversion to any commercial, industrial, institutional, multi-family structure, or residential dwelling used for commercial purposes. A change of occupancy or land use requires a permit application.

Business owner and contractors should consult a design professional or code consultant before committing to a location. Reference the advisory [When a Professional Designer is Required](#).

The site development and servicing are reviewed through the development permit process. All structures are reviewed through the building permit process. These applications can be submitted concurrently but the building permit will not be issued until the development permit has been approved.

Ensure the application submission package is fully complete when submitted through your [eBuild](#) account.

Development Permit Application requirements:

- Application Form
- Floor Plans
- Exterior Elevations
- Landscape Plan
- Site Plan
- Civil Drawings - Engineered
- Copy of Land Titles
- Zoning Bylaw Analysis Form
- Any other documents as required

Building Permit Application requirements:

- Building Permit Application Form
- Commercial Checklist
- Architectural Drawings
- Electrical Drawings
- Mechanical Drawings
- Addressing Plan
- Structural Drawings
- Geotechnical documents
- Energy Documents (9.36 or NECB)
- Engineered components
- Field Commitment forms
- Any other documents as required

Planning, building, and development applications have different processing times depending on the type. Reference the [processing times document](#).

Document Information

Most permit applications require a site plan with the submission. A site plan identifies buildings and other features in relation to property boundaries. Reference the [Commercial Information Package](#) for drawing requirements.

The [Zoning Bylaw Analysis Form](#) is required for most commercial projects. Note all variances to the Zoning Bylaw Requirements on applicable plans. This form and [Regina Zoning Bylaw No. 2019-19](#) are available on [Regina.ca](#).

The [Building Code Analysis Form](#) is required for all commercial projects and is to be filled out by the professional engineer or architect registered in Saskatchewan who is coordinating the design. Complex projects should include a more detailed comprehensive analysis on the drawings title sheet or fixed to the drawings.

The [Commitment Letter for Field Review](#) form must be filled out by each professional engineer or architect undertaking the responsibility for their design and field reviews.

Civil Drawings

Civil drawings shall meet the requirements of the [Regina Standard Construction Specifications](#), as well as the [Design Standards](#). Civil drawings shall be signed and sealed by a Professional Engineer registered to practice in the Province of Saskatchewan, with a valid Certificate of Authorization and Permission to Consult.

Applicants may email locates@regina.ca to identify existing water, wastewater, and stormwater infrastructure or reference the public facing viewer for water, wastewater, and storm infrastructure <https://opengis.regina.ca/basicviewer/viewer.html?network>

Structural Drawings

All structural systems for a building that is designed within the scope of Part 3 or 4 of the NBC must be signed and sealed by an engineer registered to practice in the Province of Saskatchewan, with a valid Certificate of Authorization and Permission to Consult.

Architectural Drawings

All Part 3 architectural plans must be sealed by an Architect or Engineer registered in the Province of Saskatchewan.

Mechanical/Plumbing and Electrical

Mechanical and electrical systems for a building that are designed outside the scope of Part 9 of the NBC are required to be sealed by an Architect or Engineer licensed to practice in the Province of Saskatchewan, with a valid Certificate of Authorization and Permission to Consult.

Additional Information

Reference the [Commercial Information Package](#) for more information on:

- Heritage Alteration Permit Approval
- National Energy Code requirements for Buildings
- Storage, Dangerous Goods and Hazardous Materials
- Water Meters and Backflow Preventers
- Barrier-free Requirements
- Alternative Solutions
- Phased Permits
- Construction Safety
- [Advisory documents](#)

Questions?

Contact a Service Coordinator at permitfilesupport@regina.ca or submit a [service request](#).

We are here to support you through the permitting process as it is important to be informed about the coordination future development require.