

Please complete the online form and submit PDFs of the required documentation by email to [revitalize@regina.ca](mailto:revitalize@regina.ca). For more information, please refer to the [Revitalization Incentive Program](#).

## CHECKLIST

Please submit the following as an attachment to your application:

- A completed Application Form
- For interior work, professionally prepared building plans that show the existing and proposed uses, existing and proposed elevations, layouts, dimensions, rooms, entrances and upgrades to building systems
- A statement from a qualified professional stating the work is being done to correct an imminent health or safety issue as determined by the most recent and relevant provisions of *The National Fire Code of Canada 2020*, *The Construction Codes Act*, *The Electrical Inspections Act* or *The Gas Inspections Act*
- For exterior work, professionally prepared drawings of the façade or exterior improvement design showing colours, materials and product specification
- Digital images (minimum 300 dpi) providing an overall view of the property's exterior and interior spaces where work is to be performed.
- A detailed estimate provided by a Saskatchewan-licensed contractor, architect, consultant or engineer\*
- Licensing information for each entity providing an estimate
- A Development Permit, Building Permit or confirmation from the City of Regina Planning Department that the project meets zoning requirements\*\*
- Province of Saskatchewan Land Titles Registry Title or other proof of ownership
- The applicant's Information Services Corporation incorporation information, if the applicant is a corporation (if applicable)

The City may require additional supporting documentation. Requested documentation must be provided before an application will be processed.

I certify that, to the best of my knowledge, the information provided in this application is accurate and complete. If submitted on behalf of a property owner, I certify that this application is endorsed by the property owner I represent.	
Signature of Applicant:	Date:
<b>If the applicant is different than the owner, then please fill out the information below:</b>	
I (We) _____, authorize _____ to make this application on our behalf.	
Signature of Property Owner (Required)	Date:

\*For information on application requirements for projects done within one year prior or those undertaken by the applicant without a contractor, contact the City at [revitalize@regina.ca](mailto:revitalize@regina.ca).

\*\* Not all projects may require a permit. Refer to the [Building & Demolition Permits](#) page and contact the City at [revitalize@regina.ca](mailto:revitalize@regina.ca) to determine if your project requires a permit.

## PART A

### 1. APPLICANT INFORMATION

Name:	
Company:	
Mailing Address:	
Phone Number:	Email:
<b>Are you the property owner?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
If not, please fill out the Owner's information below.	

### 2. OWNER INFORMATION\*\*\*

Registered Owner:	
Mailing Address:	
Phone Number:	Email:
Registered Owner:	
Mailing Address:	
Phone Number:	Email:

\*\*\* Attach a separate page to the application for more than two property owners.

### 3. PROPERTY INFORMATION

Information can be found in Regina.ca/Property Tax, ISC, and Regina Open Data.

Municipal Address:
Legal Description:
Property Type: <input type="checkbox"/> Residential <input type="checkbox"/> Non-Residential <input type="checkbox"/> Mixed Use
<i>Refer to the Zoning Bylaw or contact the City for this information:</i>
Zoning: _____
Current Use:**** _____
Proposed Use:**** _____
The Property is currently:
<input type="checkbox"/> A Designated Heritage Property <input type="checkbox"/> A Heritage Inventory Property <input type="checkbox"/> Not a Heritage Property
Designation Date (if applicable) :
Designation Bylaw (if applicable):
**** Include the number of Dwelling Units and Commercial Floor Space (sq. Meters) if relevant. If mixed-use, indicate the types of use and the percentage of the property devoted to each.

**4. INCENTIVES INFORMATION**

Expected Project Start Date:	Expected Project End Date:
Has the proposed work started before making this application?  <input type="checkbox"/> Yes <input type="checkbox"/> No	Type of Incentive you are applying for:  <input type="checkbox"/> Grant <input type="checkbox"/> Tax Exemption
<input type="checkbox"/> I request that the City of Regina provide a letter confirming that this project is eligible for municipal incentives.	
Estimated Total Project Cost:	
Estimated Total Eligible Costs (See Appendix A for eligible costs):	
List all eligible work to be covered under this application. Identify which eligible cost the work applies to.	

**Appendix A: Eligible Costs**

The following eligible costs are included under the Revitalization Incentive Program. If the eligible costs identified here are inconsistent with those identified in the Revitalization Incentive Policy, the eligible costs identified in the Policy will take precedence.

- **Building façade or exterior improvements, including:**
  - New or improved awnings, decorative stone, or other finishing material improvements to the exterior of a building;
  - Development of back-alley business access;
  - New or improved eavestroughs, rain gutters, soffits, fascia, bargeboard and other materials that direct rainwater;
  - Non-portable business name signage affixed to the exterior of the building;
  - Entryway improvements, such as decorative elements, accessible entrance improvements, steps and exterior seating;
  - Long-lasting landscaping on private property, including tree plantings, shrubs, soil, mulch, grass, statuary, rain gardens and perennial vegetation to a maximum of \$3,000 per application;
  - Decorative lighting affixed to the exterior street front of the building that is ornamental and installed for aesthetic effect; and
  - Replacement of cornices, parapets or other architectural features.
  - **A residential building with under three Dwelling Units is ineligible to receive a Revitalization Incentive if the project solely involves building façade or exterior improvements. Residential buildings with under three Dwelling Units may be eligible for a Revitalization Incentive if the project involves both exterior and interior improvements required to bring a building up to code.**
- **Costs to demolish an existing building and replace it with a new building of the same land use (i.e., “like for like”). Demolition costs include:**
  - Utility disconnection fees;
  - Cost of demolishing, removing material and filling & leveling of the excavation to an elevation compatible with abutting properties;
  - Site fencing costs during demolition;
  - Landfill tipping fees;
  - Demolition permit fees;
  - Completion of a Hazardous Materials Survey; and
  - Other related demolition costs to be considered at the discretion of the Executive Director.
- **Interior improvements required to bring a building into compliance with *The National Fire Code of Canada 2020*, *The Construction Codes Act*, *The Electrical Inspections Act* or *The Gas Inspections Act* for one of the following reasons:**
  - To correct an imminent health or safety issue, as identified by a qualified professional (See the Policy for a list of possible improvements); or
  - To support a building permit for a "change of land use" or new development in an existing building or space.
  - **Eligible costs for code compliance upgrades include:**
    - Construction costs;
    - Building code assessments or related reports;
    - Site serviceability studies or reports; and
    - Constructing/upgrading of any on-site or off-site improvements that are required to fulfill any condition of a development/planning approval for code compliance work.
- **Costs associated with the purchase of land are ineligible for a Revitalization Incentive.**