

Please complete the online form and submit pdfs of 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 Building Inspector, Fire Inspector or other qualified professional stating work is being done to correct a safety issue and the relevant sections of the *National Building Code* and *National Fire Code* (if applicable)
- For exterior work, professionally prepared drawings of the façade or exterior improvement design showing, colors, materials and product specification
- Digital images (minimum 300 dpi) which provide an overall view of the exterior of the property and interior spaces where work is to be performed.
- Two detailed estimates for each eligible project cost provided by separate Saskatchewan licensed contractors, architects, consultants or engineers
- Licensing information for each entity providing an estimate
- A Development Permit, Building Permit or confirmation from City of Regina Planning Department that the project meets zoning requirements\*
- Province of Saskatchewan Land Titles Registry Title
- ISC Incorporation information (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 applicant is different than owner, then please fill out the information below:</b>	
I (We) _____, authorize _____ to make this application on our behalf.	
Signature if Property Owner (Required)	Date:

\* 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:

\*\*Use a separate page and attach it 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: __ Residential __ Non-Residential __ 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:
__ A Designated Heritage Property __ A Heritage Inventory Property __ Not a Heritage Property
Designation Date (if applicable):
Designation Bylaw (if applicable):
*** Include 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:  Choose one Item:

\_\_\_ I request the City of Regina provide a letter confirming 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. In a case where the eligible costs identified here are inconsistent with those identified in 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 to receive a Revitalization Incentive if the project involves both exterior improvements 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 Building Code or National Fire Code for one of the following reasons:**
  - To correct a health or safety issue identified by a Building Inspector, Fire Inspector or other 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.**