

PLANNING & DEVELOPMENT SERVICES ADVISORY



Commercial Phased Building and Development Permits

Building permits can be applied for in phases, if desired. Phased permits only apply to the permitted phase of construction, and there is no guarantee that future phases will be granted permits. Clearly indicate the phase being applied for on the building permit application. Please see the [Commercial Information Package](#) for complete permit requirements.

The submission requirements for the various phased permits are described below. Additional information may be required, depending on the circumstances. Each project is unique. Development Services is available to discuss the phased permit process as it pertains to your project.

The servicing strategy for the entire development must be submitted to, and approved by, Development Engineering prior to the construction of the first phase. This is to ensure adequate capacity to service the entire development. Information submitted during early phases may be required to be resubmitted for subsequent phase applications. All information identified in this information package will be required by the final phase.

National Energy Code of Buildings (NECB) Requirements:

As with National Building Code Requirements, there is no guarantee that future phases will be granted permits and that the level of detail required at each phase is dependent on the compliance path chosen.

Prescriptive and Trade-Off: Prescriptive and trade-off requirements shall be met for the scope in which the application has been applied for. For example, a foundation permit will require the NECB requirements for foundations to be shown. Future requirements for the building envelope would not be required until the shell phase.

*Note: if future phases cannot meet the prescriptive or trade off requirements, the project may be forced to comply through the performance path.

Performance: All NECB requirement will be reviewed on the final phase and tenant developments.

Phase Requirements

Site Services:

- Building Permit Application Form
- Site and landscape plans
- Zoning Analysis Form
- Civil drawings

Foundation:

- Building Permit Application Form
- Site and landscape plans
- Zoning Analysis Form
- Civil drawings
- Building Code Analysis form
- Structural drawings (for foundation & include details for expected loads)
- Architectural (preliminary layout only)
- Building elevation drawings (preliminary layout only)

Shell (Note: this only includes the exterior walls and floor systems that are part of the shell structure. All other components are submitted under the Final phase):

- Building Permit Application Form
- Approved site and landscape plans (revisions identified, if applicable)
- Zoning Analysis Form
- Civil Drawings (if applicable)
- Building Code Analysis Form
- Structural drawings
- Architectural floor plans (with level of detail appropriate to phase)
- Building elevation drawings
- Building section drawings (if applicable)
- Life safety and fire protection plan (if applicable)
- Mechanical and plumbing drawings (if required)
- Electrical drawings (if applicable)

Final (Note: this includes all remaining building components such as interior partitions, mechanical and electrical systems. This permit must be obtained before interior work can commence):

- Building Permit Application Form
- Approved site and landscape plans (revisions identified, if applicable)
- Zoning Analysis Form
- Civil Drawings (if applicable)
- Building Code Analysis Form
- Structural drawings
- Architectural floor plans (full detail)
- Building elevation drawings
- Building section drawings
- Life safety and fire protection plan
- Mechanical and plumbing drawings
- Electrical drawings

Tenant Fit-up (including first and all subsequent fit ups)

- Building Permit Application Form
- Zoning Analysis Form
- Building Code Analysis Form
- Structural drawings (if applicable)
- Architectural floor plans
- Building section drawings (if applicable)
- Life safety and fire protection plan
- Mechanical and plumbing drawings
- Electrical drawings

For more information on Building Permits, Building Safety or Zoning Information, please visit Regina.ca or contact [Service Regina](#).