PLANNING & DEVELOPMENT SERVICES ADVISORY

Alteration/Conversion/Tenant Improvement (TI)

What is an alteration, conversion or tenant improvement?

Alterations, conversions and tenant improvements are changes proposed to an existing building or a change to the business activity resulting in a new building code occupancy or occupant load. Business owners and contractors should consult a design professional or code consultant before financially committing to a location. The cost to make necessary upgrades or changes may be expensive.

Alterations are changes to the interior or exterior of a building including walls, ceiling or roof, mechanical, plumbing or electrical. Alterations require a building permit application. Cosmetic alterations such as painting or flooring do not require a building permit unless a conversion or change of occupancy/use is proposed.

When no alterations are proposed but there is a change in the way the space will be used, a building permit may be required for the conversion of the tenant space. For example, an occupancy change would occur when converting a warehouse to a recreation facility; or an office to a restaurant, this change of activity or use would require a building permit. Please note that if a new land use is proposed, or no record of previous approval exists, a development permit is required.

A tenant improvement occurs when a new occupancy or use is proposed for a vacant space or unit in a building . The proposed tenant improvement requires a building permit for the first tenant and any future ongoing alterations or conversions that may be proposed in the building or unit.

An architect or professional engineer may be required to design and inspect your project. Refer to When a Professional Designer is Required to determine if professional involvement is required.

Application Process

- The applicant submits a Building Permit application. All permits are to be submitted through eBuild, the City's online permit software.
- Planning will review for compliance with *Regina Zoning Bylaw 2019*. Ensure the proposed land use is permitted in the land zone. Reference the zoning map to determine the land zone. The permitted land use does not provide approval for development.
- The project will be reviewed for compliance with the National Building Code and additional regulatory documents. Each unit requires its own building permit application.

Please reference the Alteration, Conversion & Tenant Improvement Application package for full submission requirements.

This application type does **not** include additions to existing structures. Reference the Commercial Information Package for more information.

For more information on Building Permits, Building Safety or Zoning Information, please visit Regina.ca or contact Service Regina.