

Building Permit Application

SECTION A - Required for ALL application submissions.

Applicant Information		
Name:		Are you also the primary contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address:		Postal Code:
Phone:	Email:	
Additional Contacts		
Primary Contact:	Email:	Phone:
Legal Land Owner:	Email:	Phone:
Building Contractor:	Email:	Phone:
Engineer/Architect:	Email:	Phone:
Mechanical/Plumbing Contractor:	Email:	Phone:

SECTION B - Complete this section ONLY if applying by email or in person. Not required if applying online with eBuild.

Building Use			
<input type="checkbox"/> Single Family Dwelling	<input type="checkbox"/> Duplex/ Semi-detached	<input type="checkbox"/> 3+ Units Residential	<input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional <input type="checkbox"/> Agricultural <input type="checkbox"/> Temporary
Nature of Work <input type="checkbox"/> New <input type="checkbox"/> Alteration <input type="checkbox"/> Addition <input type="checkbox"/> Repair <input type="checkbox"/> Other			
Building Address and Legal Land Description			
Address:			
Lot:	Block:	Plan:	
Describe the Scope of Work <i>(explain the project in detail; indicate whether additional items such as (un)covered decks, plumbing work, basement developments, spray foam, etc. are included within the scope of work)</i>			
Total Estimated Cost of Construction <i>(excluding new residential construction)</i>			\$
Request for Building and Occupancy Permit			
<p>I hereby acknowledge that I have read this application and state that the information contained herein is correct and agree to comply with all City of Regina bylaws and/or provincial laws regarding building and occupancy. It being expressly understood that the issuing of a permit does not relieve the applicant/owner from complying with all bylaws and national building codes though not called for in the specifications or shown on plans and/or applications submitted. I understand that conditions may be placed on the permit and must be complied with during construction. The building shall not be occupied until such time as an occupancy permit is issued to the owner. Work shall commence within six months, shall not be stalled for period of more than six months, and shall be completed within two years from the date of issue or permit will be cancelled. The use of street, sidewalk or lane during construction requires additional authorization. This application form does not allow work to start as this is not an issued building permit.</p>		<p>The information on and within the permit documents are collected under the Local Authority Freedom of Information and Protection of Privacy Act. The purpose of the collection is to process your application for a building permit. It will be retained as a record of your application and may be used to contact the parties involved in this project. The application and the information contained therein may also be used by the City for compliance or other legal action pursuant to The Cities Act, The Construction Codes Act and the City's Building Bylaw and The Planning and Development Act. Issued City permits, including name of applicant, name of owner, description of work, location, value of work and contractor names, may be released to members of the public by the City in accordance with the provisions of The Local Authority Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and use of this information, please contact Building Standards at 306-777-7000.</p>	
_____	_____	_____	_____
Legal Land Owner (printed)	Signature of Legal Land Owner	Signature of Applicant	Date (MM/DD/YYYY)

Application Checklist

The following items must be included in your application package:

Applications will not be accepted until all information is provided.

Application Form

- Signed by the legal owner of the property (registered on title)
- Converting a Single Family Dwelling (SFD) to an Alternative Family Care Home (AFCH) is considered an 'alteration' class of work (see Page 4 to determine AFCH requirements)

Submission Details Form (Page 3)

Site Plan (metric plans preferred)

Including a site survey (Real Property Report or lot plan) with your application package is recommended to increase your first-time approval rate.

If a site survey is unavailable, plans must be well-drawn, properly dimensioned and include all required components (Page 5).

Floor Plan of all floors

Plans must include the following components:

- Exterior dimensions of the entire building
- Room use labelled and noted if accessible to the occupants in care
- Window location (unobstructed opening size and type of bedroom windows)
- Window well locations (dimension from edge of well to window, measured perpendicular to the exterior wall; see page 10)
- Location of smoke and carbon monoxide alarms
- Location of fire extinguishers
- Location of emergency lighting

Supply accurate and detailed plans to speed up the application review process. Metric plans preferred.

New or Altered Foundation Windows (if applicable see Page 11)

- Engineer or architect designed/stamped plans
- Location and size of proposed and existing windows on same wall face (see Figure 2)
- Measurement of foundation to property line of wall for proposed windows
- Size of wall (length and height – grade to uppermost ceiling)

Other Requirements (if applicable)

- Basement development (see the [basement development application](#))
- If other work is taking place, ensure it is noted on plans

If this is new construction of a Part 9 Alternative Family Care Home, include the info above but see the [Additions, Single-Family & Semi-detached](#) checklist for additional requirements. For new Part 3 Alternative Family Care Homes, see the [Commercial](#) checklist for additional requirements.

How to Submit Your Application

Submit your completed application package by email to permits@regina.ca.

The City will review your application to ensure it meets all requirements. All applications are reviewed under the most current National Building Code of Canada and City Bylaws. The owner is responsible for ensuring their building complies with all construction standards.

Ensure your project plans are legible and precise. Drawings stamped with “not for construction”, “preliminary” or “for permit purposes only” will not be accepted.

For more information or if you have questions about the application process, please contact Service Regina online or by phone at 306-777-7000.

Permit Fee

The fee for converting to an AFCH is based upon the total value of the work including, but not limited to, the installation of emergency lighting, smoke alarms, egress window installation, and any other work completed under this application.

- AFCH: \$8 per \$1000 of the value of the work (minimum permit fee of \$100)

Once your application is approved, you will be emailed information on how to pay. Following payment and final processing by our staff, your permit will be issued and the approved drawings will be emailed to the primary contact.

Review Process

Specific items will be reviewed only at INSPECTION, not at the time of application review.

Required Inspections (conversion from SFD only)

Building

Final - After all safety items are in place, prior to occupancy

Mechanical (if applicable)

Rough-In - After plumbing drainage piping installation, prior to covering

Final Inspection - After fixtures are installed, prior to occupancy

Fire Department (if applicable)

Once occupancy has been granted by the Building Inspector, call 306-777-7830 or email FAST@regina.ca to book your fire inspection. For more information visit [Facility Inspections](#).

For more information or to book an inspection, call 306-777-7551 or [submit a request](#) online.

Submission Details

Submit this completed form with your application.

Total number of Occupants:

Sleeping accommodations for NOT MORE than 10 people (including infants):

_____ Occupants in Care (OIC)
_____ Residents living on the property
_____ Total number of occupants
(including OIC & residents)

Once the number of occupants in care and total occupants has been determined, view the Table on page 4 for applicable requirements.

Is this a personal care home regulated through the Ministry of Health?

Yes No

If yes, and the AFCH contains 6-10 OIC, follow requirements for AFCH where OIC is not capable of self-preservation.

Bedroom Window Type

Slider
 Inswing awning
 Casement
 Other _____

Bedroom Window Size

Unobstructed opening dimensions

Window 1 _____ W x _____ H

Window 2 _____ W x _____ H

Window 3 _____ W x _____ H

Window 4 _____ W x _____ H

Window 5 _____ W x _____ H

Windows with different sizes/types must be noted on plan in their respective location.

Window Well Size (if applicable)

Measured from the building face to the window well. A clear path of 760mm is required between the window well and the building or window swing for an emergency exit. (see Figure 3)

Alternative Family Care Homes (AFCH)

Type of Care Home	Occupancy Classification	NBC Part	Minimum Typical Building Code Requirements [§]
AFCH (1-5 OIC)	Group C (residential)	Division B, Part 9	<ul style="list-style-type: none"> • Interconnected smoke alarms • Carbon monoxide alarms • Emergency lighting • Sprinkler system not required if the three requirements above are met (if sprinklers are installed, they must meet NFPA standards[‡]) • Portable fire extinguishers • Code requirements for a Part 9 dwelling unit
AFCH (6-10 OIC) <ul style="list-style-type: none"> • All OIC capable of self-preservation; and • Not licensed as a Personal Care Home (PCH) through the Ministry of Health 	Group C (residential)	Division B, Part 3	<ul style="list-style-type: none"> • Interconnected smoke alarms • Carbon monoxide alarms • Emergency lighting • Sprinkler system not required if the three requirements above are met (if sprinklers are installed, they must meet NFPA standards[‡]) • Portable fire extinguishers • Code requirements for a Part 3 dwelling unit (requires a professional designer)
AFCH (6-10 OIC) <ul style="list-style-type: none"> • One or more OIC not capable of self-preservation; or • Licensed as a Personal Care Home (PCH) through the Ministry of Health 	Group C (residential)	Division B, Part 3	<ul style="list-style-type: none"> • Interconnected smoke alarms • Carbon monoxide alarms • Emergency lighting • Sprinkler system meeting NFPA standards (NFPA 13D or NFPA 13R)[‡] • Fire alarm system (if required)[*] • Portable fire extinguishers • Code requirements for a Part 3 dwelling unit (requires a professional designer)
Care Facility (>10 total occupants)	Group B (care, treatment and detention occupancies)	Division B, Part 3	Part 3 code requirements for Group B occupancy (professional designer required)

[§] NBC and *The Building Code Regulations*, Amendments to the National Building Code of Canada 2015. The items listed are minimum typical requirements of Code. Applicants are responsible to ensure they meet all requirements. Additional requirements may be mandated by the home licensing authority.

[‡] *The Building Code Regulations*, Amendments to the National Building Code of Canada 2015 provides Saskatchewan amendments to the NBC regarding sprinkler system in Sentence 3.2.5.12.(2) and Sentence 3.2.5.12.(3). The City of Regina recommends that the requirements of Clause 3.2.5.12.(3)(b) be followed as best practice where an NFPA 13D sprinkler system is installed in an AFCH. This recommendation is due to care being provided in AFCHs, and the importance of a 30-minute water supply demand to the life-safety of the building's occupants, some of whom may not be capable of self-preservation.

^{*} A fire alarm system is not required for NFPA 13D sprinkler systems, but is required for NFPA 13R sprinkler systems. Refer to the NFPA standards for more information.

Site Plan (metric plans preferred)

Including a site survey (Real Property Report or lot plan) with your application package is recommended to ensure accuracy of information, which may speed up the application review and approval.

If a site survey is unavailable, plans must be well-drawn, properly dimensioned and include following components:

- Lot shape and size (with property lines labelled)
- Location and size of all existing and proposed buildings complete with dimensions to all property lines
- Easements, right-of-ways (for utilities, or other)
- Decks, projections, cantilevers
- Driveway location complete with dimensions of existing and/or proposed parking stalls for the principal dwelling and secondary suite
- Locations of abutting streets or lanes

It is important that dimensions of the property and existing structures and property line locations are accurate. Please ensure that your property setback requirements are met.

Site Surveys (Real Property Report or lot plan)

A site plan can be drawn using a previously completed Real Property Report (RPR) or a new RPR. If an RPR is not available a basic lot plan can be obtained from the Information Services Corporation (ISC) at no cost and can be used as the basis for a site plan.

Zoning Bylaw Regulations

AFCH's are subject to the Regina Zoning Bylaw No. 2019 (Zoning Bylaw). The regulations are located in the zone of the subject property. It is important to note that the bylaw does not use the term "Alternative Family Care Home". The Zoning Bylaw recognizes two types of Group Care Facilities:

- Dwelling, Group Care
- Dwelling, Assisted Living

The definitions for these terms are provided in Chapter 2 of the Zoning Bylaw. Zoning requirements vary, depending on the type of facility being proposed. In general, items considered during the zoning review include:

- Land use
- On-site parking requirements of the zone.

Building Code Requirements

Here are the National Building Code (NBC) 2015 requirements that must be met and will be inspected. Please note that this is not an exhaustive list of NBC requirements, and exceptions may apply.

If your project falls under the category of a Care facility (Group B occupancy, >10 total occupants) a professional designer is required for the construction/conversion of the building as a part 3 building and the following building code requirements may not apply. Contact a professional designer/architect for building requirements and if further information is required you can contact Building Standards and Inspections by submitting a [service request](#).

Automatic Sprinkler Systems

1-5 Occupants in Care

An automatic sprinkler system is not required if the following conditions are met:

- Interconnected smoke alarms are installed by 9.10.19.3
- CO alarms installed by 9.32.3.9
- Emergency lighting installed by 9.9.12.3

If an automatic sprinkler system is to be installed, then it must meet the applicable standard (Article 3.1.2.5) and sealed engineered sprinkler plans must be provided at application stage.

Check with your licensing authority for additional fire safety measures that may be required.

6-10 Occupants in Care

- If occupants in care are all capable of self-preservation, then a sprinkler system is not required.
- If one or more occupants in care are incapable of self-preservation, then a sprinkler system shall be installed:
 - The City of Regina recommends that *The Building Code Regulations, Amendments to the National Building Code of Canada 2015, Clause 3.2.5.12.(3)(b)* be followed as best practice where an NFPA 13D sprinkler system is installed in an AFCH. This recommendation is due to care being provided in AFCHs, and the importance of a 30 minute water supply demand to the life-safety of the building's occupants, some of whom may not be capable of self-preservation.
 - Note that *NBC Article 3.2.4.1* requires a fire alarm system when an automatic sprinkler system is installed but does exempt this requirement where NFPA 13D sprinkler systems are installed.
 - Sprinkler systems that require fire department connections also require a fire hydrant within 45 m of the fire department connected (Article 3.2.5.15).

Capable of Self-Preservation - The *Building Code Regulations, Amendments to the National Building Code of Canada 2015* states that "*capable of self-preservation* means that a person is capable of recognizing and responding to an emergency given his or her physical, cognitive and behavioural abilities, and is able to arise and walk, or transfer from a bed or chair to a means of mobility, and leave the *building* or move to a safe location on his or her own without the assistance of another person."

Note: the City of Regina interprets that children 30 months and older are capable of self-preservation. This interpretation is based on research from The Fire Protection Research Foundation (an affiliate of NFPA) and the Technical University of Denmark, titled "Determining Self-Preservation Capability in Pre-School Children". This also aligns with the age recommended in the International Fire Code. Children younger than 30 months of age would be considered not capable of self-preservation. Other mental or physical disabilities may render a person incapable of self-preservation and this would have to be analyzed by the operator of the AFCH to determine if sprinklers are needed, or if that person(s) must be moved to an appropriate facility.

Doors

1-5 Occupants in Care

Door Latching, Locking and Opening Mechanisms (Article 9.9.6.7.) – Principal entrance doors, exit doors and doors to suites, including exterior doors of dwelling units, and other doors in an access to exit shall be openable from the inside or in travelling to an exit without requiring keys, special devices, or specialized knowledge of the door-opening mechanism.

Visibility of Exits (Article 9.9.11.3.) – Exits shall be clearly visible or their locations shall be clearly indicated (see also emergency lighting requirements). Where an exit door leading directly outside can be obstructed by parked vehicles or storage because of its location, a visible sign on the exterior side of the door or physical barrier shall be installed to prevent this pathway from being obstructed.

6-10 Occupants in Care

Door Release Hardware (Article 3.4.6.16) – Exit door hardware is required to be openable with not more than one releasing operation (separate deadbolts and levers are not permitted), no special tools or knowledge to open the door, and the hardware shall be operable with one hand in a closed-fist (e.g. lever-style hardware or panic bars, etc.).

Emergency lighting

1-5 Occupants in Care (Article 9.9.12.3.) – Emergency lighting shall be provided at all *exits*, at any open living area used by the OIC and at the stairwell on each floor to illuminate the steps in the event of a power outage.

6-10 Occupants in Care (Articles 3.2.7.3 and 3.2.7.4) – Emergency lighting shall be provided at all exits, and principal routes providing access to exit (e.g. stairways and open floor areas that will be travelled on the way to an exit).

In both cases mentioned above, the emergency lighting shall automatically provide 30 minutes of lighting upon loss of main power (e.g. provided by battery backup). Illumination requirements: an average of 10 lx at the floor or tread level with the minimum value of illumination being not less than 1 lx.

Fire Alarm Systems

Fire Alarm Systems (Subsection 3.2.4) – fire alarm systems shall be provided for buildings that have an automatic sprinkler system installed (except for NFPA 13D systems as exempted by Sentence 3.2.4.1.(2)). Fire alarm systems shall conform to requirements of NBC, Subsection 3.2.4., including fire alarm systems that are being voluntarily installed.

Fire alarm system drawings shall be sealed by a design professional registered in Saskatchewan.

Fireplaces

Gas/solid fuel burning fireplaces - Existing fireplaces will require an annual inspection of the chimney, or the recommendation of the Fire department is that the fireplace be closed off.

Portable fire extinguishers

1-5 Occupants in Care or 6-10 Occupants in Care (Article 9.10.20.4. or 3.2.5.16.) – Required to be installed on each level of the building that is used for the OIC, including the basement and located in the kitchen.

Each fire extinguisher shall be accessible without exposing operator to undue risk (e.g. located in or near the kitchen area, but away from the stove in the event of a cooking fire).

Fire extinguisher type shall be at least: **5lb Type 2A:10BC.**

Smoke and Carbon Monoxide Alarms

1-5 Occupants in Care

Smoke alarms (Subsection 9.10.19) - Smoke alarms shall be interconnected, hard-wired and provided with battery backup. They shall be installed so that a smoke alarm is provided:

- on each storey (including basements),
- in each sleeping room, and
- outside the sleeping room (between the sleeping room and remainder of the storey). If the sleeping room is served by a hallway, this smoke alarm must be in the hallway.

Carbon monoxide alarms (Article 9.32.3.9 of the Appendix titled “Amendments to the National Building Code of Canada 2015” within *The Building Code Regulations*) - Carbon monoxide (CO) alarms are required for houses that contain fuel-burning appliances (furnaces, water heaters, etc.) or that have attached garages. In general, CO alarms shall be provided inside each bedroom, or outside each bedroom within 5m of each bedroom door. Also, a room containing a solid-fuel-burning appliance (e.g. wood burning fireplace) shall have a CO alarm within the room.

6-10 Occupants in Care

Smoke alarms (Article 3.2.4.20) – Smoke alarms shall be interconnected, hard-wired and provided with battery backup. As AFCHs are considered dwelling units, smoke alarms shall be provided:

- on each storey (including basements),
- in each sleeping room, and
- outside the sleeping room (between the sleeping room and remainder of the storey). If the sleeping room is served by a hallway, this smoke alarm must be in the hallway.

Carbon monoxide alarms (Article 6.9.3.1 of the Appendix titled “Amendments to the National Building Code of Canada 2015” within *The Building Code Regulations*) - Carbon monoxide (CO) alarms are required for dwelling units that contain fuel-burning appliances (furnaces, water heaters, etc.) or that have attached garages. In general, CO alarms shall be provided inside each bedroom, or outside each bedroom within 5m of each bedroom door. Also, a room containing a solid-fuel-burning appliance (e.g. wood burning fireplace) shall have a CO detector within the room.

Plumbing/Mechanical

Any plumbing on this permit is to conform with the National Plumbing Code of Canada and is required to be confirmed on site by the City of Regina mechanical inspector. After a permit has been issued, the journey person may phone 306-777-7292 between 8 a.m. and 9 a.m. to speak with a mechanical inspector or book an inspection. The qualified journey person is required to be on site for the inspection.

Windows

Bedroom window(s) sized for egress (Article 9.9.10.1) - Each bedroom without an exterior door shall have a window that is:

- openable from the inside without the need for special tools or knowledge (e.g., windows or security bars that are unlocked by a key are not permitted),
- the window shall provide a clear opening of at least 0.35m² with each dimension being at least 380mm, and
- the window shall remain in the opened position without the need for additional support (e.g., using a stick to hold a window open is not permitted).

Bedroom window well sized for egress (Article 9.9.10.1) and drained (Article 9.14.6.3) - When an egress window opens into a window well, the window well must provide a clearance of at least 760mm (measured horizontally from the exterior surface of the foundation wall to the front of the window well). Also, window wells are to be drained to the footing level.

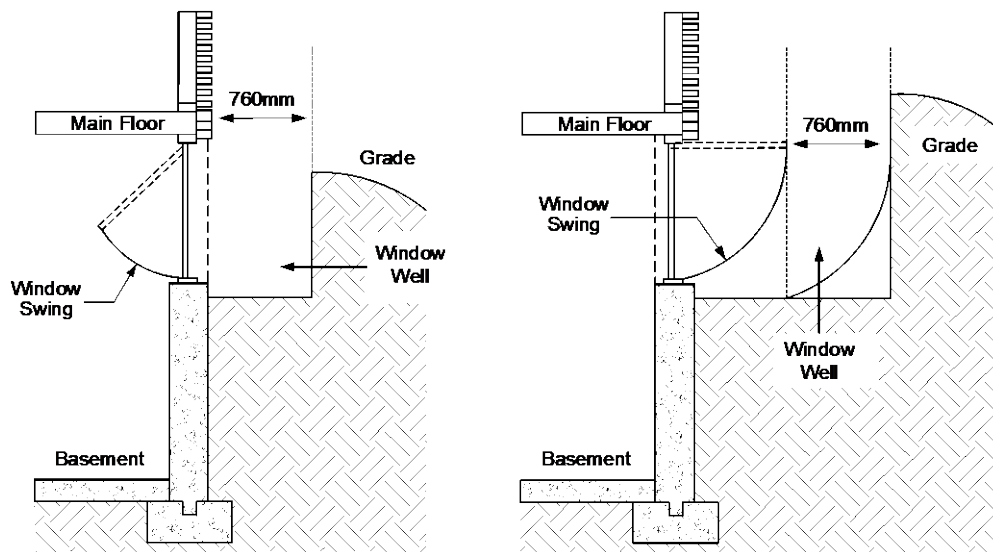


Figure 3 - Egress Windows

New windows or changes to window rough-openings - If a new window is being cut into the foundation, or if an existing window rough-opening in the foundation is being enlarged, an engineer-stamped plan for the alteration to the foundation must be provided (Bylaw No. 2003-7, Subsection 2.5). Calculations showing that the spatial separation requirements of NBC are being met must be provided as well (more details about spatial separations below).

Spatial separations (Article 9.10.15.4) - When new windows are planned, or when rough-openings for existing windows are to be changed, spatial calculations must be provided showing conformance to NBC. Windows are not permitted where the window is less than 1.2m from a property line (unless the property line is adjacent to a street or lane). The maximum allowable area of glazed openings (how many windows you can have on a building face) varies based on the area of the building face and the distance to the property line. For example: if the wall has a building face area of 30m² and is also 1.2m from the property line, up to 7% of a wall can be glazed. If a wall has a building face area of 30m² and is 1.5m from the property line, up to 9% of the wall can contain windows.

New Windows/Alteration to Windows

If you are adding or changing the size of any windows, including windows in doors, the following additional information is required:

- Location and size of all existing windows on each wall with a new or altered window
- Length and height of wall (measured from grade to ceiling height) (see Figure 2, Item 1)
- Distance to property line (measured perpendicular to wall face) (see Figure 2, Item 4)
- An engineered design will be required for new windows openings or enlarged openings in the foundation as per Bylaw No. 2003-7, Subsection 2.5 (see Figure 2, Item 3)

Sample Window Elevation

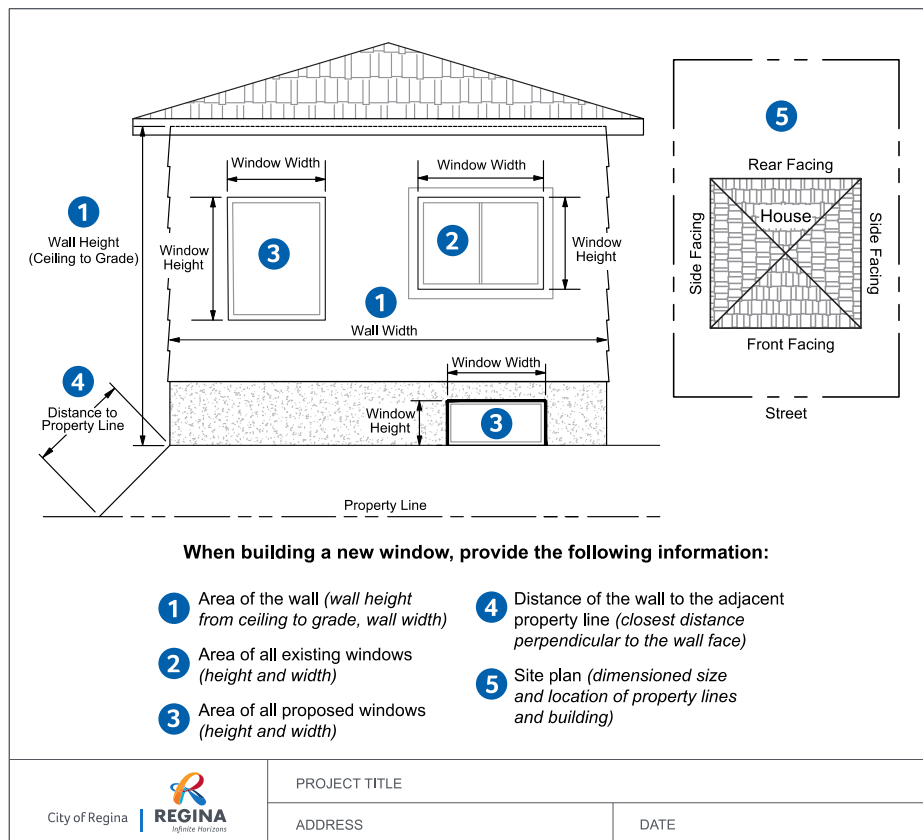


Figure 1 - Sample Window Elevation