

# Building Permit Application

<b>Applicant Information (required)</b>		
Name:	Address:	Are you also the primary contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Postal Code:	Email:	Phone:
<b>Legal Land Owner Information (required)</b>		
Name & Company Name (if applicable):		
Position/title:	Email:	Phone:
<b>Additional Contacts (if applicable)</b>		
Primary Contact:	Email:	Phone:
Building Contractor:	Email:	Phone:
Engineer/Architect:	Email:	Phone:
Mechanical/Plumbing Contractor:	Email:	Phone:

<b>Building Use</b>	<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
<b>Nature of Work</b>	<input type="checkbox"/> New	<input type="checkbox"/> Alteration	<input type="checkbox"/> Addition	<input type="checkbox"/> Repair	<input type="checkbox"/> Other			
<b>Building Address and Legal Land Description</b>								
Address:								
Lot:			Block:		Plan:			
<b>Describe the Scope of Work</b> <i>(explain the project in detail; include specifics so we can understand the project)</i>								
<b>Total Cost of Construction</b>						<b>\$</b>		

<b>Request for Building and Occupancy Permit (required)</b>			
<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.</p> <p>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.</p> <p>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 (or signed Letter of Authorization)	Signature of Applicant	Date (MM/DD/YYYY)

## What is a Backyard Suite?

A backyard suite (also known as a laneway suite, garden suite, carriage house or granny flat) is a self-contained dwelling unit that is detached and ancillary to the principal dwelling unit. It can be located within or above a detached garage, or as a separate building (as long as the dwelling does not already contain a secondary suite). It provides the basic requirements for living, sleeping, cooking and sanitation.

**For more information that may apply to your project, including Development Standards, addressing and building code requirements, see the [Backyard Suites Advisory](#) and [Design Requirements](#).**

## Application Process

A backyard suite requires approval of a development permit and building permit. A development permit confirms the building conforms to zoning and other technical site-related requirements and a building permit ensures the building structure meets code requirements. The owner is responsible for ensuring their building complies with all construction standards.

These applications can be submitted together or separately, but the building permit will not be issued until the development permit has been approved.

Submit a completed building and/or development permit application online through eBuild, the City's online permit software. Ensure your project plans are legible and precise. Drawings stamped with "not for construction", "preliminary" or "for permit purposes only" will not be accepted.

When all reviews are approved an email will be sent advising of the required fee which must be paid online using eBuild or in person at City Hall. Following payment and final processing by the City, the permit will be issued and emailed to the applicant. The approved drawings will then be available on eBuild and construction may begin.

## Development Permit Application Checklist

Apply for a development permit through your [eBuild](#) account. Ensure all documents listed below are complete to avoid delays with the application.

Select the application type *Development Permit*. For the nature of work select *New*. For the work item select *Other*.

**The following items must be included in your application package:**

☐ [Development Permit Application form](#)

☐ **Site Plan** (metric plans preferred)

**Including a site survey (Real Property Report or lot plan) with the application package is recommended to increase the likelihood of first-review approval.**

If a site survey is unavailable, site plans must be well-drawn, properly dimensioned and include all required components (see Page 4 for more information).

☐ **Preliminary Floor Plans**

☐ **Exterior Elevations** (show height as required by [Regina Zoning Bylaw](#))

## Building Permit Application Checklist

Apply for a building permit through your [eBuild](#) account. Ensure all documents listed below are complete prior to starting the application process to avoid delays with the application.

For the application type select *Backyard/Laneway Suite*. For the work item select which one applies to your design. When proposing a suite above a new garage, select *New Garage* and *New Suite/Addition of a Suite*.

### The following items must be included in your application package:

*Applications will not be accepted until all information is provided.*

☐ **Application Form** (signed by legal owner of the property, as registered on title)

- Backyard suites are considered a 'new', 'addition' or 'alteration' class of work, based on individual circumstances

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

☐ **Submission Details Form** (Page 4)

☐ **Architectural Plans**

Plans must include the following components:

- Floor plans of each floor (complete with full interior and exterior dimensions and room uses)
- Window location, size, and type (unobstructed opening size and type of bedroom windows)
- Location and dimensions of stairs (including handrails, headroom clearance, rise, run, etc.)
- Location of smoke and carbon monoxide alarms and all mechanical equipment for the suite
- Spatial separation information / glazed opening calculations for all walls (including for the primary dwelling and any existing detached accessory structures)
- Location of all required separations and sound ratings (complete with construction assemblies)
- Location and type of doors in smoke tight barriers and/or fire rated assemblies
- Engineer or architect designed/stamped plans for new construction or verification of existing foundation systems

☐ **Framing Layouts or Sealed Designs by Supplier**

- Floor and/or roof truss layouts containing header/beam/post sizing (if applicable).
- If sealed designs are not provided at application stage, they must be emailed to [buildingdocs@regina.ca](mailto:buildingdocs@regina.ca) prior to booking the framing inspection.

☐ **Site Plan** (metric plans preferred)

☐ **Ventilation Summary of Design [Form](#)** (completed by your mechanical contractor)

☐ **[Water and Wastewater Services Acknowledgement](#)** (if applicable)

☐ **Other Requirements** (if applicable)

- Gas or wood fireplace specifications (see [fireplace application](#))
- Spray foam information (see [spray foam application](#))
- All new buildings, including backyard suites, must comply with energy efficiency requirements. Alterations of, conversions of and additions to existing buildings will be required to meet energy efficiency requirements if the structure was built after the Section 9.36 implementation date of January 1, 2019. Use the applicable energy efficiency compliance form (found at the bottom of [this page](#)) as necessary.

## Permit Fee

The fee for a backyard suite **in a new building** is based on the **total** area of the suite, common spaces and other spaces in the building.

- Backyard suite: \$9.00 per m<sup>2</sup> (minimum permit fee of \$100)

The fee for a backyard suite **in an existing building** is based upon the total value of the work.

- Backyard suite: \$8 per \$1,000 of the value of the work (minimum permit fee of \$100)

## Required Inspections

### Building

1. Foundation – rebar installed, prior to concrete pour
2. Prior to backfill – after subfloor has been installed  
\**Real Property Report* and sealed truss shop drawings must be submitted prior to framing inspection or inspection will be refused
3. Framing – after mechanical and electrical rough-ins, prior to insulation
4. Insulation – after vapour barrier, prior to drywall
5. Final – After all safety items are in place, prior to occupancy

### Mechanical

1. Trench – private services for the building and development, prior to rough-in
2. Rough-In – after plumbing drainage piping installation, prior to covering
3. Final Inspection – after fixtures are installed, prior to occupancy

## Submission Details

### Current suites (required)

Declare whether or not a secondary suite currently exists in the principal dwelling unit:

☐ Yes ☐ No

### Existing Building (if applicable)

When was the building constructed?

☐ Before Jan 1 2019 ☐ After Jan 1 2019

If the building is existing, what was the space used for previously? (ex: heated storage space, note: this will be verified with permits on file)

\_\_\_\_\_

\_\_\_\_\_

### Total Area of Backyard Suite

*For calculating the permit fee*

\_\_\_\_\_ m<sup>2</sup> ft<sup>2</sup> Suite Area

\_\_\_\_\_ m<sup>2</sup> ft<sup>2</sup> Common Area

\_\_\_\_\_ m<sup>2</sup> ft<sup>2</sup> Storage Garage

### Bedroom Window Size

*Unobstructed opening dimensions (clear space available when you fully open the window)*

**Ex: Bedroom 1 - 36 1/2" W x 15" H - Inswing Awning**

Room name – Opening Size – Opening Type

Bedroom 1 - \_\_\_\_\_ W x \_\_\_\_\_ H - \_\_\_\_\_

Bedroom 2 - \_\_\_\_\_ W x \_\_\_\_\_ H - \_\_\_\_\_

Bedroom 3 - \_\_\_\_\_ W x \_\_\_\_\_ H - \_\_\_\_\_

### Spray Foam (if applicable)

Attach [spray foam application](#)

☐ Yes ☐ None

# Backyard Suite

### Fireplace (if applicable)

Attach [fireplace application](#)

☐ Gas ☐ Masonry

☐ Solid fuel burning ☐ None

### Trusses (pick one)

- ☐ I am submitting truss layouts and stamped designs from the supplier at permit application.
- ☐ I am submitting truss layouts from the supplier at permit application, with stamped designs to be submitted prior to framing inspection.
- ☐ I am using dimensional lumber conforming to the Part 9 Span Tables (provide on drawing).

### Design Details

- ☐ Floor plans for all floor levels (complete with dimensions and room uses)
- ☐ Location and details of all fire rated assemblies (complete with sound ratings)
- ☐ Location and type of doors in smoke-tight or fire-rated assemblies
- ☐ Engineer or architect designed/stamped foundation plans
- ☐ [Ventilation summary of design form](#)
- ☐ Site plan with setbacks and parking noted (see [design requirements](#))

### Acknowledgement (required)

The contractor and/or engineer has verified that the existing and/or proposed water and wastewater services have appropriate slope, sufficient frost protection and adequate size to service the proposed development on private property. ☐ Yes ☐ [No](#)

**Note:** A 3-way agreement may be required if changes to City Infrastructure are required.