Clear Form

REGINA

Building Permit Application

SECTION A – Required for ALL application submissions.

Applicant Information		
Name:		Are you also the primary contact? ☐ Yes ☐ 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 ☐ Single Family Dwelling ☐ Duplex/ Semi-detached ☐ 3+ Units Residential ☐ Commercial ☐ Industrial ☐ Institutional ☐ Agricultural ☐ Temporary

Nature of Work ☐ New ☐ Alteration ☐ Addition ☐ Repair ☐ Other

Building Address and Legal Land Description

Address:		
Lot:	Block:	Plan:

Describe the Scope of Work *(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)*

Total Estimated Cost of Construction *(excluding new residential construction)* **$**

Request for Building and Occupancy Permit

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.

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 Uniform Building and Accessibility Standards 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.

_____	_____	_____	_____ /_____ /_____
Legal Land Owner (printed)	*Signature of Legal Land Owner*	*Signature of Applicant*	*Date (MM/DD/YYYY)*

Clear Form

Basement Development

Application Checklist

The following items must be included in your application package:

Applications will not be accepted until all information is provided.

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

❑ Application Form

- Signed by the legal owner of the property (registered on title)
- Basement development is considered an 'alteration' class of work

❑ Submission Details Form (Page 3)

❑ Floor Plan

Plans must include the following components (see Figure 1):

- Exterior dimensions of the entire basement
- Room use labelled
- 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)

❑ New or Altered Foundation Windows (if applicable)

- 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)

- Gas or wood fireplace specifications (see fireplace application)
- Spray foam information (see spray foam application)
- The Energy Efficiency Compliance Form is required for alterations to the building envelope, windows or mechanical equipment for houses built after January 1st, 2019

Basement Development

How to Submit Your Application

Submit your completed application online by registering for eBuild. Applying online allows you to track the status of your application and access application information from anywhere.

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 a basement development permit is based on the **total** area of the basement.

Basement Development: $3.25 per m2

Once your permit is approved, you will be contacted by email to pay for your permit. After payment is made, your permit will be emailed to the applicant/owner/contractor.

Review Process

Specific items will be reviewed only at INSPECTION, not at the time of application review.
An explanation of the requirements for inspection review is included in this package. Depending on project scope, all items may not be reviewed or inspected.

	REVIEWED at APPLICATION	REVIEWED at INSPECTION
Basement Bedroom Windows	✓	✓
Ceilings		✓
Doors		✓
Drainage		✓
Electrical Facilities		✓
Finishing		✓
Fireplaces	✓	✓
Framing		✓
Hallways		✓
Plumbing/Mechanical		✓
Smoke and CO Alarms		✓
Spray Foam	✓	✓
Stairs		✓
Ventilation		✓

Required Inspections

Building (if applicable)

1. Framing - After mechanical/electrical rough in, prior to insulation
2. Insulation - After vapour barrier, prior to drywall
3. Final - After all safety items are in place, prior to occupancy

Mechanical (if applicable)

1. Rough-In - After plumbing drainage piping installation, prior to covering
2. Final Inspection - After fixtures are installed, prior to occupancy

For more information or to book an inspection, call 306-777-7551 or submit a request online.

Basement Development

Submission Details

Submit this completed form with your application.

Total Area of Basement

For calculating the permit fee

_____ ❑ m^2 ❑ ft^2

Exterior Walls

Insulation and vapour barrier finished by the builder/owner on the previous building permit

❑ Yes

❑ No

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 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)

Spray Foam

❑ Yes *(attach spray foam application)*

❑ None

Fireplace

Attach fireplace application

❑ Gas fireplace

❑ Solid fuel burning fireplace

❑ Masonry fireplace

❑ None

Plumbing

Include mechanical contractor information on application

❑ Rough-in/under slab plumbing for 3 piece bath done on previous permit

❑ Rough-in/under slab plumbing for wet bar or sink done on previous permit

❑ Plumbing is new or will be altered from previous permit

Sample Floor Plan

A well-drawn and properly dimensioned floor plan will speed up the application review process.

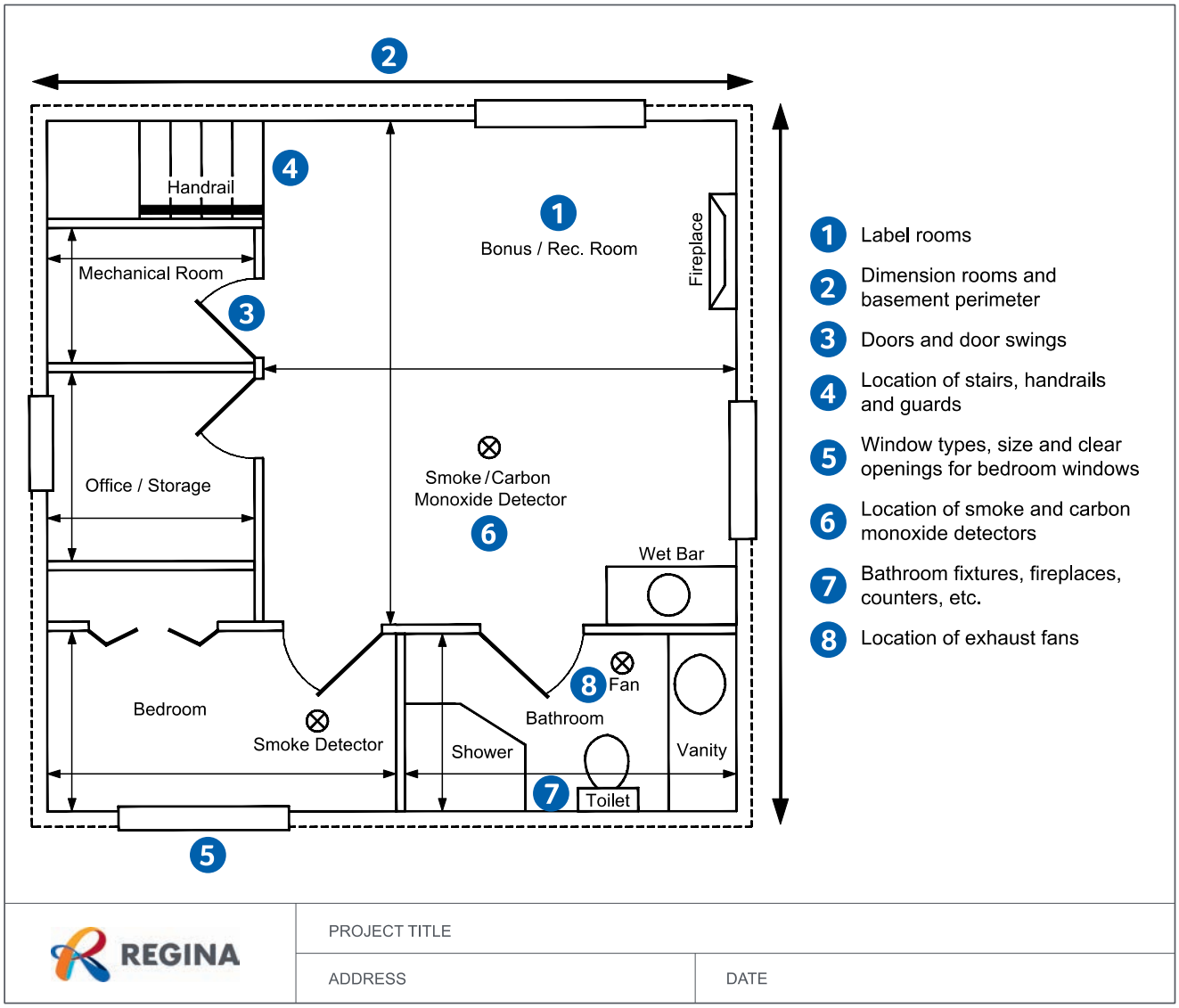

Figure 1 - Sample Floor Plan

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

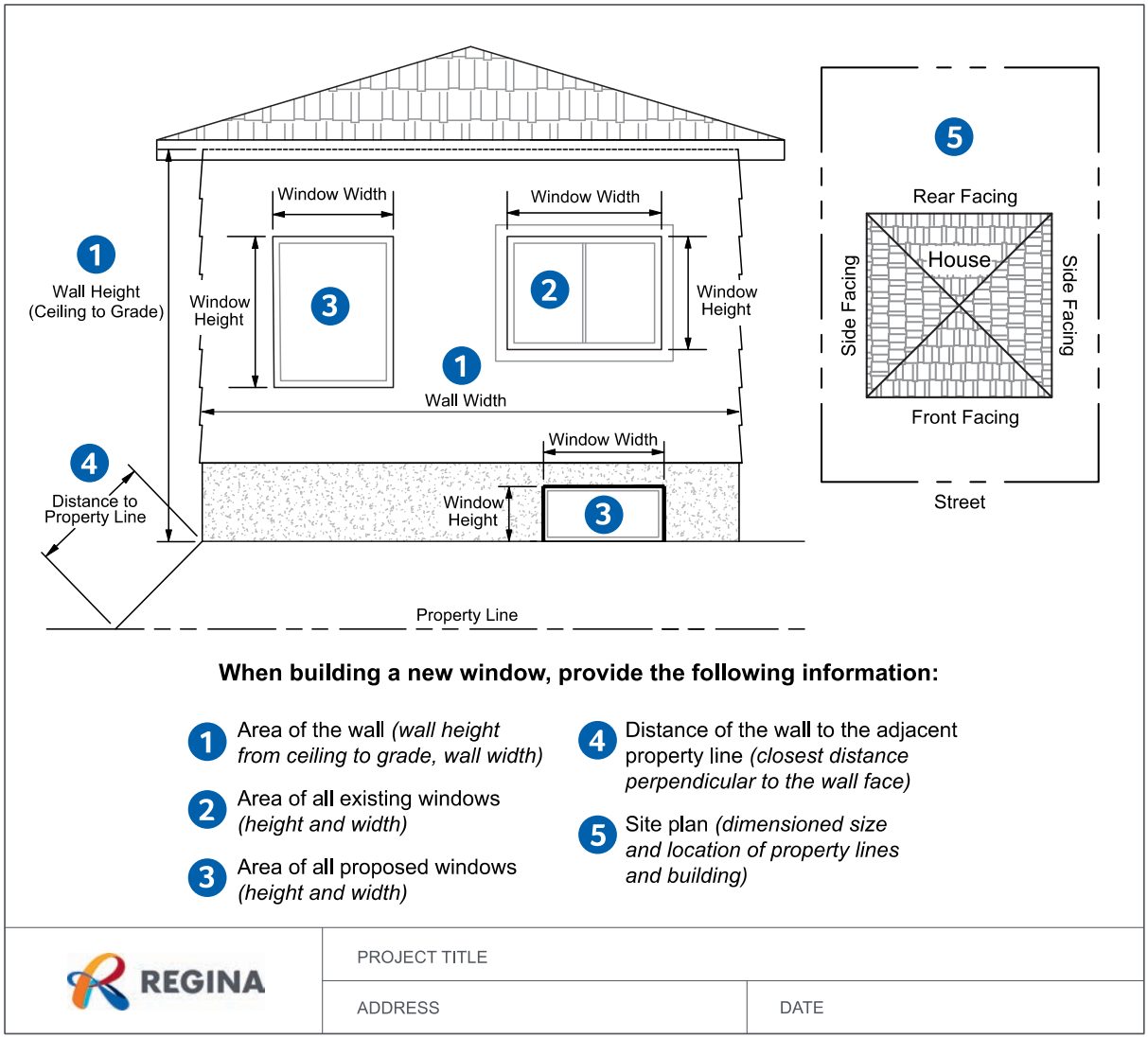

Figure 2 - Sample Window Elevation

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:

Alarms

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 in the following locations:

- 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 (Subsection 9.10.19).

Carbon monoxide detectors (Article 9.32.3.9 of the Appendix titled "Amendments to the National Building Code of Canada 2015" within the *Uniform Building and Accessibility Standards Regulations*) - Carbon monoxide (CO) detectors are required for houses that contain fuel-burning appliances (furnaces, water heaters, etc.) or that have attached garages. In general, CO detectors shall be provided inside each bedroom, or within 5m outside 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.

Ceilings

Ceiling heights shall conform to Table 9.5.3.1. In general, the minimum height required is 2.1m. Existing construction may not meet the current NBC requirements and the owner should work to maintain as much clear height as possible for ceilings, doors, beams, etc.

Doors

Width and height (Article 9.5.5.1) - Doors shall meet or exceed the height and width requirements of Table 9.5.5.1. The following door widths apply:

- entrance to house: 810mm
- doors to stairs: 810mm
- utility room: 810mm
- walk-in closet: 610mm
- bathroom: 610mm & 760mm (note: access to at least one bathtub/shower and water closet must have doors that are 760mm wide (Article 9.5.5.3)
- other rooms: 760mm

Pathway to mechanical room (Table 9.5.5.1) - All doors in one path of travel from the exterior of the house to the basement shall be at least 810mm wide to enable movement of equipment, such as furnaces and water heaters.

Drainage

Sump pit and pump (Article 9.14.5.2)

New sump pits shall be:

- at least 750 mm deep,
- at least 0.25 m^2 in area, and
- shall have an airtight cover.

All stormwater drainage weeping tile or groundwater seepage sumps must discharge to the surface or storm system (Regina Wastewater and Storm Water Bylaw). Ensure discharge locations are 2.0m away from property line and do not overflow city sidewalks or impact neighbouring properties (Standard Construction Specifications).

Electrical Facilities

Lighting provided in rooms (Article 9.34.2.2) - Rooms and hallways shall be provided with lights controlled by wall switches. Lights that are plugged into a wall outlet that is controlled by a switch are acceptable for bedrooms and living rooms.

Stairway lighted, and 3-way switched (Article 9.34.2.3) - Stairways shall be lighted and shall be provided with 3-way wall switches at both the head and foot of the stairway.

Energy Efficiency Standards (if applicable)

Energy efficiency standards from Section 9.36 of the National Building Code of Canada are required if both of the following two items apply to your project.

- The building was constructed after January 1, 2019.
- The basement development includes alterations to the building envelope, windows or mechanical equipment.

For projects that include alterations to the building envelope, windows or mechanical equipment, complete and submit the Energy Efficiency Compliance Form with your application.

Finishing

Wall Finish (Section 9.29) - Wall finishes shall conform to one of the Code-approved finishes found in Section 9.29. Examples include gypsum board, plywood, plaster hardboard, insulating fireboard, particle board, OSB, Waferboard and wall tile.

Ceiling finish (9.29) - If providing a ceiling finish, it shall comply with one of the finishes mentioned above. Dropped or t-bar ceilings are also commonly used. See ceiling height requirements.

Fireplaces (if applicable)

Gas fireplaces - When a gas fireplace is planned to be installed, the manufacturer's specifications must be provided to show the clearances required for proper installation.

Masonry fireplaces (Section 9.22) - If a masonry fireplace is to be constructed on-site, it is recommended to involve a designer competent in masonry fireplace design. Several of the items covered

in this Section of NBC include footings, fireplace walls and liners, fire chamber and hearth design, smoke chamber design, clearances to combustibles, etc.

Framing

Foundation wall moisture protection of interior finishes (Article 9.13.2.5) - Where wood framing or an interior finish is in contact with concrete basement walls, a membrane or coating shall be applied to the concrete to minimize the movement of moisture from the exterior to the interior (this barrier should be between the concrete wall and the interior wood studs or finish). This moisture protection shall extend from the basement floor to the exterior ground level (on the cold side). The barrier shall not extend above the grade level, so the wall can dry to the exterior (see Article 9.13.2.5 for exceptions).

Wood decay protection (Article 9.23.2.3) - If wood members are not pressure treated and are supported by concrete that is in contact with the ground, they shall have a 0.05mm polyethylene film or Type S roll roofing in between the wood and the concrete support.

Insulation (Subsection 9.25.2) - Sufficient insulation shall be provided as part of the building envelope to ensure condensation does not occur during the winter and to ensure occupant comfort.

Air barrier (Subsection 9.25.3) and Vapour Barrier (Subsection 9.25.4) - The building envelope shall be constructed to prevent air leakage. Insulated assemblies shall have a vapour barrier to prevent the passage of vapour into those assemblies. In general, vapour barriers shall be installed on the warm side of the assembly, shall have a permeance not greater than 60ng/(Pa s m^2), and shall comply with the appropriate standard for the material being used.

Wall stud height and spacing (Article 9.23.10.1) - Wall stud height and spacing shall conform to Table 9.23.10.1. Commonly, non-load-bearing basement walls are framed with 2 x 4 studs at 400mm or 600mm on center.

Hallways

In general, hallways shall be at least 860mm wide (Article 9.5.4.1).

Hazardous Materials (if applicable)

For handling hazardous materials, see the Hazardous Materials Handling Conditions on our website.

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.

Spray Foam and other Foamed Plastics (if applicable)

Foamed plastics must be approved for use by the City of Regina and installed by a City approved installer if spray foam will be used as the vapour barrier. However, if an additional vapour barrier will be installed, a City-approved spray foam product and installer are not required.

It is the contractor's responsibility to ensure a label is placed on the job site as required by CAN/ULCS705.2, including the above information and stating: “This certificate indicates that the installed, applied spray of rigid

polyurethane foam insulation meets the CAN/ULC-S705.1 – medium density – product standard. This product has been installed according to the CAN/ULC-S705.2 installation standard."

Foamed plastic insulation protection (Article 9.10.17.10) - Where foamed plastics are used in wall or ceiling assemblies (e.g., foam insulation boards, spray foam, etc.), they must be covered by:

- an interior finish from Subsections 9.29.4 to 9.29.9 (see wall/ceiling finishes for details), or
- a thermal barrier meeting Sentence 3.1.5.15.(2). Note: these products must generally be evaluated and approved by the City of Regina prior to use. Contact Service Regina for more information at 306-777-7000.

Stairs (if applicable)

Required only if replacing existing stairs.

Width (Article 9.8.2.1) and headroom height (Article 9.8.2.2) - Stairs serving a single dwelling unit (house) shall be at least 860mm wide. The headroom height shall be at least 1950mm.

Configuration (Subsection 9.8.3) - Most commonly, stairs are constructed as straight flights. Refer to NBC for unique configuration requirements, such as winders.

Rise and run (Articles 9.8.4.1 - 9.8.4.8)

- Treads and risers must have uniform rise and run in any flight, including top and bottom risers.
- Risers must be 125mm minimum to 200mm maximum.
- Runs must be 255mm minimum to 355mm maximum.

Landings (Subsection 9.8.6) - Landings are required at the top and bottom of each flight of stairs. In general, landings must be at least as wide and as long as the width of the stairs.

Handrail height (Subsection 9.8.7) and guards (Subsection 9.8.8) - Handrails are required on interior stairs with more than two risers (steps). Required handrails shall be 865mm to 1070mm high. If the walking surface is 600mm or more above the adjacent surface, then a 900mm high guard must also be provided. The open space between spindles must not be more than 100mm.

Ventilation

Exhaust in bathroom (Articles 9.32.3.7 to 9.32.3.8) - A bathroom exhaust fan rated for a minimum of 25L/s shall be provided in each bathroom. Alternatively, an exhaust air intake from a principal ventilation fan (e.g., heat recovery ventilator, HRV) should be provided in each bathroom (Sentence 9.32.3.7.(4)). The owner shall ensure that introducing exhaust fans does not cause issues with depressurization and backdrafting of fuel-fired equipment.

Warm air supply outlets (Article 9.33.6.11) - A warm air supply outlet shall be provided in each finished room that is adjacent to unheated space.

Return air inlets (Article 9.33.6.12) - At least one return air inlet shall be provided on each level. The return air inlet shall not be located in a room that provides combustion air to a furnace.

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.

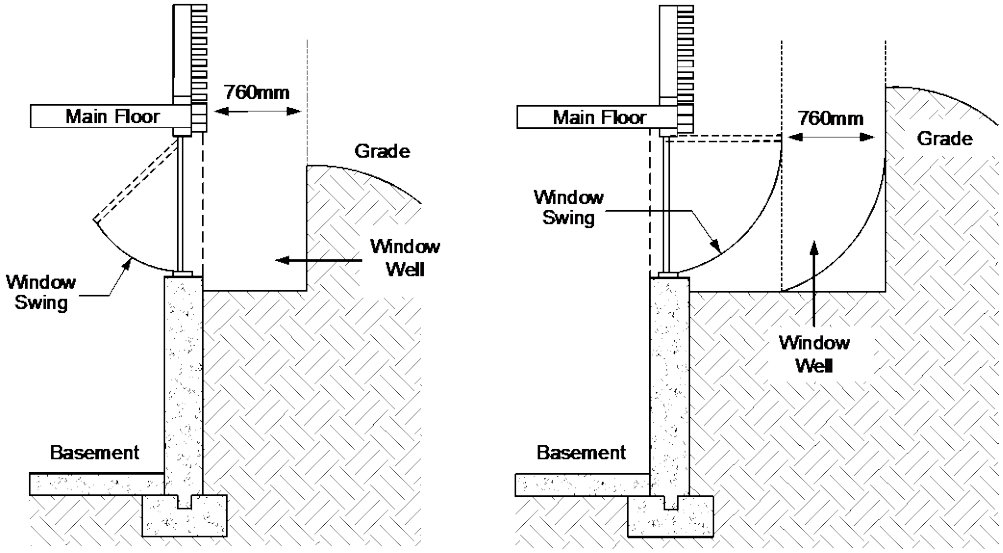

Figure 3 - Egress Windows

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 an building face area of 30m^2 and is also 1.2m from the property line, up to 7% of a wall can be glazed. If a wall has an building face area of 30m^2 and is 1.5m from the property line, up to 9% of the wall can contain windows.