

What is a Planned Group Development?

Planned group developments are a grouping of buildings that contain a single, or multiple, residential dwelling unit(s) on one parcel of land. These building structures can be a combination of one and two-unit dwellings, row houses or apartment buildings.

How to Submit Your Application

Submit your completed building or development permit application online through eBuild, the City's online permit software. Applying online allows you to track the status of your application, pay for your permit(s) 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 each 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.

Planned Group Phased Application Process

Planned Group Dwelling applications are reviewed through separate development and building permit applications and processes. The site development and servicing are reviewed through the development permit process. All structures are reviewed through the building permit process. These applications can be submitted concurrently but the building permit will not be issued until the development permit has been approved. Reference the [Planned Group Development Advisory](#) for more information.

The applicant will submit the development permit application for review of the site development. Each building proposed on the site requires its own building permit application. If a change to the development permit approval is proposed by the applicant through building permit review, the review of the building permit(s) is placed on hold until the revision to the development permit has been approved.

Development Permit Application Checklist

Apply for a development permit through your [eBuild](#) account. Ensure all documents listed below are complete prior to starting the application process so they can be uploaded into the correct submittal folders.

The following items must be included in your application package:

- [Development Permit Application form](#)
- Site Plan** (metric plans required, imperial may also be included)

Including a site survey (Real Property Report or lot plan) with your application package is recommended.

- Lot shape and size (with property lines and abutting streets and lanes 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)

Planned Group of Dwellings (Part 9)

- Decks, projections, cantilevers
- Distance from proposed eaves to property line
- Driveway location complete with dimensions of existing and/or proposed parking stalls

Fire department access to buildings is shown and includes the following information:

- Width of roadway, centre-line radius & turnaround facilities for any dead-end portion
- Overhead clearances, surface material to permit accessibility & gradient change
- Location of fire hydrants, public thoroughfares, and vehicular parking

- Civil Drawings** (requirements found [here](#))
- Landscape Plan** (metric plans required, imperial may also be included)
- Copy of Land Titles**
- Addressing Plan**
- Preliminary Floor Plans** (showing building areas and number of dwelling units)
- Exterior Elevations** (show height as required by [Regina Zoning Bylaw 2019](#))
- [Zoning Bylaw Analysis Form](#)

Building Permit Application Checklist

Apply for a building permit through your [eBuild](#) account. Ensure all documents listed below are completed prior to starting the application process so they can be uploaded into the correct submittal folders.

The following items must be included in your application package:

Applications will not be accepted until all information is provided.

- [Building Permit Application Form](#)

- Signed by the legal owner of the property (registered on title)
- [Single Family Dwelling Application package](#) (if applicable)
- Multi-Unit Dwelling Application package (if applicable)

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

Row houses or stacked row houses, accessed individually from ground level, are considered 'multi-unit dwelling 3+ units' for the *application type* and 'residential' for the *building use*.

For apartment or condominium style buildings, please apply using the [commercial checklist](#).

- Architectural Plans**

- Including floor plans, building sections, details, building elevation drawings, etc.
- Accessible suites must be provided for stacked row houses intended for rentals, except where the difference in floor elevation between the entrance level and every dwelling unit exceeds 600 mm (9.5.2.3.(2)).

- Structural Plans**

Planned Group of Dwellings (Part 9)

- Including foundation drawings and details, designed by a professional engineer or architect registered in Saskatchewan. The design must be site specific and not more than 2 years old.

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 prior to booking the framing inspection.

Energy Code Forms and Supporting Documentation

Following the compliance options provided in the 2020 NBC.

For applications using 9.36:

- City of Regina [Energy Code Compliance Form](#)
- Performance path:
 - Reference and proposed reports (completed by a competent designer)
 - If windows and doors are not built into the reports, provide the specifications from supplier (ensure directions, locations and sizes match architectural)
 - If assemblies are not built into the reports, provide the RSI calculations for all assemblies (ensure blended/two-part calculations are shown and match architectural)
 - If 2.5 air changes are used for the proposed house, airtightness details must be provided for all assemblies (ex. joist ends, outlets, etc.)
 - If the proposed equipment is not built into the reports, equipment specifications must be provided (ex. furnace, fireplace, A/C, water heater, etc.)
- Prescriptive path:
 - Window/door specifications (provided by supplier showing U-value or energy rating)
 - RSI calculations for all assemblies (ensure blended/two-part calculations are shown and match architectural)
 - Airtightness details for all assemblies (ex. joist ends, outlets, etc.)
 - Equipment specifications (ex: furnace, fireplace, A/C, water heater, etc.)
 - Trade off method: provide details and calculations for the above-ground building envelope components and assemblies being traded (Section B of the Compliance Form)

For applications using NECB, please see the applicable documents found [here](#)

Site Plan (metric plans required, imperial may also be included)

- Provide a key plan highlighting the proposed building under review.
- Dimension all setbacks from the proposed building to all property lines, imaginary lines between two buildings and adjacent buildings.

Addressing Plan (for each individual building)

Other Requirements (if applicable)

- Gas or wood fireplace specifications (see [fireplace application](#))
- Spray foam information (see [spray foam application](#))

Permit Fee

Planned Group of Dwellings (Part 9)

The fee for a new multi-unit dwelling on a planned group is based on the **total** value of work.

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

The fee for a new 1–2-unit dwelling on a planned group is based on the square footage.

- New Construction: \$9 per m² (minimum permit fee of \$100)

Once your application is approved, payment must be made online using eBuild, or in person at City Hall. Following payment and final processing by our staff, your permit will be issued. Your approved drawings will then be available on eBuild and construction may begin.

Review Process

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

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

On multi-unit dwellings, additional inspections may be completed if units are at differing stages of construction. Speak with your inspector for additional information.

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