

Building Permit Application

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

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; include specifics so we can understand the project)</i>								
Total Cost of Construction						\$		

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

Planned Group of Dwellings

This package is only applicable if the following condition is met:

- The applicant has submitted the Discretionary Use application which is currently being processed by the Planning Branch or has been approved.

What is a Planned Group Development?

A Planned Group Development land use is a Discretionary Use within *Regina Zoning Bylaw 2019*. 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 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 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 may submit the development permit application during the Discretionary Use process, but the development permit cannot be issued until the Discretionary Use has been approved. 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. Significant changes or an increase in intensity/density may require an amendment to the Discretionary Use approval.

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)

Planned Group of Dwellings

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)
- 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**
- Preliminary Floor Plans** (showing building areas and number of dwelling units)
- Exterior Elevations** (show height as required by [Regina Zoning Bylaw 2019](#))
- [Commercial Zoning 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.

- 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 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](#).

Planned Group of Dwellings

❑ **Architectural Plans** (this list is not exhaustive; a comprehensive drawing package is required)

- 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**

- Including foundation drawings and details, tall walls (if required), etc. These must be 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:

- Tiered performance path:
 - Completed [compliance form](#)
 - 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 less than 3.2 air changes are used, airtightness details must be provided for all assemblies (ex. joist ends, outlets, etc.) and an airtightness test will be required and the [airtightness certificate](#) will be required prior to occupancy, proving compliance to the design
 - If the proposed equipment is not built into the reports, equipment specifications must be provided (ex. furnace, fireplace, A/C, water heater, etc.)
- Tiered prescriptive path:
 - Completed [compliance form](#)
 - Window/door specifications (provided by supplier showing U-value or energy rating)
 - RSI calculations for all assemblies (ensure blended/two-part calculations are shown)
 - Airtightness details for all assemblies (ex. joist ends, outlets, etc.)
 - Equipment specifications (ex: furnace, fireplace, A/C, water heater, etc.)
 - If conservation points are obtained through airtightness; testing will be required and the [airtightness certificate](#) will be required prior to occupancy, proving compliance to the design
 - Trade off method: provide details and calculations for the above-ground building envelope components and assemblies being traded (with additional calculations showing the trade off specifics)

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

Planned Group of Dwellings

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 to increase your first-time approval rate.

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

- 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)
- Decks, projections, cantilevers and eaves shown and dimensioned to property lines
- Driveway location complete with dimensions of existing and/or proposed parking stalls

Addressing Plan (required for row houses or stacked row houses on one parcel)

- Include a copy of the site plan with the proposed addressing; if changes are required, you will be notified and assigned appropriate addresses for each suite/building that must be used

Other Requirements (if applicable)

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

Permit Fee

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: \$9.00 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 and emailed to the applicant. 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

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*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.