

# Building Permit Application

**Building Use:**     Single Family Dwelling     Duplex/Semi-detached     3+ Units     Commercial     Temporary

**Class of Work:**     New     Alteration     Addition     Repair     Other

**Building Address:** \_\_\_\_\_

**Legal Land Description:**    Lot: \_\_\_\_\_    Block: \_\_\_\_\_    Plan: \_\_\_\_\_

**Applicant Information:**    Are you also the primary contact?  Yes  No  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_    Postal Code: \_\_\_\_\_  
 Phone: \_\_\_\_\_    Email Address: \_\_\_\_\_

Primary Contact: \_\_\_\_\_    Email Address: \_\_\_\_\_    Phone: \_\_\_\_\_

Legal Land Owner: \_\_\_\_\_    Email Address: \_\_\_\_\_    Phone: \_\_\_\_\_

Building Contractor: \_\_\_\_\_    Email Address: \_\_\_\_\_    Phone: \_\_\_\_\_

Engineer / Architect: \_\_\_\_\_    Email Address: \_\_\_\_\_    Phone: \_\_\_\_\_

Mechanical / Plumbing Contractor: \_\_\_\_\_    Email Address: \_\_\_\_\_    Phone: \_\_\_\_\_

**Work covered by this application:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Value of work:**    \$ \_\_\_\_\_  
*(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. 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 6 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 this form is 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, 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*

# Single Family Dwelling

## Building Permit Application Checklist

- Please complete all requirements of application including this checklist.
- Ensure all information is clear, legible and precise.
- Plans must be clean and done in a professional manner. Plans will be reviewed to ensure all National Building Code, heritage, zoning, landscaping, engineering, disposal, assessment, utility regulations and/or bylaws are met.
- Drawings stamped with “not for construction”, “preliminary” or “for permit purposes only” are not acceptable.

	Required Items
<input type="checkbox"/>	<b>Check List</b>
<input type="checkbox"/>	<b>Application Form</b>
<input type="checkbox"/>	<b>Residential Permit Fee Calculation Form</b>
<input type="checkbox"/>	<b>9.36 Compliance Forms</b> – as of January 1, 2019 All required calculations and specifications must be attached to the forms to be considered complete and accepted for review
	<b>Site Plan</b> Must provide <b>one (1) electronic copy preferred (USB) OR</b> one (1) paper copy (11” x 17”) of all drawings. Plans must be in metric with the following components:
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ol style="list-style-type: none"> <li>1. Lot shape and size with setbacks of existing and proposed building to the side, rear and front property lines</li> <li>2. Easements, right-of-ways</li> <li>3. Show decks, projections, cantilevers</li> <li>4. Driveway location, parking stall dimensions</li> <li>5. Grade elevations</li> </ol>
	<b>Exterior</b> Must provide <b>one (1) electronic copy preferred (USB) OR</b> one (1) paper copy (11” x 17”) of all drawings. The following components are required to be shown on the plans:
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ol style="list-style-type: none"> <li>1. Types of exterior cladding and flashings</li> <li>2. Type and size of wall sheathing</li> <li>3. Chimney height</li> <li>4. Step, landing, guard location and size</li> <li>5. Roofing materials</li> <li>6. Type and size of roof sheathing</li> <li>7. Eave overhang</li> </ol>

# Single Family Dwelling

	<b>Required Items</b>
<input type="checkbox"/>	8. Roof slope
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	9. Fascia materials 10. Soffit materials (protection of soffits where required) 11. Spatial separation requirements including glazing calculations and wall construction 12. Roof ventilation calculations including location and type (vented or non-vented soffit areas shown) 13. Height - Measured from top of grade to the midpoint of the highest peak 14. Height - measured from top of grade to upper most ceiling
	<b>Foundation Plan</b> Must provide <b>one (1) electronic copy preferred (USB) OR</b> one (1) paper copy (11" x 17") of all drawings. The following components are required to be shown on the plans:
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1. Engineer or Architect designed/stamped foundation 2. Strip and column footing sizes 3. Piles and grade beam size 4. Foundation wall size and type 5. Foundation wall drainage, sump pit 6. Soil gas control system rough in 7. Size, species and location of floor joists (dimension lumber) 8. Cross bridging and/or strapping as required 9. Header, trimmer, and tail joist locations 10. Cantilevered floor joists 11. Engineer designed floor system for I-Joists and trusses (see section below) 12. Type and size of floor sheathing 13. Sizes, species, grade, and span of beams (may require Engineer's design) 14. Column location and type 15. Loadbearing wall locations 16. Anchorage 17. Wood decay protection 18. Service equipment location 19. Window type, size & location including window well location, size and clearances as required 20. Crawl space access, drainage, ground cover, and clearances to service equipment



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	<b>Required Items</b>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	3. Floor construction details 4. Ceiling heights and finish 5. Insulation type, location and continuity details
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	6. Air barrier type, location and continuity details - 9.36 – using 3.2 air changes in a performance method allows air barrier to meet only 9.25, not 9.36. If using 2.5 air changes in performance, or for prescriptive and trade off – both 9.25 and 9.36 apply 7. Vapour barrier type and location 8. Exterior/interior wall Construction details 9. Above grade masonry coverage
	<b>Mechanical</b> Must provide <b>one (1) electronic copy preferred (USB) OR</b> one (1) paper copy (11" x 17") of all drawings. The following components are required to be shown on the plans:
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1. Completed Ventilation Summary of Design form 2. Service equipment location, and type 3. Location of principal and supplementary exhaust fans 4. Location of return air and supply air registers 5. Floor drain/sump location showing mechanical pump and exterior discharge 6. Plumbing fixture locations 7. Relocation of plumbing requires schematic design including size, type of lines and connection details 8. If dwelling is requiring more than a 5/8" connection then a "Water Meter Sizing Application Form" must be submitted
	<b>Electrical</b> Must provide <b>one (1) electronic copy preferred (USB) OR</b> one (1) paper copy (11" x 17") of all drawings. The following components are required to be shown on the plans:
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1. Locations of Smoke Alarms/Carbon Monoxide Detectors 2. Location of electrical panel 3. Location of lights, plugs, and switches
	<b>Other Requirements</b> Must provide <b>one (1) electronic copy preferred (USB) OR</b> one (1) paper copy (11" x 17") of all drawings. The following components are required to be shown on the plans:
<input type="checkbox"/>	1. Gas or wood fireplace specifications

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	<b>Required Items</b>
<input type="checkbox"/>	2. Spray foam insulation specifications
<input type="checkbox"/>	3. Engineer stamped Noise Attenuation Report where required

Application materials can be found under Building & Demolition on Regina.ca.

For more information, please contact Service Regina: 306-777-7000