

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 (or signed Letter of Authorization)	Signature of Applicant	Date (MM/DD/YYYY)

This package is only applicable if both of the following conditions are met:

- ☐ The building falls under Part 9 construction; and
- ☐ The building contains 1-2 units with or without secondary suites on separate parcels, or 1-2 units on one parcel or a planned group site (see [planned group application package](#)), where all dwellings are accessed from ground level and there are no shared hallways/accesses to units.

Note: secondary suites are not permitted in two-unit buildings on one parcel of land. Limitations may also exist for backyard suites based on their specific configurations. Contact us for more information.

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.

Permit Fee

The fee for a single-family dwelling or addition is based on the **total** area of the building.

- SFD or addition area: \$9.00 per m² (minimum permit fee of \$100)

If additional work is occurring to the existing dwelling along with the addition, the value of that cost will be added to the square footage of the addition as noted below.

- Renovation to existing: \$8 per \$1000 of the value of the work (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.

Addressing

When an application is made for more than one dwelling unit (ex. a single-family dwelling with a secondary suite, a single-family dwelling with a backyard suite, or a duplex/semi-detached dwelling, you will automatically be assigned a separate and second address for a fee of \$21.75. If the building spreads across two properties and a second address is not required due to the existing condition, a second address will not be created unless a change is requested.

Upon occupancy, a letter will be sent out notifying required agencies within the City of Regina and external agencies. The second address must be placed within one metre of the front entrance and be plainly visible from the street that abuts the front entrance to the principal dwelling.

The principal dwelling will be identified by adding an “A” before the house number whereas the SFD address will be identified by adding a “B” before the house number of the principal dwelling.

Address of principal dwelling: A 123 Regina Street
Address of secondary dwelling: B 123 Regina Street

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

Application Checklist

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 dwellings with or without a secondary suite, duplex dwellings, and semi-detached dwellings are considered a 'single/semi-detached dwelling 1-2 units' for the application type and 'residential' for the building use
- Additions are considered an 'addition' class of work and 'residential' for building use

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

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

- Floor plans of each floor (complete with full interior and exterior dimensions and room uses)
- Exterior elevations (including spatial separation calculations for all walls)
- Building sections, details (complete with full assemblies and dimensions)
- Window and door locations, sizes, and types
- Location and dimensions of stairs (including handrails, headroom clearance, rise, run, etc.)
- Location of smoke and carbon monoxide alarms
- Location of all mechanical equipment (for each suite, as applicable)
- Locations of all required fire separations (including type of doors in smoke tight barriers or fire rated assemblies) and sound ratings (complete with construction assemblies, if applicable)

❑ 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)

Note: existing buildings (buildings constructed prior to January 1, 2019) are not required to meet energy efficiency requirements for additions or alterations. Buildings constructed after this date are required to continue to meet the energy efficiency requirements of the day for any alterations and additions.

❑ Ventilation Summary of Design (completed by mechanical contractor)

- One completed [form](#) for each dwelling unit (note: if one system contains 6 or more bedrooms the ventilation must conform to CAN/CSA-F326-M or Part 6)

Dwellings & Additions

☐ **Other Requirements** (if applicable)

- Secondary suite development (see [secondary suite application](#))
- Backyard suite development (see [backyard suite application](#))
 - A separate application will be required to be submitted.
- Gas or wood fireplace specifications (see [fireplace application](#))
- Spray foam information (see [spray foam application](#))
- Solar panel specifications (see [solar panel application](#))
- Noise attenuation report (if applicable, see the NEF overlay zone within the [zoning bylaw](#) and applicable requirements from the [building bylaw](#))
- Floodway and floodway fringe compliance (if applicable, see the overlay zones within the [zoning bylaw](#) and applicable requirements from the [building bylaw](#))
- Infill development compliance (if applicable, see the RID overlay zone within the [zoning bylaw](#))

☐ **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 multiple 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

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