

Building Permit Application

SECTION A - Required for ALL application submissions.

Applicant Information		
Name:		Are you also the primary contact? <input type="checkbox"/> Yes <input type="checkbox"/> 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	<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; indicate whether additional items such as (un)covered decks, plumbing work, basement developments, spray foam, etc. are included within the scope of work)</i>						
Total Estimated Cost of Construction <i>(excluding new residential construction)</i> \$ _____						
Request for Building and Occupancy Permit						
<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 Uniform Building and Accessibility Standards 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	Signature of Applicant	Date (MM/DD/YYYY)			

Building Permit Application 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.

Please note: additional fee’s may be applied during review depending on application type and location. Please see Planning and Development Services fees.

	Required Items:
<input type="checkbox"/>	Application Form (signed by legal landowner)
<input type="checkbox"/>	Residential Permit Fee Calculation Form
	Energy Efficiency Compliance Form (As of Jan. 1, 2019 – found at link below) COR Energy Efficiency Compliance Form to be completed and submitted and include the applicable items below, based on desired energy efficiency path.
<input type="checkbox"/>	Prescriptive Path:
<input type="checkbox"/>	1. RSI calculations for all assemblies (blended and two-part calculations must be shown and match architectural)
<input type="checkbox"/>	2. Airtightness details for all assemblies (ex. joist ends, top of wall, outlets, etc.)
<input type="checkbox"/>	3. Equipment specifications (ex: furnace, fireplace, A/C, water heater, etc.)
<input type="checkbox"/>	4. Window and door specifications (provided by supplier showing U-value or energy rating)
<input type="checkbox"/>	Trade off:
<input type="checkbox"/>	1. Provide details of areas being traded for above-ground building envelope components and assemblies (see Section B of the Compliance Form above)
<input type="checkbox"/>	Performance Path:
<input type="checkbox"/>	1. Reference and proposed reports (completed by a competent designer) <ul style="list-style-type: none"> a. If windows and doors are not being built into the reports, you must provide the specifications from supplier (ensure locations match architectural elevations and that front elevation direction is correct) b. If assemblies are not being built into the reports, you must provide the RSI calculations for all assemblies (blended and two-part calculations must be shown and match architectural) c. If 2.5 air changes are being used in the proposed report, airtightness details must be provided for all assemblies (ex. joist ends, outlets, etc.) d. If the proposed equipment is not being built into the reports, equipment specifications must be provided (furnace, A/C, water heater, etc.)



	Site Plan (plans must be in metric and show the following components):
<input type="checkbox"/>	1. Lot shape and size with setbacks of existing and proposed building to the side, rear and front property lines
<input type="checkbox"/>	2. Easements, right-of-ways
<input type="checkbox"/>	3. Show decks, projections, cantilevers
<input type="checkbox"/>	4. Driveway location, parking stall dimensions
<input type="checkbox"/>	5. Grade elevations
	Exterior Elevations (plans to show the following components):
<input type="checkbox"/>	1. Types of exterior cladding, flashing and roofing material
<input type="checkbox"/>	2. Chimney height (if applicable)
<input type="checkbox"/>	3. Step, landing, guard and handrail location and size/height
<input type="checkbox"/>	4. Roof slope and eave overhang
<input type="checkbox"/>	5. Soffit materials (and protection of soffits noted, where required)
<input type="checkbox"/>	6. Spatial separation requirements (including glazing calculations, wall construction and height measured from top of grade to upper most ceiling)
<input type="checkbox"/>	7. Roof ventilation calculations including location and type (vented or non-vented soffit areas shown)
<input type="checkbox"/>	8. Building height - measured from top of grade to the midpoint of the highest peak
	Foundation Plan (plans to show the following components):
<input type="checkbox"/>	1. Engineer or Architect designed/stamped foundation (must be site specific)
<input type="checkbox"/>	2. Foundation plan matches architectural plans and site plan
<input type="checkbox"/>	3. Strip and column footing sizes
<input type="checkbox"/>	4. Piles and grade beam sizes
<input type="checkbox"/>	5. Foundation wall size, type and anchorage details
<input type="checkbox"/>	6. Foundation wall drainage, floor drain, sump pit and soil gas control system rough in
<input type="checkbox"/>	7. Size, species, grade, location and bridging/strapping information of floor joists for all floors including decks and landings (if dimension lumber)
<input type="checkbox"/>	8. Header, trimmer, tail joist and cantilevered floor joist locations
<input type="checkbox"/>	9. Size, species, grade and location of beams for all floors including decks and landings (if dimension lumber, may require engineer's design)
<input type="checkbox"/>	10. Column location and type
<input type="checkbox"/>	11. Loadbearing wall locations
<input type="checkbox"/>	12. Crawl space access, drainage, ground cover, and clearances to service equipment
<input type="checkbox"/>	13. Engineer or Architect designed/stamped S.I.P. (structurally insulated panel) information (if applicable)



	Floor Plans (plans to show the following components):
<input type="checkbox"/>	1. Room use labelled with full dimensions
<input type="checkbox"/>	2. Door and window type, size & location (including window well location, size and clearances if required)
<input type="checkbox"/>	3. Attic access, size and location
<input type="checkbox"/>	4. Basement development marked
<input type="checkbox"/>	5. Construction assemblies noted and shown on plan (complete with hatch if required to show fire rated walls, exterior walls requiring sound attenuation, etc.)
<input type="checkbox"/>	6. All tall walls indicated with engineer sealed design
<input type="checkbox"/>	7. Location of smoke and carbon monoxide alarms
<input type="checkbox"/>	8. Location of electrical panel, lights, plugs and switches
<input type="checkbox"/>	9. Ceiling heights and required clearances
<input type="checkbox"/>	10. Location and dimensions of stairs (complete with handrail, guard information)
<input type="checkbox"/>	11. Location, size, species, direction and spacing of floor/roof/ceiling joists (if dimension lumber)
	Engineered Truss Design (provide the following components):
<input type="checkbox"/>	1. Truss and other engineered designs (must be site specific) <input type="checkbox"/> I am submitting floor/roof layouts from supplier and stamped designs at time of permit application <input type="checkbox"/> I am submitting floor/roof layouts from supplier at permit application, with stamped designs to be submitted prior to framing inspection
	Building Section (Cross Section) (plans to show the following components):
<input type="checkbox"/>	1. Foundation size, type and location
<input type="checkbox"/>	2. Basement floor type, size, base and damp-proofing
<input type="checkbox"/>	3. Wall heights, ceiling heights, tall wall height and clear height over stairs
<input type="checkbox"/>	4. Exterior and interior construction assemblies
	Mechanical (plans to show the following components):
<input type="checkbox"/>	1. Completed Ventilation Summary of Design form
<input type="checkbox"/>	2. Location of return air and supply air registers
<input type="checkbox"/>	3. Location of principal and supplementary exhaust fans
<input type="checkbox"/>	4. Service equipment and plumbing fixture locations and type
<input type="checkbox"/>	5. Relocation of plumbing requires a schematic design (including size and type of lines and connection details)
<input type="checkbox"/>	6. If a dwelling is requiring more than a 5/8" connection then a "Water Meter Sizing Application Form" must be submitted

	Other Requirements (if applicable):
<input type="checkbox"/>	1. Spray foam insulation specifications (complete and attach this form c/w supporting documentation)
<input type="checkbox"/>	2. Fireplace (wood burning or gas, complete and attach this form c/w supporting documentation)
<input type="checkbox"/>	3. Solar panel specifications (complete and attach this form c/w supporting documentation)
<input type="checkbox"/>	4. Engineer stamped Noise Attenuation Report (where required – see the NEF overlay zone in the zoning bylaw for locations)

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

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