

# Building Permit Application

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

|  |   |  |   |                                     |                                     |  |                                       |                                    |
|--|---|--|---|-------------------------------------|-------------------------------------|--|---------------------------------------|------------------------------------|
| <b>Building Use</b>  | <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 |
| <b>Nature of Work</b>  | <input type="checkbox"/> New                    | <input type="checkbox"/> Alteration            | <input type="checkbox"/> Addition             | <input type="checkbox"/> Repair     | <input type="checkbox"/> Other      |  |                                       |                                    |
| <b>Building Address and Legal Land Description</b>   |   |  |   |                                     |                                     |  |                                       |                                    |
| Address:   |   |  |   |                                     |                                     |  |                                       |                                    |
| Lot:   |   |  | Block:  |                                     |                                     | Plan:                                  |                                       |                                    |
| <b>Describe the Scope of Work</b> <i>(explain the project in detail; include specifics so we can understand the project)</i> |   |  |   |                                     |                                     |  |                                       |                                    |
| <b>Total Cost of Construction</b>  |   |  |   |                                     |                                     | <b>\$</b>                              |                                       |                                    |

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

## 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)
- Installation of solar panels is considered an “alteration” class of work

☐ **Product specifications (from manufacturer) noting weight of product**

☐ **Structural support**

- Alteration to existing: provide an engineer’s report (or truss design) noting that the current construction can handle the additional weight and wind uplift from the solar panels, complete with anchorage details
- New construction: provide truss designs or engineer’s report noting support for solar panels is included, complete with anchorage details

☐ **Site plan**

- Provide a site plan or overhead view of the site noting location and configuration of panels

## 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.

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

## Permit Fee

The fee for solar panels is based upon the total value of the work.

- Alteration: \$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 made available on eBuild and construction may begin.