

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. 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. 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)		

Spray Foam

The following must be included in your application package:

Applications will not be accepted until all information is provided.

Installation of _____ (spray foam type)

Company: _____

Certified installer name: _____

Certificate #: _____ (provide copy of updated certification)

Thermal Barrier: _____

As described in the National Building Code 2015 Part 9 Sentence 9.10.17.10 1) Foamed plastics must be protected from adjacent spaces by an interior finish described in *Subsection 9.29.4 to 9.29.9*. Thermal barriers, other than those noted in 9.29.4 to 9.29.9, may be used if the product has been approved for use by the City of Regina, Building Standards branch. These thermal barriers must meet the requirements that are set out in CAN/ULC-S124 and have a classification B rating before they can be considered for use.

_____ (yes/no) Design overview and details for the spray foam application have been reviewed and approved by the City of Regina and **approval letter is attached**. If **no**, email permits@regina.ca for information on next steps.

Foamed plastics must be installed by a City approved installer if the spray foam will be used as a vapour barrier otherwise, a separate vapour barrier will need to be applied.

Elements to be sprayed:

Basement walls	_____	Rim Joists	_____	Roof Deck*	_____
Walls	_____	Cantilevered floors	_____		
Floors over garage	_____	Ceilings	_____		

* Where the roof deck is to be sprayed, the builder/contractor must maintain an air space between the insulation and roof sheathing (as required by 9.19.1.1.).

If the air space between insulation and roof sheathing is not being provided, the contractor/owner must provide a design by a mechanical contractor showing ventilation for the conditioned attic space, or a site-specific sealed design by a Professional Engineer or Architect licensed to practice in the Province of Saskatchewan showing why the required vent space is unnecessary.

It is the contractor's responsibility to ensure a label is placed on the job site as required by CAN/ULCS705.2, which includes the cover letter information and states: "This certificate indicates that the installed applied spray of rigid polyurethane foam insulation meets the CAN/ULC-S705.1 – medium density – product standard. This product has been installed according to the CAN/ULC-S705.2 installation standard."