Building Permit Application

Applicant Information (required)		
Name:	Address:	Are you also the primary contact? ☐ Yes ☐ 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 ☐ Single Family Dwelling ☐ Duplex/ Semi-detached ☐ 3+ Units Residential ☐ Commercial ☐ Industrial ☐ Institutional ☐ Agricultural ☐ Temporary

Nature of Work ☐ New ☐ Alteration ☐ Addition ☐ Repair ☐ Other

Building Address and Legal Land Description		
Address:		
Lot:	Block:	Plan:

Describe the Scope of Work *(explain the project in detail; include specifics so we can understand the project)*

Total Cost of Construction	$

Request for Building and Occupancy Permit (required)

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.

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.

_____	_____	_____	_____ /_____ /_____
Legal Land Owner (printed)	*Signature of Legal Land Owner (or signed Letter of Authorization)*	*Signature of Applicant*	*Date (MM/DD/YYYY)*