

# Building Permit Application Tips

Help us help you! Here are some ways to speed up and streamline the review process:

- **Ensure the owner of the property signs the application form.** The designated owner listed on the land title must sign the permit application or provide a signed letter granting authorization to someone else (e.g. contractor; property manager), otherwise the permit application will not be accepted.
- **Follow the required Formatting Standards when submitting documents.** These can be found directly on [eBuild](#) or on the City's website at [Regina.ca/build](#) and may help speed up the review process.
- **Have a coordinator ensure alignment between all documents submitted.** Often, there are multiple people involved in completing construction drawings. Having one designated person review all documents and drawings for accuracy before submitting is encouraged to ensure there are no errors, disconnects or missing information.
- **If you receive a correction letter, please be sure to read through it thoroughly and respond to all the outlined corrections when re-submitting.** Often, only some items are corrected and sent back when there were multiple corrections identified. Ensuring *one fulsome reply to all corrections* will help speed up the re-review process.
- **Don't re-submit corrected or updated permit applications while you are still waiting for a response to an application.** A re-submission will not be accepted if reviews have already started. \*Tip: answer each correction item on a separate letter and indicate the page that has been updated.

- **Using a design professional for your project?** Many projects require the seal of a professional engineer or architect licensed to practice in the Province of Saskatchewan. Speak to your designer, contractor or look at our [website advisory](#) for more information.
- **Applications on newly subdivided land:** If you are constructing on a newly subdivided piece of land, please note that significant work is required before we can accept a permit application. Once ISC completes the title, it takes approximately two-four weeks to process, catalogue and complete the set up for the new parcels of land.
- **It is recommended that Building Owners/Property Managers involve consultants with Tenant Improvements/Fit-Up Applications for the following reasons:**
  - If the zoning is permitted for the new use of the unit, *there may be building code requirements* that a real estate agent may not be aware of.
  - A site plan of the property, the location of the building/unit and parking information for the *entire property* needs to be provided. Often times, drawings are only provided for the area being worked on and not the building(s) around it. Gathering this information from other sources (landlord, existing building drawings, site assessment, etc.) is helpful to the review process.
  - *Relevant information about the existing building/site as it relates the fire ratings must be supplied.* This includes things like, is the building sprinklered? What is the fire resistance rating of the existing tenant walls and is it adequate for the new use? Existing washroom information needed for the building if new use requires an increase.

For more information, please contact us at 306-777-7000 or your Service Coordinator at [permitfilesupport@regina.ca](mailto:permitfilesupport@regina.ca)