

Commercial, Industrial, Institutional and Multi-family Information Package: New or Addition

General Information

A permit for new development or any renovation to a commercial, industrial, and institutional or multi-family dwelling is required. A change of occupancy or land use also triggers a permit application.

Commercial applications can be reviewed as one application with the submission of a building permit application or as separate applications of a [development permit](#) and a [building permit](#) application. The site development and servicing are reviewed through the development permit process. All structures are reviewed through the building permit process. These applications can be submitted concurrently but the building permit will not be issued until the development permit has been approved.

Ensure the application is fully complete when submitted through your [eBuild](#) account.

Development Permit Application requirements:

- Application Form
- Floor Plans
- Exterior Elevations
- Landscape Plan
- Site Plan
- Civil Drawings - Engineered
- Copy of Land Titles
- Zoning Bylaw Analysis Form
- Any other documents as required

Building Permit Application requirements:

- Building Permit Application Form
- Commercial Checklist
- Architectural Drawings
- Electrical Drawings
- Mechanical Drawings
- Addressing Plan
- Structural Drawings
- Geotechnical documents
- Energy Documents (9.36 or NECB)
- Engineered components
- Field Commitment forms
- Any other documents as required

Planning, building, and development applications have different processing times depending on the type. Reference the [processing times document](#).

Revised Drawing Requirements

- **Prior to permit approval:** All revisions on drawings must be noted with revisions clouds and notes for review. A complete set of each discipline must be submitted.
- **After permit approval:** Most revisions shall be submitted under a new building permit. Contact a Service Coordinator for further information as required.

Heritage Alteration Permit Approval (if required)

If your property is protected under a *Heritage Designation Bylaw* or the *Victoria Park Heritage Conservation District Bylaw*, you will need a [Heritage Alteration Permit](#) to renovate, upgrade, do repairs or major maintenance work to the exterior of your heritage property.

- Contact Planning & Development Services to identify if your property is designated or refer to the City of Regina [Heritage Properties Map](#).
- Complete the [Heritage Alteration Permit](#) Application or visit [Regina.ca/Heritage](#)
- To schedule a meeting with a heritage planner email heritage@regina.ca or call 306-777-7000.
- The [Heritage Incentive Program](#) is available for eligible repair work carried out on heritage buildings. Additional information is available at [Regina.ca/Heritage](#)

Site Plan

All permit applications MUST have a site plan to be accepted. A site plan identifies buildings and other features in relation to property boundaries. Much of the required information for these drawings can be found on the property survey. Plans must be in metric and submitted to scale ranging from 1:100-1:500. Provide all associated details.

Minimum information requirements for site plans include, but are not limited to, the following:

- Key plan – note project areas in relation to city block, subdivision, or city, etc.)
- North Arrow (to top of page), Street Name, Address, and unit numbers
- Legends – note all surfaces, and symbols
- Abutting streets and lanes (include street names)
- Right-of-way and easements (dimensioned and labelled) - Show all infrastructure in City right-of-way on the site frontage (dimensioned to property lines), including curbs, boulevards, sidewalks, existing driveway crossings, utility poles and overhead lines, street furniture, and hydrants
- Proposed construction or demolition (indicate shape and dimensions)
- Dimensions to all property lines from existing and proposed structure(s) (including all projections)
- Separation distances between all buildings and structures on the property
- Sightlines – show on all driveways, streets, and alleys
- Street Access – show location and dimension of the driveway with respect to the road right-of-way and adjacent property lines. Provide the access type (R-10, R-10B or R-10C from the City of Regina (City) Standard Construction Specifications Drawings). A three-way agreement is required for all new accesses
- New or existing parking stalls – dimension depth and width of stalls, aisle dimension, traffic direction, angle of parking stall, number of stalls, curb locations and signage
- Label Barrier-free parking stall location, size, and signage details. Note all existing for reference
- Loading and delivery stalls – dimension depth and width of stalls, aisle dimension, traffic maneuvering directions, angle of stalls, stall clearances, dock berth width dimension, apron space, total offset dimension, and signage
- Catch basins and manholes (include locations and details such as rim, invert, and sump elevations)
- Walkways and curbing locations, width, height with details
- Fencing location, materials, heights, and details

- Fire access routes – include width and turning radii dimensions, as well as pavement details. *Note: Fire fighter access route signage should be installed on site once the project is complete.*
- Hydrant and fire department connection locations clearly identified on plans. Coverage should be shown.
- Barrier-free access (ramps, landings, and curb cuts). Additional information for barrier-free requirements is included in the supplement information at the end of this document
- Building elevation (top of main floor slab)
- Sanitary, storm and water main services to the building and site (sizes, location, and materials)
- Existing and proposed surfacing details (including impervious to pervious ratio)
- Calculated Aggregate Area (m²) of Unprotected Openings identified on plan
- Soffit protection (if required)
- Where demolition occurs, a hazardous materials inventory shall be provided (asbestos, PCB, biohazards, etc.)
- Water courses and riparian areas (if applicable)
- Aquifer sensitivity zones (if applicable)
- Flood levels, flood plains and flood fringe shall be shown on the Site Plan and Civil Plans

A sample [Site Plan](#) is available for reference on [Regina.ca/build](#).

Landscape Plan

All permit applications for new developments and substantial additions to existing developments MUST have a landscape plan to be accepted. In the case of an addition, contact Planning & Development Services to discuss if it is substantial and will require upgraded landscaping. If it is not a substantial addition and site changes conflict with existing landscaping on the site, please submit a landscaping plan showing all changes to ensure development standard minimums are still met.

A landscape plan may be included on the site plan. Plans must be in metric and submitted to scale ranging from 1:100-1:500. Provide PDF copies including a copy of the Landscape plan and all associated details. If City of Regina property and/or right of way is being landscaped, then all landscape plans must be signed and sealed by a professional Landscaping Architect.

Minimum information requirements for landscape plans in addition to the above site plan include, but are not limited to, the following:

- Planting details – include existing and proposed planting plan
- Percentage of site landscaping
- Quantity of shrubs and trees as well as species chart for any street trees
- Landscape strip and perimeter screening including dimensions
- Legends – note all surfaces, and symbols
- Aesthetic screening for any incompatible uses
- Existing and proposed landscaping in City of Regina road right of ways (boulevards)
- Consideration must be given to ensure mature trees do not obstruct fire access routes or interfere with any overhead lines

A sample [Landscape Plan](#) is available for reference at [Regina.ca/build](#).

Zoning Bylaw Analysis Form

The [Zoning Bylaw Analysis Form](#) is required for all commercial projects. Note all variances to the Zoning Bylaw Requirements on applicable plans. This form and [Regina Zoning Bylaw No. 2019-19](#) are available on [Regina.ca](#).

- **Subject Property:** The legal description may be obtained from the property title. Every property has a land use zone designation. This can be found on the City of Regina [Zoning Bylaw Map](#)
- **Heritage Property:** Contact Planning & Development Services to identify if it is Heritage Designated, Listed or within a Heritage Conservation District or refer to the City of Regina [Heritage Properties Map](#)
- **Land Uses and Development Standards:** Location of land uses and development regulations are essential to promote the public amenity, health, safety, and general welfare of the residents of the City. Each zone has specific development standards and regulations which are found under the zone. See chapter 3 for Residential zones, chapter 4 for Commercial zones, chapter 5 for Industrial zones, chapter 6 for direct control district zones, and chapter 7 for Special zones. The zone will lead you to all the applicable chapters.
- **Easements:** No structure including eaves or landscaping can encroach a City easement unless prior approval and an agreement entered into with the City. Provide copies of any existing agreements and agreements registered on title.
- **Driveways:** All proposed driveway crossings shall be clearly noted and dimensioned on the site plan. The driveway should be located in a way that it will not interfere with other vehicle traffic or pedestrians. Reference the sightline requirements from Schedule H(1) in the [Traffic Bylaw](#).
- **Parking Stalls:**
 - As of February 14, 2024, all parking requirements listed in the Zoning Bylaw are deemed to be “recommended” or not mandatory. Regardless, all areas intended for parking are required to conform to parking standards, such as placement and dimensions. For the purpose of calculating accessible parking and bicycle parking requirements, a calculation of the *recommended* parking will still be required.
 - Identified parking stalls and required maneuvering area must be contained on site.
 - A minimum of two per cent of all *recommended* parking spaces shall be provided in the form of accessible parking for persons with disabilities. They shall be located close to the building entrance and shall be clearly designated with signs.
- **Loading and Delivery Stalls:** Required loading/delivery stalls must be provided and clearly denoted for any new, altered, or changed use by every commercial and industrial development. Dimensions and surface treatment must be provided.
- **Landscaping:** (in addition to the landscape plan)
 - The total area that is required to be landscaped on a site is based on the applicable land use zone, please refer to the applicable chapter of the [Regina Zoning Bylaw No. 2019-19](#) for total area requirements. The required landscape areas shall be permeable ground surface such as stone mulch, woodchip mulch, shrubs, turf/grass, vegetative ground cover, etc.
 - Where stone mulch is utilized on City of Regina road right-of-ways (boulevards) within one metre of the sidewalk, only material with diameters of not more than 20mm is permitted, as large rocks and boulders have the potential to damage snow removal equipment.

- A minimum number of trees and shrubs are required to be planted on the site. The number is based on the amount of total landscape area that is required.
- All landscaping requirements shall be completed in accordance with the approved landscape plan by the end of the growing season in which the use of the building or site has taken place. When the use of a building has occurred after the end of the growing season, all required and approved landscaping features shall be completed by June 1 of the following growing season. A landscape inspection will occur during the growing season.
- **Signs:** All signs require a permit. [Permanent signs](#) may require a building permit. Reference the application form and additional information at [Regina.ca](#).

Civil Drawings

Civil drawings shall identify existing and proposed infrastructure appropriately labelled in a clear and concise manner. Drawings shall meet the requirements of the [Regina Standard Construction Specifications](#), as well as the [Design Standards](#). Civil drawings shall be signed and sealed by a Professional Engineer registered to practice in the Province of Saskatchewan, with a valid Certificate of Authorization and Permission to Consult.

Minimum information requirements for civil plans shall include common elements found in the site plan such as a key plan, north arrow, and legend. Items more specific to the civil drawings include, but are not limited to the following:

- **Water**
 - Pipe size (mm) and material
 - Valves
 - Hydrants
 - Fire department connections for internal fire suppression systems (if required), dimensioned to the closest fire hydrant (to be within 45m of a hydrant)
 - Existing information labelled with the above information
 - All existing and proposed infrastructure dimensioned from a property line
 - Show unused/redundant/unauthorized connections
Unused/redundant/unauthorized connections are to be cut and capped to the satisfaction of the City of Regina
 - Identification if internal building sprinklers are existing or proposed. If applicable, provide the internal building sprinkler required fire flow (as per NFPA 13)
- **Wastewater**
 - Manhole rim elevations (geodetic datum)
 - Pipe size (mm) and material
 - Pipe invert elevations at buildings, manholes, property line, and connection point to the City system
 - Pipe slope (direct service connections are to be a minimum of 1 per cent and a maximum of 3 per cent). Please see the Design Standards Wastewater for acceptable slopes for internal sewer mains
 - Existing infrastructure labelled with the above information
 - All existing and proposed infrastructure dimensioned from a property line
 - Show unused/redundant/unauthorized connections
Unused/redundant/unauthorized connections are to be cut and capped to the satisfaction of the City of Regina
 - Peak wet weather wastewater flows

- **Stormwater**

- Site drainage must meet the requirements of the City of Regina Design Standard Stormwater 4.0 Site Design.
- Grading plan (spot elevations, top of asphalt, top of curb, back of walk elevations as necessary to delineate the surface)
- Ponding plan including depths (max 0.450m), areas, volumes and tip out elevations, as well as, on-site storage calculations (as required)
- Finished floor elevations of all buildings on site
- Manhole rim elevations
- Pipe size, material, and slope
- Pipe invert elevations at buildings, manholes, property line and connection point to the City system
- Existing infrastructure labelled with the above information
- All existing and proposed infrastructure dimensioned from a property line
- Show unused/redundant/unauthorized connections
Unused/redundant/unauthorized connections are to be cut and capped to the satisfaction of the City of Regina
- Site Plan control agreement requirements (if applicable)
- Any proposed changes to driveways, sidewalks, pedestrian ramps, or curbs shall be shown on one of the above noted drawings

- **Environment**

- In the case of a land use involving hazardous materials, fill out a copy of the [Industrial Use Application](#), which will be used to determine the potential review processes.
- Flood levels, flood plains and flood fringe shall be shown on the Site Plan and Civil Drawings
- Identification of the applicable Aquifer Sensitivity Zone. Refer to [Zoning Bylaw No. 2019-19](#) for further information
- Identification of water courses and riparian areas, if applicable

Applicants may email locates@regina.ca to identify existing water, wastewater, and stormwater infrastructure or reference the public facing viewer for water, wastewater, and storm infrastructure <https://opengis.regina.ca/basicviewer/viewer.html?network>

Building Code Analysis Form

The [Building Code Analysis Form](#) is required for all commercial projects and is to be filled out by the professional engineer or architect registered in Saskatchewan who is coordinating the design. Complex projects should include a more detailed comprehensive analysis on the drawings title sheet or fixed to the drawings. Articles quoted below are from the National Building Code. The Building Code Analysis Form is available on [Regina.ca](#).

- Building area
- Storeys above grade
- Number of streets
- Major occupancy classification
- Building code classification
- Spatial separations, including exposing building face, unprotected openings, construction type and ratings

- Washroom requirements, including water closets, lavatories, etc.
- Egress and Exits, including number of exits, minimum width, permitted penetrations, public corridors
- Fire resistance ratings
- Fire department access
- Accessibility requirements
- Other Requirements, including but not limited to exit signs, standpipe systems, sprinklers, alarm systems, fire dampers, high building requirements, etc.

Structural Drawings

All structural systems for a building that is designed within the scope of Part 3 or 4 of the NBC must be signed and sealed by an engineer registered to practice in the province of Saskatchewan (and has a Certificate of Authorization for Permission to Consult in the Structural Discipline). Structural drawings show the structural support components and details of the proposed project, from the foundation to the rooftop (including any structural walks).

Minimum information requirements for structural drawings include, but are not limited to, the following:

- Geotechnical report
- Foundation plans, pile design (with layout), details, sections, and all applicable schedules ex: **(pile schedules in metric)**
 - If the proposed development is located within the low, moderate, or high aquifer sensitivity zones and the piles extend past the recommended depth (as per *Regina Zoning Bylaw No. 2019-19*) then mitigative measures will be required and noted on the piling plan and details
- Slab-on-grade and slab plans, section, and details
- Cast-in-place concrete floor plans
- Floor framing plans, sections, and details
- Roof framing plans, sections, and details
- Structural steel framing plans, sections, and details
- Pre-engineered building design certificates and drawings
- Loadbearing walls, pads, columns, beams, and joists
- Pre-cast concrete plans, details, and sections
- Connection details for all components

Architectural Floor Plans

All Part 3 architectural plans must be sealed by an Architect or Engineer registered in the Province of Saskatchewan. Floor plans show scaled dimensions of the project, and include rooms, spaces, and other features. Walls and partitions shall be shown at the appropriate width for the scale used (please note that single line wall and partition drawings are not acceptable). It should be noted that this information is required not only for new construction, but for any existing attached buildings as well.

Minimum information requirements for floor plans include, but are not limited to, the following:

- Exterior, interior and partition wall layouts and schedules
- Exterior and interior dimensions
- Room names and dimensions

- Fire-resistance ratings of building components and assemblies (with ULC numbers)
- Door and frame sizes, locations, and schedules
- Door hardware information must be provided. Any delayed egress must be clearly identified on plans and all appropriate code requirements met
- Window sizes, locations, and schedules
- Room finish schedules (include flame spread ratings and smoke development classifications where required)
- Stair plans and details, including cross-sections, handrail, and guard details (when not shown on structural plans)
- Plumbing fixtures
- Locations and sizes of vertical shafts through the floor, including garbage and linen chutes
- Minor structural elements such as lintel sizes, materials, lengths (when applicable)
- Seating layouts for assembly occupancies (e.g. restaurants, nightclubs, and churches)
Detailed layout of any exterior patio seating including seat count.
- Fixed furnishing, equipment, millwork, and shelving layouts
- Fire extinguisher layout – include occupancy hazard classification, travel distance and area requirements that are outlined in NFPA 10
- Barrier-free access details (Additional information for barrier-free requirements is included in the supplement information at the end of this document).
- Any standalone fabrics (i.e. those not applied to a building surface, such as curtains or drapery) must meet CAN/ULC-S109 (when applicable).
- Door hardware

Building Elevation Drawings

A building elevation drawing shows the exterior views of the building for each building face. Building elevation drawings show height relationships and exterior finish information. A building elevation drawing is required for each building face.

Minimum information requirements for building elevations include, but are not limited to, the following:

- Building height dimensions – Height is defined in [Regina Zoning Bylaw No. 2019-19](#) as the vertical distance measured from grade level to the higher of the highest point of a flat roof; or the mean level between the top of the highest exterior wall plate and the ridge of a pitched roof.
- Exterior finishes and materials (noted new or existing) show locations where masonry or stonework repairs are required
- Exterior building components (walls, roof, doors, windows, etc.)
- Door and window detailed location and size
- Roof slope/pitch
- Roof venting
- Spot elevations for top of floor elevation(s), top of finished grade (referenced to site plan) and average finished grade
- Attachment/ relationship of existing buildings (where applicable)
- Show rooftop equipment
- Include any wall or retaining walls over 600mm in height
- The original ground elevations and finished grade (to give indication of excavation/buildup)

Building Section Drawings (Cross Section)

All drawings for Part 3 must be stamped by a Professional Engineer or Architect registered in the Province of Saskatchewan. Engineers must include their Certificate of Authorization for Permission to Consult on the plans. Building section drawings show a view along an imaginary line cut through the building, indicating its structural and construction elements. These drawings expose and identify the construction elements of the roof, walls, floors, and foundations.

Minimum information requirements for building section drawings include, but are not limited to, the following:

- Building components (walls, roof, floors, foundations, etc.)
- Material size and type
- Attachment/ relationship to existing buildings (where applicable)
- Height dimensions
- Top of finish grade elevation
- Top of floor elevation(s)
- Bottom of footing elevation

Mechanical and Plumbing

Mechanical drawings show the building systems that provide for the heating, ventilation, air conditioning, plumbing and fire protection needs for the proposed project. Mechanical systems for a building that are designed outside the scope of Part 9 of the NBC are required to be sealed by an Architect or Engineer licensed to practice in the province of Saskatchewan.

Minimum information requirements for mechanical drawings include, but are not limited to, the following:

- Heating systems
- Ventilation systems
- Air conditioning systems
- Plumbing for all sanitary and storm (include water, waste, and vent type, size, and locations)
- Include all service equipment location, type, and capacity
- Repair and storage garage ventilation systems, including CO and NO₂ detectors
- Kitchen exhaust hoods and fire suppression systems to meet NFPA 96
- Ventilation and fire suppression systems for spray coating or powder coating operations
- High hazard industrial systems
- Sprinkler system plans showing pipe sizes, head locations and layout, materials, specifications, and hydraulic calculations. (Include NFPA Design standard)
- Fire pump, standpipe and hose system plans showing sizes, layouts, riser drawings, materials, specifications, hydraulic calculations, and fire pump information (NFPA 20)
- Fire damper, smoke damper, combination fire/smoke damper, fire stop flap locations and details (ULC listings)
- Duct and pipe shaft locations and construction details
- Interceptor pits, sumps, drainage pit details
- Roof drain locations and internal connections, including overflow and downspout locations
- Locations of return-air plenums

- Plumbing fixtures and piping (including material specifications)
- Fire stop materials, specifications, and locations (provide drawings if appropriate)
- Emergency generator information
- Smoke control system information

Electrical Drawings

Electrical drawings show the materials, systems, and equipment necessary to provide for the lighting, electrical power, fire alarm and electrical equipment needs for the proposed project. Electrical systems for a building that are designed outside the scope of Part 9 of the NBC require the seal and signature of a professional engineer or architect registered to practice in the province of Saskatchewan (and has a Certificate of Authorization for Permission to Consult in the Electrical Discipline).

Minimum information requirements for electrical drawings include, but are not limited to, the following:

- Fixtures, fixture locations, and fixture schedules
- Door hardware and door control information
- Exit signs (exits signs must be supplied with emergency power)
- Minimum lighting must be provided
- Emergency lighting locations
- Switches, power supplies, emergency back-up and power systems
- Electrical equipment type, locations, and schedules
- Electrical panel schedules and locations
- Pull stations, detectors, signal devices, annunciators
- Provide fire alarm system documentation as required by CAN/ULC-S524, CAN/ULC-S536, CAN/ULC-S537, CAN/ULC-S1001
- System schedules and line drawings

Water Meters and Backflow Preventers (if required)

If the proposed alteration adds a change in demand, a new water meter may be required. Review the [Water Meter Sizing Form Guide](#) to determine your water needs. Submit a [Water Meter Sizing Form](#) for review. Alterations to existing water piping and electrical may be required to accommodate the new meter size.

When the proposed alteration affects the domestic water, it must be brought into compliance with the [Water Bylaw](#) and current [Water Specifications](#).

Applications are reviewed for backflow prevention to ensure protection of city services. Please submit a [service request](#) for any questions prior to submission.

Storage, Dangerous Goods, Hazardous Materials (if required)

Developments that include hazardous processes or operations, or those that include the storage, handling or use of flammable materials, combustible materials or dangerous goods must include:

- A letter stating the type and amount of hazardous materials that will be stored on the premises

- Description of storage facilities and all applicable National Fire Code (NFC) requirements. Applicant must describe how the design meets the requirements
- Spill control details
- Identify properties which have been used to or are proposed to be used for the storage of liquid petroleum products or other hazardous materials. Reference the City of Regina [Standard Construction Specifications](#), Section 02516-2.2.2 for allowable materials
- Qualitative Risk Analysis – conditions followed as identified in Chapter 4 of [Regina Zoning Bylaw No. 2019-19](#)
- Tank installations require either Ministry of Environment (MOE) approval to construct with conditions or correspondence from the MOE that approval is not required
- Detailed description of hazardous process or operation. Identify applicable NFC requirements and include details describing how the design meets the requirements

Barrier-free Requirements

Saskatchewan's *The Construction Codes Act (CCA)* and *Building Code Regulations* provide the legislative framework regarding accessibility requirements.

NBC provides barrier-free design requirements in Section 3.8. In general, there are requirements for:

- Entrances
- Barrier-free paths of travel
- Access to storeys
- Access to parking areas and exterior passenger loading zones
- Controls
- Power door operators
- Plumbing facilities
- Assistive listening devices
- Signs and indicators
- Counters and shelves
- Washrooms and fixtures
- Seating areas

Alternative Solutions

A [Request for Evaluation of an Alternative Solution](#) form must be completed for each proposed alternative solution for a project, and these requests must accompany the building permit application. This form is available on [Regina.ca/build](#).

Field Review Letters

As per *The Building Code Regulations*, an Architect or Engineer are required to both design and inspect components designed under NBC and NECB. See [Regina.ca/build](#) for the [Design and Field Review](#) form.

Phased Permits

Building permits can be applied for in phases, if desired. Phased permits only apply to the permitted phase of construction and there is no guarantee that future phases will be granted permits.

The submission requirements for the various phased permits are described in the [Commercial Phased Permits](#) advisory and the NBC Phased Permit advisory located on Regina.ca/build.

Construction Safety

Fire safety at construction and demolition sites shall conform to Section 5.6 of Division B of the National Fire Code (NFC). A construction site fire safety plan is required during construction. This is separate and apart from the fire safety plan that is required for the occupied building. Application materials can be found under Regina.ca/build. For more information, please contact Service Regina at 306-777-7000.