

## Residential Building Inspections

### General Responsibilities

- The building owner or contractor is responsible for arranging all required building inspections.
- The building owner, contractor or designate must be on site for the inspection and have a copy of the City of Regina stamped approved plans available for reference.
- Construction may not proceed until the previous inspection has been passed.
- For most permit types a City of Regina Property Assessor will also visit the property.
- If the contractor is unprepared for an inspection and another visit is required, a \$100.00 + GST reinspection fee may be required as per Subsection 45(2) of the Building Bylaw No. 2023-59.

### Required Building Inspection Schedule

Type of Project	Minimum # of Inspections	When to call for a Residential Building Inspection
<b>New Single Family, Duplex, or Multifamily (rowhouse) Dwelling</b>	<b>5</b>	<b>Foundation</b> – After rebar, prior to pouring concrete <b>Prior to backfill</b> – After subfloor and weeping tile are installed <b>Framing*</b> – After mech/electrical rough ins, prior to insulation <b>Insulation</b> – After vapour barrier, prior to drywall <b>Final</b> – Once all safety items are in place, prior to occupancy
<b>Back Yard Suites</b>		
<b>Basement Development/ Secondary Suite</b>	<b>3</b>	<b>Framing*</b> – After mech/electrical rough ins, prior to insulation <b>Insulation</b> – After vapour barrier, prior to drywall <b>Final</b> – Once all safety items are in place
<b>Addition</b>	<b>5</b>	<b>Foundation</b> – After rebar, prior to concrete pour <b>Prior to Backfill</b> – After subfloor and weeping tile are installed <b>Framing*</b> – After mech/electrical rough ins, prior to insulation <b>Insulation</b> – After vapour barrier, prior to drywall <b>Final</b> – Once all safety items are in place
<b>Detached Garage/Accessory Building</b>	<b>2</b>	<b>Framing*</b> – Once all framing is complete <b>Final</b> – Once all work is complete, including exterior finish
<b>Decks</b>	<b>1</b>	<b>Framing/Final</b> – Once the structure including posts, beams, guards, and handrails are complete
<b>Demolition</b>	<b>1</b>	<b>Final</b> – All buildings and materials are removed, lot graded
<b>Foundation Repair (As applicable)</b>	<b>1-3</b>	<b>Foundation</b> – After rebar, prior to concrete pour <b>Prior to backfill</b> – After weeping tile/dampproofing is installed  <b>Bracing</b> – After blocked, bolted and grouted
<b>Alterations</b>	<b>1</b>	The scope of alteration applications can vary, however inspections are still required. Do not cover any new work prior to having an inspection. After your first inspection you may work with your inspector to determine when future inspections will be required

\* If professionally sealed shop drawings are required as a condition of your building permit, they must be sent to [buildingdocs@regina.ca](mailto:buildingdocs@regina.ca) prior to booking your framing inspection.

## Mechanical Required Inspection Schedule

Type of Project	When to call for a Commercial Mechanical Inspection (as applicable)
<b>New Single Family, Duplex, or Multifamily (rowhouse) Dwelling</b>	<b>Trench</b> – New or replacement of water and sewer service lines <b>Rough-In</b> – New plumbing drainage system piping installed, prior to covering <b>Final Inspection</b> – Required prior to occupancy or issuance of Occupancy Permit
<b>Alterations</b>	<b>Rough-In</b> – New or altered plumbing drainage system piping install, prior to covering

## How to Schedule Inspections – Be sure to have your permit or application number ready

### Building

Inspections can be scheduled for the next business day if they are booked in advance, prior to 3:00pm the day before. Call 306-777-7551 or submit an inspection request at [Regina.ca/building inspections](https://regina.ca/building-inspections)

### Mechanical

Call 306-777-7292 between 8:00 a.m. and 9:00 a.m. and speak to a mechanical inspector.

## Frequently Asked Questions

### How will I know that my building inspection is confirmed?

Email requests will be replied to confirming your a.m. or p.m. time slot. Between 8:00 and 8:30 a.m. on the day of your scheduled inspection, your inspector will call you with an approximate time to meet with you on site.

### How do I know when to book my inspections?

See the reverse side of this document, which explains the number of inspections you will need for each permit type and what work must be complete for that inspection to take place.

### What if I miss booking an inspection and work continues?

It is your responsibility to book an inspection when it is required. If you have not done so, the inspector may require you to expose what has not been inspected to his/her satisfaction for the inspection to be carried out appropriately.

### Will there be enough inspectors?

With our current inspection team and the current number of open building permits, we expect we will be able to meet the service standard of completing all requested inspections the next day.

### What if I need to cancel the inspection?

Call Service Regina at 306-777-7551 to cancel your inspection any time before 8:00 a.m. on the morning of your scheduled inspection. If you need to cancel after 8 a.m., you can inform your inspector when they call you to confirm a time slot between 8:00 and 8:30. After 8:30 am you will be responsible for contacting your inspector directly.

### What if I'm going to be late?

If something delays you, please contact your Residential Building Inspector directly.

### Why can't I just contact my inspector to arrange an inspection?

Residential Building Inspectors will spend most of their day on building sites. Using a single system for booking allows us to share information internally to provide coverage if an inspector is unavailable.

### Who should contact the City for the inspections?

That is up to you to decide, but the preference is the site supervisor or general/main contractor. It is the owner's responsibility to ensure that all inspections are booked at the appropriate time and that someone is on site to meet the inspector.

For more information on inspections, please visit [Regina.ca](https://regina.ca) or contact [Service Regina](https://regina.ca/service-regina) at 306-777-7000