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)*

Multi-Unit Dwelling

This package is only applicable if <u>both of</u> the following conditions are met:

- ❑ The building falls under Part 9 construction; and
- ❑ The building is a row house or stacked row house on one parcel or multiple parcels of land, where all dwellings are accessed from the ground level and there are no shared hallways/accesses to units. Note: this does not include planned group developments. Planned group developments are when multiple buildings are placed on one parcel of land. These applications must be applied for by using our Planned Group Application Package (see also the Planned Group Advisory).

Note: secondary suites are not permitted in row house buildings on one parcel of land. Limitations may also exist for backyard suites based on their specific configurations. Contact us for more information.

How to Submit Your Application

Submit your completed application online by registering for eBuild. Applying online allows you to track the status of your application and access application information from anywhere.

The City will review your application to ensure it meets all requirements. All applications are reviewed under the most current National Building Code of Canada and City Bylaws. The owner is responsible for ensuring their building complies with all construction standards.

Ensure your project plans are legible and precise. Drawings stamped with “not for construction”, “preliminary” or “for permit purposes only” will not be accepted.

Permit Fee

The fee for a new multi-unit dwelling is based on the **total** value of work.

- New Construction: $8 per $1000 of the value of the work (minimum permit fee of $100)

Once your application is approved, payment must be made online using eBuild, or in person at City Hall. Following payment and final processing by our staff, your permit will be issued and emailed to the applicant. Your approved drawings will then be available on eBuild and construction may begin.

Review Process

Specific items will be reviewed only at INSPECTION, not at the time of application review.

Required Inspections

Building

1. Foundation – rebar installed, prior to concrete pour
2. Prior to backfill – after subfloor has been installed
   **Real Property Report and sealed truss shop drawings must be submitted prior to framing inspection or inspection will be refused*
3. Framing – after mechanical and electrical rough-ins, prior to insulation
4. Insulation – after vapour barrier, prior to drywall
5. Final - After all safety items are in place, prior to occupancy

Mechanical

1. Trench – private services for the building and development, prior to rough-in
2. Rough-In - after plumbing drainage piping installation, prior to covering
3. Final Inspection - after fixtures are installed, prior to occupancy

On multi-unit dwellings, additional inspections may be completed if units are at differing stages of construction. Speak with your inspector for additional information.

Application Checklist

The following items must be included in your application package:

Applications will not be accepted until all information is provided.

Supply accurate and detailed plans to speed up the application review process. Metric plans preferred.

❑ Application Form

- Signed by the legal owner of the property (registered on title)
- Row houses or stacked row houses are considered 'multi-unit dwelling 3+ units' for the application type and 'residential' for the building use

For apartment or condominium style buildings, please apply using the commercial checklists

❑ Architectural Plans (this list is not exhaustive; a comprehensive drawing package is required)

- Floor plans of each floor (complete with full interior and exterior dimensions and room uses)
- Exterior elevations (including spatial separation calculations for all walls)
- Building sections, details (complete with full assemblies and dimensions)
- Window and door locations, sizes, and types
- Location and dimensions of stairs (including handrails, headroom clearance, rise, run, etc.)
- Location of smoke and carbon monoxide alarms
- Location of all mechanical equipment (for each suite, as applicable)
- Locations of all required fire separations (including type of doors in smoke tight barriers or fire rated assemblies) and sound ratings (complete with construction assemblies, if applicable)
- Accessible suites must be provided for stacked row houses intended for rentals, except where the difference in floor elevation between the entrance level and every dwelling unit exceeds 600 mm (9.5.2.3.(2)).

❑ Structural Plans

- Including foundation drawings and details, tall walls (if required), etc. These must be designed by a professional engineer or architect registered in Saskatchewan. The design must be site specific and not more than 2 years old.

❑ Framing Layouts or Sealed Designs by Supplier

- Floor and/or roof truss layouts containing header/beam/post sizing (if applicable)
- If sealed designs are not provided at application stage, they must be emailed to buildingdocs@regina.ca prior to booking the framing inspection

❑ Energy Code Forms and Supporting Documentation

Following the compliance options provided in the 2020 NBC

For applications using 9.36:

- City of Regina Energy Code Compliance Energy Code Compliance Form
- Performance path:
  - Reference and proposed reports (completed by a competent designer)
    - If windows and doors are not built into the reports, provide the specifications from supplier (ensure directions, locations and sizes match architectural)
    - If assemblies are not built into the reports, provide the RSI calculations for all assemblies (ensure blended/two-part calculations are shown and match architectural)
    - If 2.5 air changes are used for the proposed house, airtightness details must be provided for all assemblies (ex. joist ends, outlets, etc.)
    - If the proposed equipment is not built into the reports, equipment specifications must be provided (ex. furnace, fireplace, A/C, water heater, etc.)
- Prescriptive path:
  - Window/door specifications (provided by supplier showing U-value or energy rating)
  - RSI calculations for all assemblies (ensure blended/two-part calculations are shown and match architectural)
  - Airtightness details for all assemblies (ex. joist ends, outlets, etc.)
  - Equipment specifications (ex: furnace, fireplace, A/C, water heater, etc.)
  - Trade off method: provide details and calculations for the above-ground building envelope components and assemblies being traded (Section B of the compliance form; including additional calculations showing the trade off specifics)

Note: existing buildings (buildings constructed prior to January 1, 2019) are not required to meet energy efficiency requirements for additions or alterations. Buildings constructed after this date are required to continue to meet the energy efficiency requirements of the day for any alterations and additions.

For applications using NECB, please see the applicable documents found here

❑ Ventilation Summary of Design (completed by mechanical contractor)

- One completed form for each dwelling unit (note: if one system contains 6 or more bedrooms the ventilation must conform to CAN/CSA-F326-M or Part 6)

❑ Other Requirements (if applicable)

- Secondary suite development (see secondary suite application)
- Backyard suite development (see backyard suite application)
  - A separate application will be required to be submitted.
- Gas or wood fireplace specifications (see fireplace application)
- Spray foam information (see spray foam application)
- Solar panel specifications (see solar panel application)
- Noise attenuation report (if applicable, see the NEF overlay zone within the zoning bylaw and applicable requirements from the building bylaw)

- Floodway and floodway fringe compliance (if applicable, see the overlay zones within the zoning bylaw and applicable requirements from the building bylaw)
- Infill development compliance (if applicable, see the RID overlay zone within the zoning bylaw)

❑ **Site Plan** (metric plans required, imperial may also be included)

Including a site survey (Real Property Report or lot plan) with your application package is recommended to increase your first-time approval rate.

If a site survey is unavailable, plans must be well-drawn, properly dimensioned and include the following components:

- Lot shape and size (with property lines and abutting streets and lanes labelled)
- Location and size of all existing and proposed buildings complete with dimensions to all property lines
- Easements, right-of-ways (for utilities or other)
- Decks, projections, cantilevers and eaves shown and dimensioned to property lines
- Driveway location complete with dimensions of existing and/or proposed parking stalls
- Include the sealed civil drawing package with each building/development permit application (as noted on page 6, found here). Note: this item is only applicable to proposed developments containing three or more units on any single large parcel of land, or as deemed necessary by the Development Officer.

❑ **Addressing Plan** (required for row houses or stacked row houses on one parcel)

- Include a copy of the site plan with the proposed addressing; if changes are required, you will be notified and assigned appropriate addresses for each suite/building that must be used

❑ **Landscape Plan** (metric plans required, imperial may also be included)

- Include the landscape plan for the whole site with each building permit application

For more information or if you have questions about the application process, please contact Service Regina online or by phone at 306-777-7000.