



# Pre-Application Meeting Request

## Project Information

<b>Building Address</b>	_____		
<b>Legal Land Description</b>	Lot: _____	Block: _____	Plan: _____

<b>Class of Work</b>	<input type="checkbox"/> New	<input type="checkbox"/> Alteration	<input type="checkbox"/> Addition	<input type="checkbox"/> Repair	<input type="checkbox"/> Other
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<b>Recommended City Attendees:</b>	
<input type="checkbox"/> Building Standards	National Building Code of Canada (NBC), National Energy Code for Buildings (NECB)
<input type="checkbox"/> Development Engineering	Roadways & Transportation, Water/Wastewater, Drainage, Environmental, Landscape (Public Land)
<input type="checkbox"/> Planning	Zoning, Land Use, Subdivision, Private Site Layout
<input type="checkbox"/> Heritage Property	Designated Heritage Property Alterations

<b>Suggested Meeting Times: (at least 5 business days after the submittal of this application)</b>	
1) Date: _____	Start Time: _____
2) Date: _____	Start Time: _____
3) Date: _____	Start Time: _____

<b>Scope of work covered by this application:</b>

<b>Submission Requirements</b>
<input type="checkbox"/> 40-60% drawings are complete and will be submitted with this application. (enough drawing detail to help guide discussion on the questions posed)

# Pre-Application Meeting Request

Completed by APPLICANT Prior to Submission				Completed by CITY After the Meeting
Item	Topic (Include References)	Issue(s) Identified	Potential Resolution or Explanation of Code Interpretation from Professional Designer	City Response/Conclusion from Meeting
1				
2				
3				
4				
5				
6				

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Completed by APPLICANT Prior to Submission				Completed by CITY After the Meeting
Item	Topic (Include References)	Issue(s) Identified	Potential Resolution or Explanation of Code Interpretation from Professional Designer	City Response/Conclusion from Meeting
7				
8				
9				
10				
11				
12				

# Pre-Application Meeting Request

[This Page to be Completed After the Pre-Application Meeting]

Meeting Date: \_\_\_\_\_ Time: \_\_\_\_\_

Attendee Name	Company	Attendee Name	Company

## Disclaimer

Pre-application meetings are intended to encourage mutual understanding between design professionals, owner(s) and the City of Regina on scope of work, Code interpretations and approval processes relevant to an upcoming project. Legislation in Saskatchewan places responsibility for compliance with the regulatory regime upon the owner while requiring local authorities to enforce the regime’s requirements without the local authority assisting in the design or construction of the work.

The information recorded on this form must be understood within the bounds of the legislation. The City of Regina accepts no responsibility to persons relying solely on this information. The information provided by the City of Regina at a pre-application meeting is given for the convenience of the owner and design professional but it should be clearly understood that it is the obligation of the owner and design professional to satisfy themselves that the designs and work shown on any plans submitted to the City of Regina for permit approval are in conformity with all applicable laws, regulations and Codes.

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*Coordinating Designer (Printed)* *Signature* *Date*

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*City Coordinator (Printed)* *Signature* *Date*