

# Building Permit Application

<b>Applicant Information (required)</b>		
Name:	Address:	Are you also the primary contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Postal Code:	Email:	Phone:
<b>Legal Land Owner Information (required)</b>		
Name & Company Name (if applicable):		
Position/title:	Email:	Phone:
<b>Additional Contacts (if applicable)</b>		
Primary Contact:	Email:	Phone:
Building Contractor:	Email:	Phone:
Engineer/Architect:	Email:	Phone:
Mechanical/Plumbing Contractor:	Email:	Phone:

<b>Building Use</b>	<input type="checkbox"/> Single Family Dwelling	<input type="checkbox"/> Duplex/ Semi-detached	<input type="checkbox"/> 3+ Units Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Institutional	<input type="checkbox"/> Agricultural	<input type="checkbox"/> Temporary
<b>Nature of Work</b>	<input type="checkbox"/> New	<input type="checkbox"/> Alteration	<input type="checkbox"/> Addition	<input type="checkbox"/> Repair	<input type="checkbox"/> Other			
<b>Building Address and Legal Land Description</b>								
Address:								
Lot:			Block:		Plan:			
<b>Describe the Scope of Work</b> <i>(explain the project in detail; include specifics so we can understand the project)</i>								
<b>Total Cost of Construction</b>						<b>\$</b>		

<b>Request for Building and Occupancy Permit (required)</b>			
<p>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.</p> <p>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.</p>		<p>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.</p> <p>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.</p>	
_____	_____	_____	_____/_____/_____
Legal Land Owner (printed)	Signature of Legal Land Owner (or signed Letter of Authorization)	Signature of Applicant	Date (MM/DD/YYYY)

## Application Checklist

Because the scope of renovations vary project to project; submission requirements will also vary and these checklists may not be comprehensive.

**The following items must be included in your application package:**

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

☐ **Application Form**

- Signed by the legal owner of the property (registered on title)
- Renovations & alterations are considered an 'alteration & improvement' class of work

☐ **Submission Details Form** (Page 3)

☐ **Architectural Drawings**

- Comprehensive floor plans (showing existing and proposed construction, complete with room names, dimensions, construction assemblies, notes identifying all changes, etc.)
- New/alterd opening sizes (including spatial calculations and header information, etc.)
- Life safety items such as smoke/co alarm locations

**Additional submission requirements for typical project scopes:**

☐ **Structural Plans** (provide where available or as required by specific project types)

☐ **Exterior finish replacement** (Page 4)

☐ **Kitchen or bathroom renovation** (Page 4)

☐ **Fire damaged renovation** (Page 4)

☐ **Wall removals/structural changes** (Page 4)

☐ **Conversions of storage garage to living space** (Page 5)

☐ **New openings/alteration to openings** (Page 5)

☐ **Other requirements** (select application package as required, linked below)

- Gas or wood fireplace specifications (see [fireplace application](#))
- Solar panel installation (see [solar panel application](#))
- Spray foam information (see [spray foam application](#))

If your project scope is missing from the list above, use the [Dwellings and Additions](#) checklist. If your project includes work covered under another package (such as a repair), be sure to include the additional submission requirements and provide a completed [permit fee calculation form](#).

## 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

- Alteration permit fee: \$8 per \$1000 of the value of work (minimum permit fee of \$100)
- Any additional scope is charged per project (ie. basement development - \$245)

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. Your approved drawings will then be available on eBuild and construction may begin.

## Sample Floor Plan

A well-drawn and properly dimensioned floor plan will speed up the application review process.

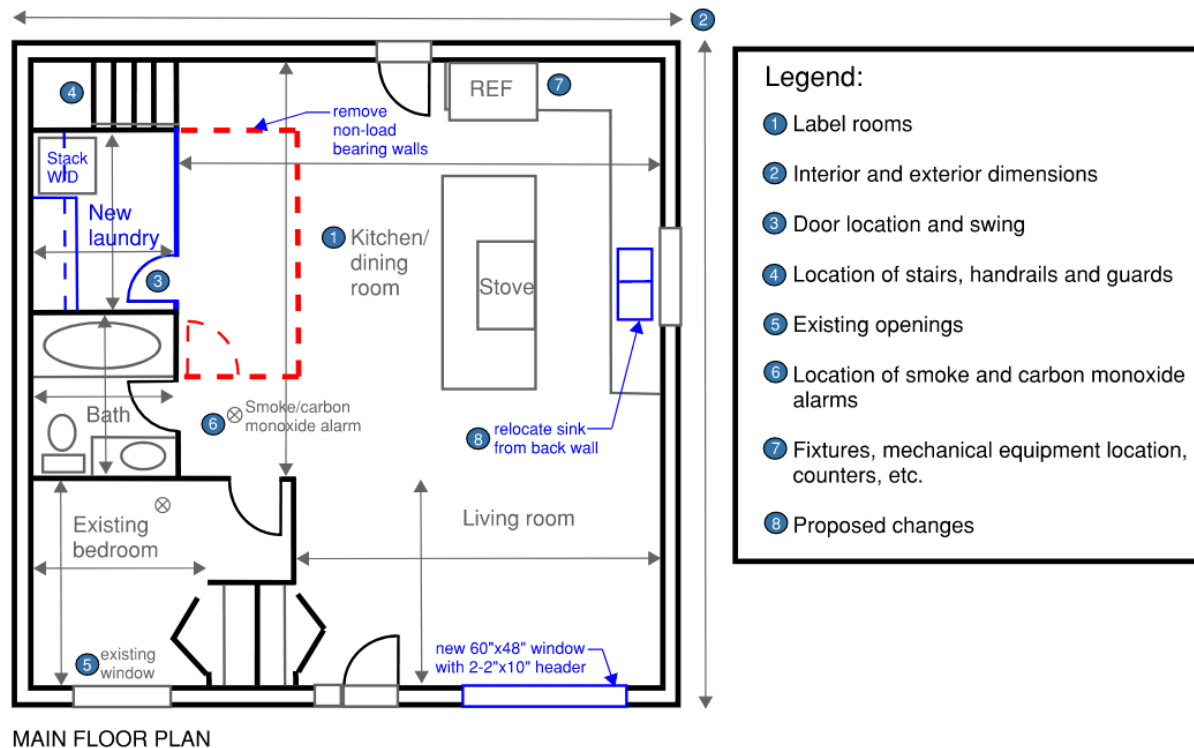


Figure 1 - Sample Floor Plan

## Submission Details

**Submit this completed form with your application.**

**Exterior Components** – if yes to any of the below; show location on plan, note the changes/assemblies and provide distance to property lines (based on the setbacks, additional requirements may apply)

1. Are exterior walls being altered by means of insulation, vapour barrier and/or drywall?

☐ Yes ☐ No

2. Are existing openings (windows/doors) being altered? (if yes, provide spatial information as shown in Figure 2)

☐ Yes ☐ No

3. Is the existing roof/overhang being altered?

☐ Yes ☐ No

Distance of exterior walls to property line (if yes to any of the above):

Front: \_\_\_\_\_

Left side: \_\_\_\_\_

Rear: \_\_\_\_\_

Right side: \_\_\_\_\_

**Interior Components** – if yes, show location on plan and note the changes/assemblies

Are interior openings, floor framing, interior walls or interior finishes being altered?

☐ Yes ☐ No

*\*If floor framing is being altered, ensure you provide a framing plan and/or building section. Openings being altered may require header information and/or additional supporting information. Note: an engineer's report may be required for some changes based on proposed design and if compliance to Part 9 cannot be confirmed or achieved.*

**Design Details** (check applicable)

☐ As-built/existing layouts with room names and dimensions

☐ Proposed layouts with notes regarding changes, room names and dimensions

☐ Clear, itemized description of work

☐ Life safety items such as smoke/co alarms and egress facilities shown

☐ Wall assembly information

### New Bedrooms

☐ Yes (note on plan with window size/type and smoke/co information)

☐ None

### Spray Foam

☐ Yes (attach [spray foam application](#))

☐ None

### Fireplace

Attach [fireplace application](#)

☐ Gas fireplace

☐ Solid fuel burning fireplace

☐ Masonry fireplace

☐ None

### Plumbing

*Include mechanical contractor information on the application form*

☐ Rough-in/under slab plumbing for 3 piece bath done on previous permit

☐ Rough-in/under slab plumbing for wet bar or sink done on previous permit

☐ Plumbing is new or will be altered from previous permit

## Exterior finish replacement – additional requirements

Re-roofing and re-siding does not require a building permit if being replaced with like-for-like materials. If you are changing the materials, a building permit is required. If the scope includes the addition of exterior insulation, view our [Residential Exterior Insulation Guide](#).

### ☐ If re-siding:

- Dimensions of exterior wall faces to property lines
- Proposed wall assemblies (including new materials)

### ☐ If re-roofing:

- Provide new roofing and substrate materials and spacing of existing members
- Proposed ceiling assemblies (including new materials)

## Kitchen or bathroom renovation – additional requirements

If the scope of your project is limited to replacing fixtures, appliances or cabinets, a building permit is not required. If only plumbing lines are being added/changed/relocated (ie. adding a dishwasher), a [Plumbing Only Application](#) may be more suitable. If walls are being relocated or added to accommodate additional plumbing fixtures, a renovation permit should be applied for. Ensure a clear description of work is provided and any new/relocated/removed plumbing/construction is clearly identified.

## Fire damaged renovation – additional requirements

### ☐ Structural report

- Depending on the extent of the damage; a structural report may be required by an engineer or architect; provide this document if you have one
- If you do not initially have a sealed report, a pre-construction inspection will be required once the permit is approved, which may determine that further information is required

## Wall removals/structural changes – additional requirements

### ☐ Structural plans (where required)

- If the walls being removed/altered are load bearing, additional information will be required to ensure spans comply with Section 9.23 of the National Building Code. This may include foundation plans, roof layouts, spans of supported members, etc. Alternatively, an engineer/architect can review the site and assess the existing construction to provide a design that adequately details required changes to support existing loads.

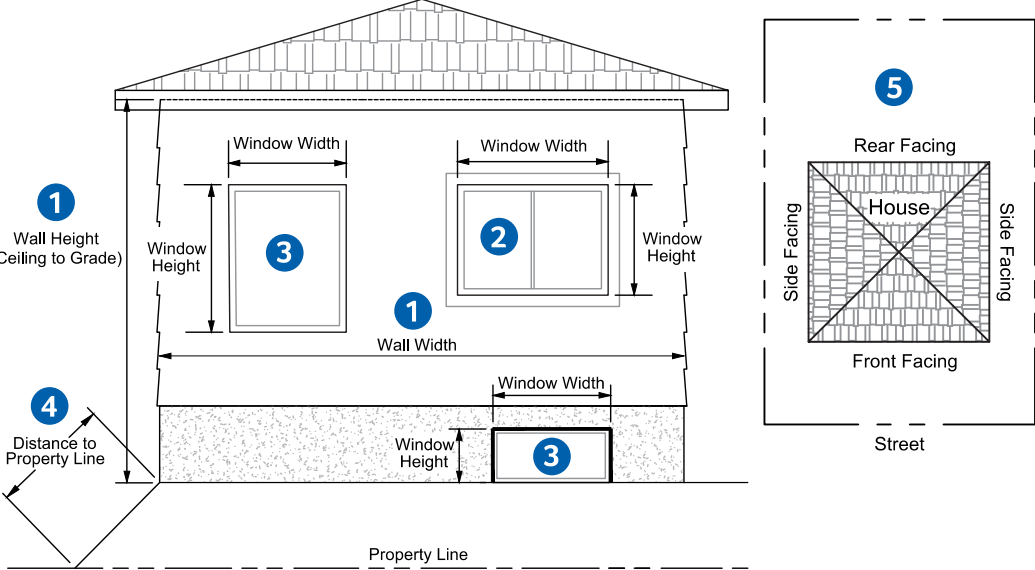
## Conversion of storage garage to living space – additional requirements

- ☐ **Architectural plans** (comprehensive set of plans with room names and dimensions)
  - Completed by a competent designer using a straight edge
  - Provide information regarding dampproofing of floors on ground and soil gas control
  - Provide information on environmental separations (insulation/air and vapour barriers)
  - Provide roof venting and attic access information
  - Provide heating and venting information
  - Show life safety items on plan
  - Assess the existing setbacks/assemblies for new use and provide information showing compliance to spatial separation requirements
  - Additional requirements as determined by project scope
- ☐ **Structural plans** (where required)
  - If a detached garage was permitted previously and was never intended as living space, a sealed engineer or architect's report may be required to assess the existing foundation.
- ☐ **Energy Code** (where required)
  - If the building being converted was constructed after January 1, 2019, energy code requirements will be reviewed and must comply with Section 9.36. of the National Building Code.

## New openings/alterations to openings – additional requirements

- ☐ **Structural plans** (if required)
  - Required when foundation openings are new or are being altered (as per Bylaw No. 2023-59, Subsection 36(1)), where openings in tall walls are being altered and where point loads fall on top of new openings.
- ☐ **Elevation drawings** (include with architectural set)
- ☐ **Spatial calculations** (provide items 1-5 in the sample below for each wall face that has proposed changes)
  - Provide elevation plans showing length and height of the wall(s) (measured from grade to uppermost ceiling)
  - Provide location and sizes of all existing and proposed openings/glazing (including glass in doors)
  - Provide the distance to property line(s) (measured perpendicular to wall face)

## Sample Spatial Information



**When building a new window, provide the following information:**

<b>1</b> Area of the wall ( <i>wall height from ceiling to grade, wall width</i> )	<b>4</b> Distance of the wall to the adjacent property line ( <i>closest distance perpendicular to the wall face</i> )
<b>2</b> Area of all existing windows ( <i>height and width</i> )	<b>5</b> Site plan ( <i>dimensioned size and location of property lines and building</i> )
<b>3</b> Area of all proposed windows ( <i>height and width</i> )	


 City of Regina	PROJECT TITLE	
	ADDRESS	DATE

Figure 2 - Sample spatial information