

## Application Checklist

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

*Applications will not be accepted until all information is provided.*

### **Application Form**

- Signed by the legal owner of the property (registered on title)
- Installation of solar panels is considered an “alteration” class of work

### **Site plan**

- Provide a site plan or overhead view of the site noting location and configuration of panels

### **Product specifications (from manufacturer) noting weight of product**

### **Structural support**

- Alteration to existing: provide an engineer’s report (or truss design) noting that the current construction can handle the additional weight and wind uplift from the solar panels, complete with anchorage details
- New construction: provide truss designs or engineer’s report noting support for solar panels is included, complete with anchorage details

## How to Submit Your Application

**Submit your completed application package by email to [permits@regina.ca](mailto:permits@regina.ca).**

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.

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

## Permit Fee

The fee for solar panels is based on the value of work.

- Alteration: \$8/\$1000 of value for work (minimum fee \$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.