Alteration/Conversion/Tenant Improvement Information Package

General Information

Alterations, conversions, and tenant improvements are changes proposed to an existing building or a change to the business activity that results in a new building code occupancy/use or occupant load.

Alterations are changes to the interior or exterior of a building including walls, ceiling, or roof, mechanical, plumbing, or electrical. Alterations require a building permit application. Cosmetic alterations such as painting or flooring do not require a building permit unless a conversion or change of occupancy/use is proposed.

When no alterations are proposed but there is a change in the way the space will be used, a building permit may be required for the conversion of the tenant space. For example, an occupancy change would occur when converting a warehouse to a recreation facility; or an office to a restaurant, this change of activity or use would require a building permit. Please note that if a new land use is proposed, or no record of previous approval exists, a development permit is required.

A tenant improvement occurs when a new occupancy or use is proposed for a vacant space or unit in a building. The proposed tenant improvement requires a building permit for the first tenant and any future ongoing alterations or conversions that may be proposed in the building or unit.

The following information will help prepare your building permit application and make sure it meets the City's requirements. Business owners and contractors should consult a design professional before financially committing to a location. The cost to make necessary upgrades or changes may be expensive.

An architect or professional engineer may be required to design and inspect your project. Refer to the advisory When a Professional Designer is Required.

For house to commercial alterations or conversions please reference the House to Commercial Advisory.

Ensure the application is fully complete when submitted through your eBuild account.

Alterations to commercial buildings must comply with the minimum requirements established in the National Building Code, Construction Codes Act, Building Code Regulations, Energy Code Regulations, National Energy Code for Buildings (NECB), National Plumbing Code, Plumbing Code Regulations, Regina Building Bylaw, *Regina Zoning Bylaw 2019* (Zoning Bylaw) and others as required.

The Zoning Bylaw regulates the land use and what the proposed activities of the space will be. This Bylaw specifies a list of allowable uses for each land use zone based on what the intent is for that location. Uses will be listed as either permitted or discretionary. If the use is not listed in a land use zone, the activity will not be allowed to operate from that location. Location of land uses and development regulations are essential to promote the public amenity, health, safety, and general welfare of the residents of the City.

To determine the land use zone, reference the Zoning Bylaw Map. Then reference the applicable land use zone in the Zoning Bylaw to determine permitted and discretionary uses.

Redevelopment of existing buildings may require additional information beyond the proposed scope of work. Documents for the existing building may be available in the City's archives. Please contact Service Regina.

Building Permit Application requirements:

- Building Permit Application Form
- Building Code Analysis Form
- Architectural Drawings
- Electrical Drawings
- Mechanical Drawings
- Structural Drawings
- Energy Documents
- Field Commitment forms
- Any other documents as required

Building and development applications have different processing times depending on the type. Reference the processing times document.

Corrected Drawing Requirements

- **Prior to permit approval:** All corrections on drawings must be noted with change clouds or have the page number listed within the correction letter for review. A complete drawing set of each discipline being corrected must be submitted.
- **After permit approval:** Most revisions shall be submitted under a new building permit. Contact a Service Coordinator for further information or reference the eBuild Revisions document.

Heritage Alteration Permit Approval (if required)

If your property is protected under *a Heritage Designation Bylaw* or the *Victoria Park Heritage Conservation District Bylaw*, you will need a Heritage Alteration Permit to renovate, upgrade, do repairs or major maintenance work to the exterior of your heritage property.

- Contact Planning & Development Services to identify if your property is designated or refer to the City of Regina Heritage Properties Map.
- Complete the Heritage Alteration Permit Application or visit Regina.ca/Heritage
- To schedule a meeting with a heritage planner email heritage@regina.ca or call 306-777-7000.
- The Heritage Incentive Program is available for eligible repair work carried out on heritage buildings. Additional information is available at Regina.ca/Heritage

Permanent Signs

All exterior signs require a permit. Permanent signs may require a building permit. Reference the application form and additional information at Regina.ca.

Building Code Analysis Form

The *Building Code Analysis Form* is required for most commercial projects, depending on scope of work, and is to be filled out by the professional engineer or architect registered in Saskatchewan who is coordinating the design. Complex projects should include a more detailed comprehensive analysis on the drawings title sheet or fixed to the drawings. The Building Code Analysis Form is available here.

Structural Drawings

All structural systems for a building that is designed within the scope of Part 3 or 4 of the NBC must be signed and sealed by an architect or engineer registered to practice in the province of Saskatchewan (and has a Certificate of Authorization for Permission to Consult in the Structural Discipline).

Architectural Floor Plans

Part 3 architectural plans may require an Architect or Engineer, registered in the Province of Saskatchewan, to seal the plans. Floor plans show scaled dimensions of the project, and include rooms, spaces, and other features. Walls and partitions shall be shown at the appropriate width for the scale used (please note that single line wall and partition drawings are not acceptable). It should be noted that this information is required not only for new construction, but for any existing attached buildings/units as well.

Minimum information requirements for floor plans include, but are not limited to, the following:

- Exterior, interior and partition wall layouts and schedules
- Exterior and interior dimensions
- Room names and dimensions
- Fire-resistance ratings of building components and assemblies (with ULC numbers)
- Door and frame sizes, locations, and schedules
- Door hardware information must be provided. Any delayed egress must be clearly identified on plans and all appropriate code requirements met
- Window sizes, locations, and schedules
- Room finish schedules (include flame spread ratings and smoke development classifications where required)
- Stair plans and details, including cross-sections, handrail, and guard details (when not shown on structural plans)
- Plumbing fixtures
- Locations and sizes of vertical shafts through the floor, including garbage and linen chutes
- Minor structural elements such as lintel sizes, materials, lengths (when applicable)
- Seating layouts for assembly occupancies (e.g. restaurants, nightclubs, and churches) Detailed layout of any exterior patio seating including seat count.
- Fixed furnishing, equipment, millwork, and shelving layouts
- Barrier-free access details (Additional information for barrier-free requirements is included in the supplement information at the end of this document).
- In a multi-tenant building, adjacent units and their occupancy/use may be required, including detailed information of the separating wall assemblies.

Building Elevation Drawings

A building elevation drawing is required for each building face where an exterior alteration or conversion is proposed.

Building Section Drawings (Cross Section)

All drawings for Part 3 must be stamped by a Professional Engineer or Architect registered in the Province of Saskatchewan. Engineers must include their Certificate of Authorization for Permission to Consult on the plans. Building section drawings show a view along an imaginary line cut through the building, indicating it's structural and construction elements. These drawings expose and identify the construction elements of the roof, walls, floors, and foundations.

Minimum information requirements for building section drawings include, but are not limited to, the following:

- Building components (walls, roof, floors, foundations, etc.)
- Material size and type
- Attachment/ relationship to existing buildings (where applicable)
- Height dimensions
- Top of finish grade elevation
- Top of floor elevation(s)
- Bottom of footing elevation

Mechanical and Plumbing

Mechanical drawings show the building systems that provide for the heating, ventilation, air conditioning, plumbing and fire stopping needs for the proposed project. Mechanical systems for a building that are designed outside the scope of Part 9 of the NBC are required to be sealed by an Architect or Engineer licensed to practice in the province of Saskatchewan.

Minimum information requirements for mechanical drawings include, but are not limited to, the following:

- Heating systems
- Ventilation systems
- Air conditioning systems
- Plumbing for all sanitary and storm (include water, waste, and vent type, size, and locations)
- Include all service equipment location, type, and capacity
- Repair and storage garage ventilation systems, including CO and NO2 detectors
- Kitchen exhaust hoods and fire suppression systems to meet NFPA 96
- Ventilation and fire suppression systems for spray coating or powder coating operations
- High hazard industrial systems
- Sprinkler system plans showing pipe sizes, head locations and layout, materials, specifications, and hydraulic calculations. (Include NFPA Design standard)
- Fire extinguisher layout – include occupancy hazard classification, travel distance and area requirements that are outlined in NFPA 10
- Fire pump, standpipe and hose system plans showing sizes, layouts, riser drawings, materials, specifications, hydraulic calculations, and fire pump information (NFPA 20)
- Fire damper, smoke damper, combination fire/smoke damper, fire stop flap locations and details
- Duct and vertical service space locations and construction details
- Interceptor pits, sumps, drainage pit details
- Roof drain locations and internal connections, including overflow and downspout locations
- Locations of return-air plenums
- Plumbing fixtures and piping (including material specifications)

- Fire stop materials, specifications, and locations (provide drawings if appropriate)
- Emergency generator information
- Smoke control system information

Electrical Drawings

Electrical drawings show the materials, systems, and equipment necessary to provide for the lighting, electrical power, fire alarm and electrical equipment needs for the proposed project. Electrical systems for a building that are designed outside the scope of Part 9 of the NBC require the seal and signature of a professional engineer or architect registered to practice in the province of Saskatchewan (and has a Certificate of Authorization for Permission to Consult in the Electrical Discipline).

Minimum information requirements for electrical drawings include, but are not limited to, the following:

- Fixtures, fixture locations, and fixture schedules
- Door hardware and door control information
- Exit signs (exits signs must be supplied with emergency power)
- Minimum lighting must be provided
- Emergency lighting locations
- Switches, power supplies, emergency back-up and power systems
- Electrical equipment type, locations, and schedules
- Electrical panel schedules and locations
- Pull stations, detectors, signal devices, annunciators
- Provide fire alarm system documentation as required by CAN/ULC-S524, CAN/ULC-S536, CAN/ULC-S537, CAN/ULC-S1001
- System schedules and line drawings

Water Meters and Backflow Preventers (if required)

If the proposed alteration adds a change in demand, a new water meter may be required. Review the Water Meter Sizing Form Guide to determine your water needs. Submit a Water Meter Sizing Form for review. Alterations to existing water piping and electrical may be required to accommodate the new meter size.

When the proposed alteration affects the domestic water, it must be brought into compliance with the Water Bylaw and current Water Specifications.

Applications are reviewed for backflow prevention to ensure protection of city services. Please submit a service request for any questions prior to submission.

Storage, Dangerous Goods, Hazardous Materials (if required)

Developments that include hazardous processes or operations, or those that include the storage, handling or use of flammable materials, combustible materials or dangerous goods must include:

- A letter stating the type and amount of hazardous materials that will be stored on the premises
- Description of storage facilities and all applicable National Fire Code (NFC) requirements. Including the NBC requirements from Section 3.3.6. Applicant must describe how the design meets the requirements

- Spill control details
- Identify properties which have been used to or are proposed to be used for the storage of liquid petroleum products of other hazardous materials. Reference the City of Regina *Standard Construction Specifications*, Section 02516-2.2.2 for allowable materials
- Qualitative Risk Analysis – conditions followed as identified in Chapter 4 of *Regina Zoning Bylaw No. 2019-19*
- Tank installations require either Ministry of Environment (MOE) approval to construct with conditions or correspondence from the MOE that approval is not required
- Detailed description of hazardous process or operation. Identify applicable NFC requirements and include details describing how the design meets the requirements

Barrier-free Requirements

Saskatchewan's *The Construction Codes Act* (*CCA*) and *Building Code Regulations* provide the legislative framework regarding accessibility requirements.

NBC provides barrier-free design requirements in Section 3.8. In general, there are requirements for:

- Entrances
- Barrier-free paths of travel
- Access to storeys
- Access to parking areas and exterior passenger loading zones
- Controls
- Power door operators
- Plumbing facilities
- Assistive listening devices
- Signs and indicators
- Counters and shelves
- Washrooms and fixtures
- Seating areas

Energy Efficiency Compliance

Alterations to new buildings constructed after January 1, 2019, are required to demonstrate energy compliance to The National Energy Code for Buildings (NECB) or The National Building Code (NBC), Section 9.36, as applicable. Alterations to buildings construction prior to January 1, 2019 are exempt from meeting energy efficiency requirements. Reference Energy Efficiency Compliance Options for more information.

Alternative Solutions

A Request for Evaluation of an Alternative Solution form must be completed for each proposed alternative solution for a project, and these requests must accompany the building permit application. This form is available on Regina.ca/build.

Field Review Letters

As per *The Building Code Regulations*, an Architect or Engineer are required to both design and inspect components designed under NBC and NECB. See Regina.ca/build for the Design and Field Review form.

Infrastructure Improvements

Your design professional shall review servicing requirements to identify if the proposed scope of work impacts existing services. Reference the open data network for existing infrastructure or email locates@regina.ca .