Contents

How to Access and/or Create a MyAccount.................................................................................................2
How to Register as an eBuild User ................................................................................................................2
How to Apply Online ......................................................................................................................................3
How to Check the Status of an Application .................................................................................................6
How to Navigate My Items ...........................................................................................................................7
  Submits ................................ ......................................................................................................................................7
Fees ................................................................................................................................................................7
Reviews ............................................................................................................................................................7
Conditions .......................................................................................................................................................7
  Documents & Images ..................................................................................................................................7
How to Resubmit ............................................................................................................................................7
How to Submit a Revision .............................................................................................................................8
How to Pay a Fee ..........................................................................................................................................10
How to Access and/or Create a MyAccount

1. Go to MyAccount located in the top right corner of the regina.ca main page.

2. Select eBuild to be redirected to the MyAccount log in page.

3. If you are have not registered with MyAccount, follow steps 4-12. If you are registered, see How to Create an eBuild Account.

4. Click on Sign up now and you will be redirected to the sign-up page.

5. Enter a valid e-mail address in the Email Address field.

6. Select Send verification code and an e-mail enclosed with the verification code will be sent to the e-mail address provided.

7. Enter the verification code in the Verification Code field and click Verify Code.

8. Enter your password in the New Password field.

9. Re-enter your password in the Confirm New Password.

10. Click the check box below Terms & Conditions to agree to the terms.

11. Click Create at the bottom of your screen and you will be redirected to eBuild MyAccount where you will create your eBuild user profile.

How to Register as an eBuild User

1. Go to MyAccount located in the top right corner of the regina.ca main page and select eBuild.

2. Enter your name in the Full Name field. If you are creating an account on behalf of a business, please enter the business name in this field.

3. Select your preferred contact method. If you would like to receive e-mail updates on your application(s), please select email.

4. Enter your personal civic address in the Address section. If this account is on behalf of a business, please enter the business address in this field.

To enter an address that is not within City limit, leave this field blank and enter the address in the Mailing Information section.
5. Enter the appropriate mailing information in the *Mailing Address* section.

6. Enter contact phone number(s) in the *Contact Numbers* section.

7. Click *Save* at the bottom of your screen.

*You’re all set! You can begin your application.*

**How to Apply Online**

1. Select *Apply for a Permit* on the main page.

2. On the *Permit Application – Description and Type* page choose the application type by using the drop down.

3. Review and delete the prepopulated instructions to enter a brief description of your project in the *Please describe the work being done* field.

4. Enter the *Total Estimated Cost of Construction*. This should include all fees associated with completing the project in full (eg. construction materials, labour, etc.)

5. Select *Next Step: Work Items* to move to step 2 of the application process.

6. On the *Permit Application – Work Items* page select the work items that apply to your application.
7. Select **Next Steps: Description of Work** to move to step 3 of the application process.

8. On the Permit Application – Description of Work page enter the quantity and/or metric value of each work item selected.

9. Select **Next Step: Location** to move to step 4 of the application process.
10. On the *Permit Application – Location of Work Being Done* page enter the address of the location where the work will be done.

11. Select **Next Step: Contacts** to move to step 5 of the application process.

12. On the *Permit Application – Contact* page the contact information will be hidden per the *Freedom of Information and Protection of Privacy* policy.

   Please ensure you have completed Section A of the application form found in the relevant application package.

13. Select **Next Step: Upload Files** to move to step 6 of the application process.

14. On the *Permit Application – Upload Documents* page upload the required documents under each type of submittal by clicking **Browse**.

   **Guidelines for Electronically Submitting Documents:**
   - Submitted documents should be in PDF format.
   - All text must be legible and readable.
   - All documents must be listed, and a table of contents should be included.
   - All documents must be in black and white.

   Please ensure all required documents are uploaded.

   **Current Submit**

   **Submittal #1 Permit Application Submittal (05-11-2021)**

<table>
<thead>
<tr>
<th>Type</th>
<th>Status</th>
<th>Date Verified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Form</td>
<td>Pending</td>
<td></td>
</tr>
<tr>
<td>Site Plan</td>
<td>Pending</td>
<td></td>
</tr>
<tr>
<td>Unconditional Services/Forested Deck Plan (If applicable)</td>
<td>Pending</td>
<td></td>
</tr>
<tr>
<td>Subdivision Detail Form</td>
<td>Pending</td>
<td></td>
</tr>
<tr>
<td>Framing Plan</td>
<td>Pending</td>
<td></td>
</tr>
</tbody>
</table>

   All ISC registered addresses will auto-populate. If your address is not found, contact 306-777-7000 for assistance before proceeding.

   Please ensure you adhere to the guidelines for submitting documents electronically.
15. To upload additional documents that may be beneficial to the approval process, select Browse under Upload Additional Documents.

16. Select Next Step: Review & Submit to move to step 7 of the application process.

17. On the Permit Application – Review & Submit page scroll to the bottom of the page and agree to the conditions described by selecting the box next to Do you agree?

18. Enter the characters you see in the captcha image

19. Select Submit Application to submit your application.

**Congratulations! You’ve submitted your application. Monitor the progress of your application in My Items.**

**How to Check the Status of an Application**

1. On the main page, select My Items located at the top of the page.

2. Expand My Permit Applications by clicking on the arrow to the left and locate the application reference number.

3. The status of your application will be listed in the status column.
How to Navigate My Items

1. Click on the applicable reference number to enter Permit Application Status page

Submitals

2. Scroll to Submittals to view the status of your submittal.

Pending: Submittals are under review for completeness.
Approved: Submittals have been approved.
Incomplete Submittal: Submittals are incomplete.

Fees

3. To view the cost of your permit got to the Fees section.

Reviews

4. Once your application status is In Plan Check, view the status of each review under the Review section.

Pending: Review is in progress.
Failed: Review has failed. Applicant will receive notice of correction explaining next steps.
Approved: Review has been approved.

Once all reviews have been completed, you will receive correspondence advising you on next steps.

Conditions

5. During a review, conditions may be placed on the application. You can view all conditions and the status of each under the Conditions section.

Open: Condition has not been met.
Closed: Condition has been met.

Documents & Images

6. To view correspondence issued by the City regarding your application, go to the Documents & Images section.

How to Resubmit

1. Follow steps 1-3 of How to Check the Status of your Application and then click on applicable reference number to enter Permit Application Status page.

2. Scroll to bottom of the page and select Click Here under the Upload Documents section.

Resubmissions are required only when a Incomplete Application or Returned for Correction letter has been issued.

This application requires all documents to be attached to a submittal. Click Here to Upload Documents.
3. On the *Permit Application Submittals* page upload the required documents under each type of submittal.

Select **Browse** upload a new document. Select **New Version** to upload a new version of the document previously submitted.

![Image of Permit Application Submittals](image)

4. Select **Upload Document** located at the bottom of the page to complete the resubmission.

**How to Submit a Revision**

If changes are required to the scope of your application, please contact us at [permits@regina.ca](mailto:permits@regina.ca) to find out your next steps. Minor adjustments may be allowed after your permit has been issued but large changes to the scope of work may require an additional permit or a cancellation of the existing permit with a new application to be submitted.

1. If directed by the City, follow steps 1-3 of *How to Check the Status of your Application* and select **Add Revision**.

2. Select the applicable permits being revised.

![Image of Permit Application](image)

3. Select **Next Step: Work Item** to move to step 2 of the revision process.

4. On the *Permit Application – Work Items* page select the work items that apply to your application.

![Image of Work Items](image)
5. Select **Next Step: Description of Work** to move to step 3 of the revision process.

6. On the *Permit Application – Description of Work* page enter the quantity and/or metric value of each work item selected.

   ![Building Permit Work Items](image)

   ![Development Permit Work Items](image)

7. Select **Next Step: Contacts** to move to step 4 of the revision process.

8. On the *Permit Application – Contact* page the contact information will be hidden per the *Freedom of Information and Protection of Privacy* policy.

   Please ensure you have completed Section A of the application form found in the relevant application package.

9. Select **Next Step: Upload Files** to move to step 5 of the revision process.

10. On the *Permit Application – Upload Documents* page upload the required documents under each type of submittal.

    Select **Browse** upload a new document. Select **New Version** to upload a new version of the document previously submitted.

    Please ensure you review and adhere to the guidelines for submitting documents electronically located at the top of the page.
11. To upload additional documents that may be beneficial to the approval process, select Browse under Upload Addition Documents.

12. Select Next Step: Review & Submit to move to step 6 of the application process.

13. On the Permit Application – Location of Work Being Done page scroll to the bottom of the page and agree to the conditions described by checking the box next to Do you agree?

14. Enter the characters you see in the captcha image

15. Select Submit Application located at the bottom of the page to move to Step 8.

Congratulations! You’ve submitted your revision. Monitor the progress of your application in My Items.

How to Pay a Fee

Fee payment is required prior to permit issuance. Applicants will receive an Approval Notice via email notifying that payment is required. Application notifications will be sent through ebuildnoreply@cityofreginalicensing.onmicrosoft.com. Please ensure you are frequently checking your junk mail and eBuild account for updates on your application.

1. On the main page, select My Items located at the top of the page.

2. Expand My Permit Applications by clicking on the arrow to the left and locate the application reference number.

Sign Out  My Account  My Items  Portal Home
3. The status of your application will be set to *Ready for Issuance* listed in the status column.

<table>
<thead>
<tr>
<th>Reference Number</th>
<th>Address</th>
<th>Type</th>
<th>Status</th>
<th>Date Created</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRAD202200015</td>
<td>45 ANGUS CRESCENT, REGINA, SK S4T9K1</td>
<td>Addition</td>
<td>Ready for Issuance</td>
<td>01/25/2022</td>
</tr>
</tbody>
</table>

*Description:* Help us understand the scope of your project by providing a brief description of the work covered under this application (Typically provided in bullet or in 1-2 sentences).

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**All fees must be paid in full prior to issuance of permit.**

4. Select the *Pay Fees* to be redirected to the *Permit Application Fee* page.

5. Ensure all applicable fees are selected by checking the checkbox in the *Pay?* column.

6. Select *Make Payment* to enter payment details.

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**All fees must be paid in full prior to issuance of permit.**

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**If multiple applications require payment, each application requires a separate transaction.**

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**In the future a Shopping Cart feature will be added to allow multiple fees to be paid at once.**

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**Accepted payment methods include ViSA, MasterCard, or American Express.**
7. Enter the following mandatory fields: Cardholder Name, Card Number and Expiry Date (MMYY) in the applicable fields.

8. Select Process Transaction to complete the transaction.

9. Once your payment has been processed, you will be redirected to the following screen:

10. Select Print This Receipt to print a copy of the receipt.