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.

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.

A building permit regulates construction according to the National Building Code, while a development permit regulates the location of a deck according to the Zoning Bylaw. Many applications include a building and zoning review and you will be issued both a building and development permit upon approval.

All ISC registered addresses will auto-populate. If your address is not found, contact 306-777-7000 for assistance before proceeding.
14. On the Permit Application – Upload Documents page upload the required documents under each type of submittal by clicking Browse.

Please ensure all required documents are uploaded.

- **Guidelines For Electronically Submitting Documents:**
  - Submitted documents should be under 10MB in size.
  - Adhere to specifications.
  - PDF files.
  - All plans must be clear, legible and to scale.
  - All documents must be named using the following naming convention: the description/Information Type - Establishment [m/ArchitecturalDrawings - Submittal #].
  - All documents must follow the City of Regina Permitting Standards.
  - Please upload items separately under corresponding titles.

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.

Fees

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

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

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.

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.

   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.

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 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 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.

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.

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.
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.

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.*