

Building Permit Application

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

Building Use	<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
Nature of Work	<input type="checkbox"/> New	<input type="checkbox"/> Alteration	<input type="checkbox"/> Addition	<input type="checkbox"/> Repair	<input type="checkbox"/> Other			
Building Address and Legal Land Description								
Address:								
Lot:			Block:			Plan:		
Describe the Scope of Work <i>(explain the project in detail; include specifics so we can understand the project)</i>								
Total Cost of Construction						\$		

Request for Building and Occupancy Permit (required)			
<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 <i>(or signed Letter of Authorization)</i>	Signature of Applicant	Date (MM/DD/YYYY)

The following items must be included in your application package:

Applications will not be accepted until all information is provided.

☐ Factory-built fireplace (9.22.8.)

Provide type and model number complete with details including required clearances to combustible materials.

- Construction and installation must conform to *CAN/ULC-S610-M*.
- Venting must conform to NBC requirements, if applicable.

☐ Masonry or brick fireplace (9.22.1.)

Provide construction details including dimensions of enclosure, cross-sectional drawing showing construction, materials used for construction and additional equipment information.

- Construction of masonry fireplaces must conform to *NBC Section 9.20*.
- Venting must conform to NBC requirements, if applicable.

☐ Wood burning fireplace/stove

Provide construction details including dimensions of enclosure, cross-sectional drawing showing construction, materials used for construction and additional equipment information.

- If the ventilation system within the dwelling is exhaust-only, then solid fuel burning appliances are not permitted (*NBC 9.32.3.6.(1)*).
- Clearance from combustible materials must be clearly shown.
- Storage of flammable materials listed.
- Venting must conform to NBC requirements, if applicable.

Carbon Monoxide Detectors (9.32.3.9.(3))

If a solid fuel appliance is installed, then a carbon monoxide detector is required to be mounted in the same room as the appliance as per manufacturer's specifications, or the detector shall be mounted on or near the ceiling.

Electric Fireplace

No building permit is required at this time from the City of Regina.

NOTE: TSASK regulates electrical and gas permits and may require permits/documentation prior to installation. Be sure to contact them directly for more information.