eBuild User Guide

Contents

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.

> This is a one-time registration process to set up your initial account

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.

> Once you have selected your application type, the nature of work will autopopulate with the applicable value.

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

Choose the application type:* Deck/Sunroom

Please categorize the nature of the work* being done: Alteration and improvements

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

Limit 4000 characters

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.)

Permit Application - Description and Type
TMPPR20210001409

Required information is indicated with an asterisk (*).

Choose the application type:* Deck/Sunroom

Please categorize the nature of the work* being done: Alteration and improvements

Please describe the work being done:* Covered deck in rear yard 3ft off grade

Limit 4000 characters

▾ **Total Estimated Cost of Construction**

Enter the estimated cost of construction:* (This includes all fees associated with completing the project in full): $7,000.00

[Cancel] [Next Step: Work Items]   [Save this Application for Later]

> Due to security reasons, your session will **timeout in 15 minutes**. If you require additional time, please select *Save this Application for Later* at any point throughout the application process to continue your application under *My Items*.

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.

Permit Application - Work Items

TMPPR20210001409

Required information is indicated with an asterisk (*).

▼ Building Permit

Please choose as many work items as are appropriate.

Search for work items

- ☐ Deck/Porch Covered
- ☐ Deck/Porch Uncovered
- ☐ Pergola/Sunroom

▼ Development Permit

> Click on the ⓘ for more informaiton on each work item.

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.

Permit Application - Description of Work

TMPPR20210001409

Required information is indicated with an asterisk (*).

▼ Building Permit Work Items

Deck/Porch Covered

Square Metres: * [   ]

Please enter the quantity for this work item in the units specified

▼ Development Permit Work Items

Development Permit

Quantity: * [1   ]

Please enter the quantity for this work item in the units specified

> 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.

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.

Permit Application - Location of Work Being Done
TMPPR20210001409

Required information is indicated with an asterisk (*).

A valid address within Regina must be provided. If your application pertains to a recently aquired property and the address does not appear, please contact us by email or at 306-777-7000 for assistance before proceeding.

Location Type(s) to Search For: All

Search for location:

Begin typing a street address or Parcel Number above and we will search existing locations within the jurisdiction. If your location appears, please select it from the list.

Can't find address?

The location you have selected: *

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

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***.

Please ensure all required documents are uploaded.

Guidelines For Electronically Submitting Documents:
- Submitted documents should be under 100MB in size.
- Accepted file extensions:
  - pdf, jpeg
- All plans must be clear, legible and to scale.
- All attachments must be named using the following naming convention: File Description/Information Type - DateEntered (ex.Architectural Drawings - Jan 01 2021).
- All documents must follow the City of Regina Formatting Standards.
Please upload items separately under corresponding title.

Please ensure you adhere to the guidelines for submitting documents electronically.

Current Submittal

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

Type	Status	Date Verified
▾ **Application Form**	Pending	
Select a new document for this requirement: Browse..		
▾ **Site Plan**	Pending	
Select a new document for this requirement: Browse..		
▾ **Unconditional Sunrooms/Covered Deck Plans (If applicable)**	Pending	
Select a new document for this requirement: Browse..		
▾ **Submission Detail Form**	Pending	
Select a new document for this requirement: Browse..		
▾ **Framing Plan**	Pending	
Select a new document for this requirement: Browse..		

15. To upoad additional doucments that may be beneficial to the approval process, select **Browse** under *Upload Addition 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.

Sign Out   My Account   My Items   Portal Home

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

Expand All / Collapse All

─ ▸ **My Permit Applications** _____

─ ▸ **My Upcoming Inspections** _____

3. The status of your application will be listed in the status column.

─ ▾ **My Permit Applications** _____

Show Active

Reference Number ⬧	Address ⬧	Type ⬧	Status ⬧	Date Created ▼
PRAD202100188	6 LORNE PLACE, Unit:312, REGINA, SK S4R8B3	Addition	Pending	03/17/2021
	Description: This is the static text that we can add:			

Add A Revision **Upload Submittals**

Applicants will receive an email notification from ebuildnoreply@cityofreginalicensing.onmicrosoft.com if revisions or payment is required. Please ensure you are frequently checking your junk mail and eBuild account for updates on your application.

For status definitions, see the *My Items* main page.

How to Navigate *My Items*

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

Submitals

2. Scorll 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.

> Fees will populate in this secton once your application has been accepted and is under review.

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 completeed, you will receive correspondacne advising you on next steps.***

Conditions

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

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

Documents & Images

6. To view correspondance 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 refernece number to enter *Permit Application Status* page.

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

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

⌐ ▾ **Upload Documents** ────────────────────────────

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 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.

Click on the 🔵 for more informaiton on which permit types to select.

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.

- ▾ **Building Permit Work Items**

Residential Addition (Single or Double Dwelling unit)

Square Metres: * 40

Please enter the quantity for this work item in the units specified

- ▾ **Development Permit Work Items**

Development Permit

Quantity: * 1

Please enter the quantity for this work item in the units specified

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.

Please ensure all required documents are uploaded.

- ▾ **Guidelines For Electronically Submitting Documents:**
  - Submitted documents should be under 100MB in size.
  - Accepted file extensions:
    - pdf, jpeg
  - All plans must be clear, legible and to scale.
  - All attachments must be named using the following naming convention: File Description/Information Type – DateEntered (ex.Architectural Drawings – Jan 01 2021).
  - All documents must follow the City of Regina Formatting Standards.

Please upload items separately under corresponding title.

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

- ▾ **Current Submittal**

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

Type	Status	Date Verified
▾ **Application Form** ❷	Pending	
Select a new document for this requirement:	Browse..	
▾ **Site Plan** ❷	Pending	
Select a new document for this requirement:	Browse..	
▾ **Unconditional Sunrooms/Covered Deck Plans (If applicable)** ❷	Pending	
Select a new document for this requirement:	Browse..	
▾ **Submission Detail Form** ❷	Pending	
Select a new document for this requirement:	Browse..	
▾ **Framing Plan** ❷	Pending	
Select a new document for this requirement:	Browse..	

Please ensure you review and adhere to the guidelines for submitting documents electronically located at the top of the page.

11. To upoad additional doucments 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.

3. The status of your application will be set to *Ready for Issuance* listed in the status column.

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.

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

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

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

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.

Mandatory fields marked by *

Payment Details

Transaction Amount: $ 100.00 (CAD)

Order ID: 4609

Please complete the following details exactly as they appear on your card.
Do not put spaces or hyphens in the card number.

Cardholder Name*:

Card Number*:

Expiry Date (MMYY)*:

Click 'Process Transaction' to charge your card. Only click the button once. Using the 'Back','Refresh' or 'Cancel' button after you press the 'Process Transaction' button will not stop the transaction from being processed and may result in a double charge.

Process Transaction	Cancel Transaction

8. Select *Process Transaction* to complete the transaction.

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

Print This Receipt

Thank you! Your payment has been received and processed.

Transaction ID: 660144080010148690
Fee Type: Permit Application Fees
Application Number: PRAD202200015
Date: 01/25/2022
Amount: $100.00

Continue

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