

# Building Permit Application

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

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

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

## Application Checklist

The following items must be included in your application package:

*Applications will not be accepted until all information is provided.*

### Application Form

- Signed by the legal owner of the property (registered on title)
- A foundation repair is considered a 'repair' class of work

*Supply accurate and detailed plans to speed up the application review process. Metric plans preferred.*

### Submission Details Form (Page 3)

### Foundation Plan or Report

Plans must include the following components:

- Engineer or architect designed/stamped plans noting location of walls being repaired (walls must be returned to original state unless all walls are being altered, then all must meet today's building standards with insulation and air/vapour barriers).
- Floor replacement occurring? (address damp proofing, soil gas control and show any new rough-in locations)

### New or Altered Foundation Windows (if applicable)

- Engineer or architect designed/stamped plans
- Location and size of proposed and existing windows on same wall face (see Figure 2)
- Measurement of foundation to property line of wall for proposed windows
- Size of wall (length and height – grade to uppermost ceiling)

### Other Requirements (if applicable)

- Spray foam information (see [spray foam application](#))
- If basement will also be developed or altered, see the [Basement Development Package](#)
- The applicable energy efficiency compliance form (found at the bottom of [this page](#)) is required for alterations to the building envelope, windows or mechanical equipment, for houses built after January 1st, 2019.

## How to Submit Your Application

Submit your completed application online by [registering for eBuild](#). Applying online allows you to track the status of your application and access application information from anywhere.

The City will review your application to ensure it meets all requirements. All applications are reviewed under the most current National Building Code of Canada and City Bylaws. The owner is responsible for ensuring their building complies with all construction standards.

Ensure your project plans are legible and precise. Drawings stamped with “not for construction”, “preliminary” or “for permit purposes only” will not be accepted.

## Permit Fee

- Foundation repair permit fee: \$135.00

Once your application is approved, payment must be made online using eBuild, or in person at City Hall. Following payment and final processing by our staff, your permit will be issued and emailed to the applicant. Your approved drawings will then be available on eBuild and construction may begin.

## Review Process

**Specific items will be reviewed only at INSPECTION, not at the time of application review.**

An explanation of the requirements for inspection review is included in this package. Depending on project scope, all items may not be reviewed or inspected.

	REVIEWED at APPLICATION	REVIEWED at INSPECTION
Dampproofing of Walls	✓	✓
Drainage		✓
Floor replacement <i>(dampproofing of floor slab, soil gas control)</i>	✓	✓
Floor replacement <i>(under slab plumbing, concrete strength, floor drain, concrete floor requirements)</i>		✓
Framing & Finishing		✓
New Windows	✓	✓
Sealed Structural Plans	✓	✓
Spray Foam	✓	✓
Weeping Tile, Surface Drainage & Sumps		✓

### Required Inspections

#### Building (if applicable)

1. Foundation - Rebar, prior to concrete pour
2. Prior to backfill - After weeping tile and damp proofing installation
3. Insulation - After vapour barrier, prior to drywall
4. Backfill - After drainage layer is complete

#### Mechanical (if applicable)

1. Trench - New or replacement of water and sewer service lines
2. Rough-In - After plumbing drainage piping installation, prior to covering
3. Final Inspection - After fixtures are installed, prior to occupancy

For more information or to book an inspection, call 306-777-7551 or [submit a request](#) online.

## Submission Details

Submit this completed form with your application.

### Foundation Wall Repairs

*Indicate all situations that apply to this job*

- Impacted walls were previously finished  
*(walls should at least be framed, insulated and vapour barriered after)*
- Impacted walls were previously unfinished  
*(walls should be framed, insulated and vapour barriered after)*
- All walls are being altered  
*(walls should be framed, insulated and vapour barriered after)*

**If you do not plan on framing, insulating and installing vapour barrier with this application, select 'no' below:**

- Yes                       No

Note: a building permit will be required when the owner is ready to frame, insulate and vapour barrier the space, and/or to finish the basement.

### Other Work Planned (if applicable)

*Check all that apply*

- Spray foam ([attach spray foam application](#))
- If developing the basement or adding a new bedroom, also include the [Basement Development Submission Package](#)
- Modifying existing foundation openings or adding new openings (see Figure 2)
- Exterior excavation
- Weeping tile replacement
- Dampproofing of foundation walls  
*(provide product information)*
- New sump pump installation
- Floor replacement  
*(plans to include dampproofing and soil gas control information)*
- Underslab plumbing

## Building Code Requirements

**Here are National Building Code (NBC) requirements that must be met and will be inspected.**

Please note that this is not an exhaustive list of NBC requirements, and exceptions may apply:

### Drainage (if applicable)

**Drainage pipe or granular drainage (Article 9.14.3 or 9.14.4)** - When the exterior ground is excavated to the base of the foundation wall, proper drainage shall be provided. Code requires drainage pipe in conformance with Subsection 9.14.3 (e.g., minimum 100mm diameter, covered with 150mm of properly graded crushed rock, etc.). Buildings originally built with granular drainage systems may refer to Subsection 9.14.4, if desired.

**Sump pit and pump (Article 9.14.5.2)** – new sump pits shall be:

- at least 750 mm deep,
- at least 0.25 m<sup>2</sup> in area, and
- shall have an airtight cover

All stormwater drainage weeping tile or groundwater seepage sumps must discharge to the surface or storm system ([Regina Wastewater and Storm Water Bylaw](#)). Ensure discharge locations are 2.0m away from property line and do not overflow city sidewalks or impact neighbouring properties ([Standard Construction Specifications](#)).

**Surface drainage (Article 9.14.6)** - The site shall be graded to drain water away from the building.

### Energy Efficiency Standards (if applicable)

Energy efficiency standards from Section 9.36 of the National Building Code of Canada are required if both of the following two items apply to your project.

- The building was constructed after January 1, 2019.
- There are alterations to the building envelope, windows or mechanical equipment.

### Floor replacement (if applicable)

**Under slab plumbing** - The plumber on site shall have the plumbing work approved by the mechanical inspector prior to the new plumbing work being covered. Mechanical inspections can be arranged by calling 306-777-7292 between 8 a.m. - 9 a.m. on weekdays.

**Concrete strength (Article 9.3.1.6.(1)(b))** - The compressive strength for concrete basement floors shall be at least 20 MPa, or as specified by the engineer or architect.

**Dampproofing of floor slab (Article 9.13.2.6)** - Generally, dampproofing consisting of 0.15mm thick polyethylene is installed below the concrete floor (joints lapped at least 100mm, or 300mm if also using the polyethylene for soil gas control as described below).

Other methods allowed by Code for installation under the concrete floor include type S roll roofing or rigid polystyrene meeting specific requirements. Options for dampproofing between the concrete floor and finished floor include 0.05mm polyethylene or rigid polystyrene meeting specific requirements (refer to Article 9.13.2.6 for details).

Note: if dampproofing is to be accomplished with rigid polystyrene insulation, the designer shall ensure that heat loss to the footing is not negatively impacted (see Sentence 9.12.2.2.(2) for more information).

**Soil gas control (Article 9.13.4)** - floor and wall assemblies that separate conditioned space from the soil must be protected by an air barrier conforming to Subsection 9.25.3, so that soil gas leakage into the building will be minimized.

For floors on ground, this is generally accomplished with polyethylene sheets lapped at least 300 mm installed below the concrete floor. The floor shall be sealed to the adjacent walls with a flexible sealant, and all penetrations through the floor shall be sealed as well (see Article 9.25.3.6 for more details).

For walls, this is generally accomplished with the polyethylene sheets that are used as the vapour barrier, with joints sealed, or lapped at least 100mm and clamped between framing members. Penetrations should be sealed to ensure continuity of the air barrier (see Article 9.25.3.3 for more details).

Finally, if the floor on ground is being replaced, a radon depressurization system shall be roughed-in. Generally, this consists of a 100mm diameter pipe installed through the concrete and into the granular layer with the opening in the granular layer near the middle of the floor. The top of the pipe shall be provided with an airtight cap and shall be clearly labelled as a radon rough-in. This will allow for future depressurization equipment to be installed as needed (see Subsection 9.13.4 for more details).

**Floor drain (Article 9.16.3.3)** - when floor drains are required, such as in the basement of dwellings, the floor shall be sloped to ensure adequate drainage.

**Concrete floor requirements (Article 9.16.4)** - Concrete floors shall be at least 75mm thick, and a bond break shall be provided between the slab and footing.

## Framing and Exterior Walls

**Dampproofing (Article 9.13.2.2)** - If a dampproofing membrane is part of the planned work, applicant must provide product information. Products either must comply with the approved products in the building code or have been independently tested. For tested products, product specifications including the CCMC report number.

**Foundation wall moisture protection of interior finishes (Article 9.13.2.5)** - Where wood framing or an interior finish is in contact with concrete basement walls, a membrane or coating shall be applied to the concrete to minimize the movement of moisture from the exterior to the interior (this barrier should be between the concrete wall and the interior wood studs or finish). This moisture protection shall extend from the basement floor to the exterior ground level. The barrier shall not extend above the grade level, so the wall can dry to the exterior.

**Wood decay protection (Article 9.23.2.2 & 9.23.2.3)** - If wood members are not pressure treated and are supported by concrete that is in contact with the ground, they shall have a 0.05mm polyethylene film or Type S roll roofing in between the wood and the concrete support.

**Insulation (Article 9.25.2)** - Foundation walls are required to be insulated to prevent condensation, ensure occupant comfort and shall be installed over the full height of a foundation wall enclosing a basement or heated crawl space. (Sentence 9.25.2.3.(4))

**Air barriers (Article 9.25.3) and vapour barriers (Article 9.25.4)** - The building envelope shall be constructed to prevent air leakage. Insulated assemblies shall have a vapour barrier to prevent the passage of vapour into those assemblies. In general, vapour barriers shall be installed on the warm side of the assembly, shall have a permeance not greater than  $60 \text{ ng}/(\text{Pa s m}^2)$  (dry cup method), not greater

than 300 ng/(Pa s m<sup>2</sup>)(wet cup method) and shall comply with the appropriate standard for the material being used.

**Wall studs height and spacing (Article 9.23.10.1)** - Wall stud height and spacing shall conform to Table 9.23.10.1. Commonly, non-load-bearing basement walls are framed as 2x4 at 16" on center or 24" on center.

## **Hazardous Materials** (if applicable)

For handling hazardous materials, see the [Hazardous Materials Handling Conditions](#) on our website.

## **Professional Design for Foundation Repair** (Building Bylaw 2023-59)

Foundations including foundation walls and footings for all Part 9 buildings, shall be designed by an architect or engineer. Therefore, foundation work, including repairs or alterations to foundations, must be sealed by a design professional licensed in the province of Saskatchewan. The Provincial Legislation also requires that the structural design professional inspect the construction of their design. This requirement is found under Section 15(2) of *The Building Code Regulations*.

## **Spray Foam and other Foamed Plastics** (if applicable)

Foamed plastics must be approved for use by the City of Regina and installed by a City-approved installer if spray foam will be used as the vapour barrier. However, if an additional vapour barrier will be installed, a City-approved spray foam product and installer are not required.

It is the contractor's responsibility to ensure a label is placed on the job site as required by CAN/ULC-S705.2, including the above information and stating: "This certificate indicates that the installed, applied spray of rigid polyurethane foam insulation meets the CAN/ULC-S705.1 – medium density – product standard. This product has been installed according to the CAN/ULC-S705.2 installation standard."

**Foamed plastic insulation protection (Article 9.10.17.10)** - Where foamed plastics are used in wall or ceiling assemblies (e.g., foam insulation boards, spray foam, etc.), they must be covered by:

- an interior finish from Subsections 9.29.4 to 9.29.9 (see wall/ceiling finishes for details), or
- a thermal barrier meeting Sentence 3.1.5.15.(2). Note: these products must generally be evaluated and approved by the City of Regina prior to use. Contact Service Regina for more details at 306-777-7000.

## **Windows**

**Bedroom window(s) sized for egress (Article 9.9.10.1)** - Each bedroom without an exterior door shall have a window that is:

- openable from the inside without the need for special tools or knowledge (e.g., windows or security bars that are unlocked by a key are not permitted),
- the window shall provide a clear opening of at least 0.35m<sup>2</sup> with each dimension being at least 380mm, and
- the window shall remain in the opened position without the need for additional support (e.g., using a stick to hold a window open is not permitted).

**Bedroom window well sized for egress (Article 9.9.10.1) and drained (Article 9.14.6.3)** - When an egress window opens into a window well, the window well must provide a clearance of at least 760mm



(measured horizontally from the exterior surface of the foundation wall to the front of the window well). Also, window wells are to be drained to the footing level.

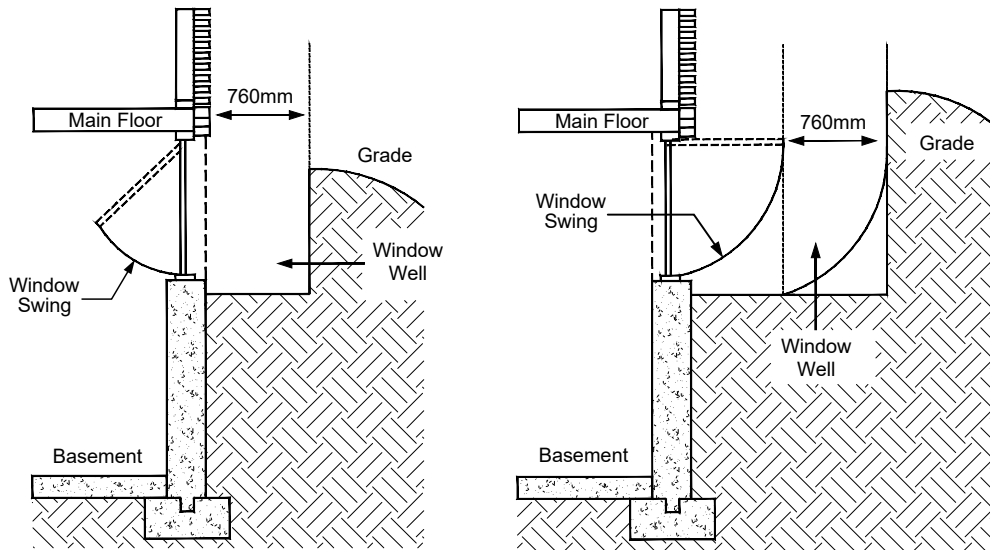


Figure 1 - Egress Windows

**Required Guards at windows (Sentences 9.8.8.1. (4 & 5))** – Windows that are less than 900mm above the finished floor OR more than 1800mm above the floor or ground on the other side of the window must be protected by a guard, or a mechanism that limits the openable portion of the window to not more than 100mm. This mechanism can include an operation that can only be released with the use of tools or special knowledge to allow the window to fully open.

**Spatial separations (Article 9.10.15.4)** - When new windows are planned, or when rough-openings for existing windows are to be changed, spatial calculations must be provided showing conformance to NBC. Windows are not permitted where the window is less than 1.2m from a property line (unless the property line is adjacent to a street or lane). The maximum allowable area of glazed openings (how many windows you can have on a building face) varies based on the area of the building face and the distance to the property line. Example: if a wall has a building face area of 30m<sup>2</sup> and is 1.2m from the property line, up to 7% of the wall can be glazed. If that wall was setback 1.5m from the property line, 9% glazing would be allowed.

## Windows: Alterations or new openings

If you are adding or changing the size of any windows, including windows in doors, the following additional information is required:

- length and height of wall (measured from grade to uppermost ceiling) (see Figure 2, Item 1)
- location and size of all existing windows on each wall with a new or altered window (see Figure 2, Item 2)
- an engineered design will be required for new windows openings or enlarged openings in the foundation as per Bylaw No. 2023-59, Subsection 36(1).
- distance to property line (measured perpendicular to wall face) (see Figure 2, Item 4)



## Sample Window Elevation

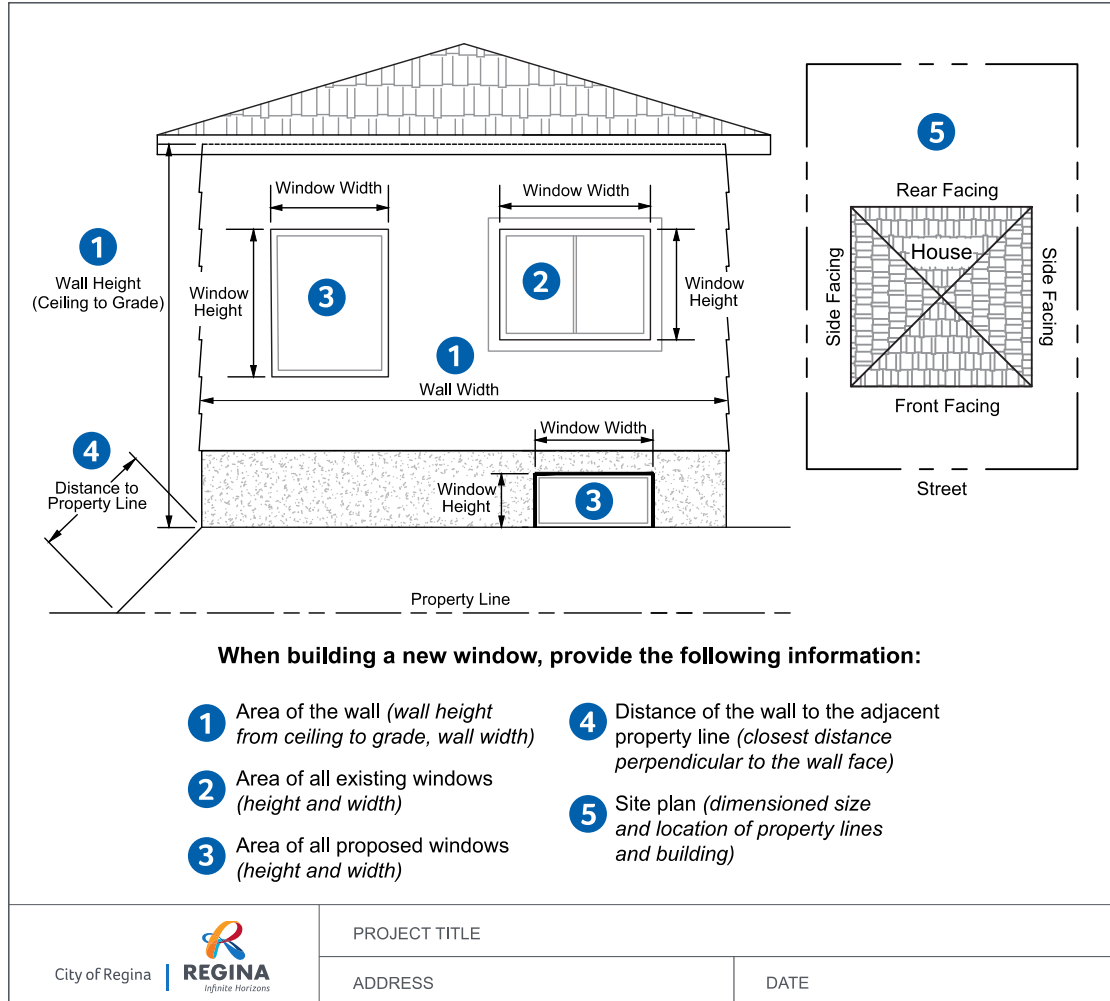


Figure 2 - Sample Window Elevation