

Alteration/Conversion Tenant Improvement Application

Alteration/Conversion/Tenant Improvement (TI)

A Building Permit application is required when altering the interior or exterior of an existing commercial, industrial or institutional building.

Business owners and contractors should consult a design professional before financially committing to a location for their proposed business or any proposed alterations to the space or change in occupancy, as the cost to make necessary upgrades may be expensive or changes to land use may not be permitted. Reference the [Alteration, Conversion & Tenant Improvement](#) information package.

How to Submit Your Application

Submit your completed building permit 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 legislation, codes, regulations and bylaws in place at the time of application. The owner is responsible for ensuring each 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.

Application Process

Alteration, conversion and tenant improvement applications are reviewed through a building permit application. A development permit review may be included if:

- you are changing the space or how the building will be used
- the space does not have the appropriate Planning approvals for the proposed activities
- you are making exterior changes that do not match the most recent approval.

Please note, an addition to a building is to be submitted using the [New Commercial](#) application package but will be processed as an addition.

Building Permit Application Checklist

Apply for a building permit through your [eBuild](#) account. Ensure all documents listed below are complete prior to starting the application process so they can be uploaded into the correct submittal folders.

The following items must be included in your application package:

- Building Permit Application form**
 - Signed by the legal owner of the property (registered on title)
- Building Code Analysis**
- Architectural Drawings**
- Electrical Drawings**
- Mechanical Drawings**
- Structural Drawings**
- Field Commitment forms** (if applicable)

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

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- Energy Code Forms** (if applicable)
- Site Plan** (identify building and/or unit if located in a multi-unit development)
- Addressing plan** (if application includes additional units being developed)

Permit Fee & Issuance

The fee for an alteration, conversion or tenant improvement is based on the **total** value of work.

- Alteration/Conversion/TI: \$8 per \$1000 of the value of the work (minimum permit fee of \$100)

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. Reference the conditions on issued permits to ensure compliance for permit closure.

Required Inspections

Routine inspections are performed as required for the proposed scope of work with the project, however additional inspections may be required depending on proposed construction. Be sure to speak with your inspector to determine what works best for your project. Commercial Inspections can be booked [here](#).

For more information or if you have questions about the application process, please contact Service Regina [online](#) or by phone at 306-777-7000.