

# Commercial Development/Building Permit Application

Permit Number (Office Use) \_\_\_\_\_

Park Management Services  
2<sup>nd</sup> Floor, 3211 Albert Street  
Regina, SK S4S 5W6  
Phone: 306-787-8676

## Applicant Information

Business Name: \_\_\_\_\_

Contact Name(s): \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Tell Us About Your Project

1. Class of Work  New  Addition  Repair  Removal  Demolition

2. Park/Recreation Site Name: \_\_\_\_\_

3. Provide a clear description of the project. Include all proposed work and activities related to the project. Attach all drawings related to the proposed work.

## Designer Information

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

## Building Contractor Information

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

## Design Drawings

Lessee must submit with application one set of detailed, scaled drawings and specifications comprised of the following (**electronic files are preferred – .pdf format**):

- Plot Plan** – indicating location of utilities, septic tank(s), accessory buildings, lot and building dimensions and distance to all property lines. Septic tank specifications, i.e. material, capacity, etc.
- Foundation Plan** – showing footing and foundation details including material specifications, dimensions reinforcing requirements, depth of excavation and general soil type (refer to Section 9.12 and 9.15 of the latest edition and revisions of the National Building Code of Canada (NBC).
- Floor Plan (s)** – indicating room dimensions, window and door opening sizes, corridors, etc. Mechanical, electrical and plumbing system including wood burning appliances.
- Cross Section** – drawn through exterior walls from top of roof to underside of footings showing construction and specifications of floor, wall, and roof construction.
- Exterior Elevations** – indicating finished grade level, drainage patterns, exterior elevations, roof penetrations, chimneys, roof vents, etc.

**Conditions**

1. Building Permit Approval is subject to meeting the terms and conditions listed on the Plan Review Report received from the Building Official or mentioned below in other conditions.
2. Throughout the inspection stages, it is important the lessee prominently display the Building Permit. After the structure has been enclosed, the Building Permit shall be displayed in a window facing the street.
3. Any significant changes in the building whether before, during, or after construction require a new permit application and approval.
4. The lessee shall obtain all other permits and approvals required for the proposed project including but not limited to plumbing, gas, electrical.
5. The lessee is responsible for coordinating all building inspections with the Building Official in accordance with the returned permit instructions.
6. The use of a street, sidewalk or lane during construction requires additional authorization.
7. Park facilities may not be used for disposal of any building material (debris), please make alternative arrangements for off-site removal.
8. The lessee is responsible to construct a structure in a proper manner and location, including with respect to the risks of flooding; Parks, Culture and Sport does not assume any liability in this regard by issuing the permit or by recommending compliance with the safe building elevations (SBE) as established by Water Security Agency (WSA).
9. In certain circumstances the lessee may be required to provide additional information to ensure compliance with the National Building Code of Canada.

**Disclaimer and Signature**

*I hereby acknowledge that I have read this application and state that the information contained herein is correct and agree to comply with all provincial laws regulating building and occupancy as well as all conditions contained within this two (2) page application.*

*I hereby understand that the issuing of a Development/ Building Permit does not relieve me, the lessee, from complying with all provincial building standards though not called for in the specifications or shown on the plans and/or applications submitted.*

*I, the lessee, understand that I am responsible for compliance with the latest editions and revisions of all applicable building codes and regulations.*

*This document becomes your building permit when signed by the Park Official, Building Official and the Business Services Official.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Approval**

Business Services Official \_\_\_\_\_ Date: \_\_\_\_\_ 20\_\_\_\_\_

Park Official: \_\_\_\_\_ Date: \_\_\_\_\_ 20\_\_\_\_\_

Building Official: \_\_\_\_\_ Date: \_\_\_\_\_ 20\_\_\_\_\_

**Office Use Only**

Estimated Value of Project (to be determined by the Building Official) \$ \_\_\_\_\_

Building Permit Fee: \$ \_\_\_\_\_ Permit Fee Determination \$6.00 / \$1,000 of development: (100.00 minimum fee)

