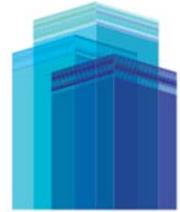


PLANNING & DEVELOPMENT SERVICES ADVISORY



Partial Permit Process

What is a partial permit?

A partial permit gives a builder or contractor the flexibility to build to a defined point in the construction process prior to a full building permit being issued. Typically, this means site servicing and foundation-related work, which includes:

- Residential Projects - Up to and including capping of the first floor for residential buildings, including site servicing.
- Commercial Projects - Site servicing, piles, pile caps, grade beams, footings and other similar and approved design items that support the first floor.

There is no additional fee for a partial permit.

How do I get a partial permit / what is the process?

- Submit a complete permit application to permits@regina.ca, including drawings and all forms in the submission package(s) found on Regina.ca/build (*same as current process*).
- The full application is reviewed. If all partial permit conditions are met and the development permit can be issued, the partial permit can be issued.
- The response letter will indicate eligibility to receive a partial permit.
- Should you choose to get the partial permit, call the permit counter at 306-777-5551 to pay. Payment for the full permit will be required up front.
- The partial permit will be issued by email. Alternatively, you can pay at City Hall and a paper copy of the permit will be issued.
- All normal inspections will occur as per usual.
- Approval of the remaining scope of the permit is dependent on whether the revisions meet the City's regulatory bylaws and codes.
- If all regulatory bylaws and codes are met after the first review, a full permit will be issued (instead of a partial permit) and construction can proceed for the full scope of the application.



Additional Notes:

- The applicant must resubmit drawings to address any deficiencies in the correction letter prior to the full permit being issued.
- The applicant is responsible for informing the City if changes were made to the foundation that would affect the already issued development permit.
- If changes are made to the plan that effect the development permit, a new development permit will be needed.
- Once the building permit is ready to be issued, the applicant will not need to pay again, as they have already paid in full up front.
- If work is performed other than the authorized work without full approval received first, penalization may occur.

Frequently Asked Questions

What application types do partial permits apply to?

- Any new builds or additions for commercial or residential applications

Who is eligible for a partial permit?

- Any applicant who is applying for a new build or addition (commercial or residential)

What is the benefit of the foundation permit?

- It allows builders or contractors to begin their construction process, while application deficiencies for later stage construction are being addressed
- It reduces building holds for the builders and contractors



Do I have to specifically apply for a partial permit?

- No. Apply as per the standard process by completing a permit application. If the application meets the full requirements for a building permit, the applicant will be issued a building permit for the full scope of construction. There is no need for a partial permit in this case.

What are the requirements of receiving a partial permit?

- Your application must meet the requirements for an approved development permit.
- Commercial - Your application must meet specific elements for a building permit. Typically, this means all site servicing and foundation-related work are compliant with codes and bylaws. Other items may apply depending on project scope.
- Residential – Your application must meet specific elements for a building permit. Typically, this means all site servicing and foundation-related work are compliant with codes and bylaws. The following items will prevent a partial permit from being issued:
 - Spatial separations (if non-conforming or conflicting information)
 - Interior stair information (if non-conforming/missing rise, run, clear height, headroom or ceiling height)
 - Engineered drawings (if non-conforming or conflicting foundation plan, tall walls, lowered areas or if not provided/stamped)
 - Truss layouts (if contain conflicting depths/overhangs or if not provided)
 - Egress from dwelling units (if non-conforming or information not provided)

What if I want to build past the scope of a partial permit?

- Construction beyond that authorized by the partial permit cannot proceed until the remaining deficiencies on the application are addressed and the full permit is issued.
- If work is performed other than the authorized work without full approval having first been received, enforcement action may result.

What's the difference between a Phased Permit and a Partial Permit?

- A **phased permit** is typically reserved for large commercial projects that, because of their large scope, will be completed under multiple permits or phases. For example, a project for a large office tower may be constructed under multiple permits or phases for the parkade, structure and interior work. See the [Advisory](#) for information on a phased permit.
- A **partial permit**, as outlined here, is designed for applicants who intend to receive a permit for a full new building or addition but have deficiencies on their application. To help start construction sooner, the City will give the applicant the option to receive a partial permit when specific criteria is met. The partial permit will be for servicing and foundation work.

For more information on Building Permits, Building Safety or Zoning Information, please visit Regina.ca or contact [Service Regina](#).

