

eBuild User Guide

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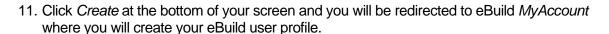
How to Access and/or Create a MyAccount

- Go to <u>MyAccount</u> located in the top right corner of the regina.ca main page.
- 2. Select *eBuild* to be redirected to the MyAccount log in page.
- If you are have <u>not registered</u> with MyAccount, follow steps 4-12. If you <u>are registered</u>, see *How* to Create an eBuild Account.
- 4. Click on *Sign up now* and you will be redirected to the sign-up page.



- 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.*

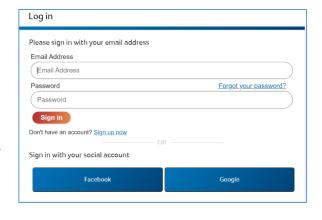




How to Register as an eBuild User

- 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.
- 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.



Do not close this page until you've entered your verification code

Email Address

dbhatt@regina.ca

- 5. Enter the appropriate mailing information in the *Mailing Address* section.
- 6. Enter contact phone number(s) in the *Contact Numbers* section.
- 7. Click Save at the bottom of your screen.

You're all set! You can begin your application.

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

How to Apply Online

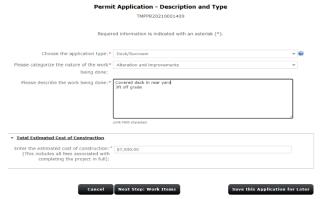
- 1. Select Apply for a Permit on the main page.
- 2. On the *Permit Application Description and Type* page choose the application type by using the drop down.

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.



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.)



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.

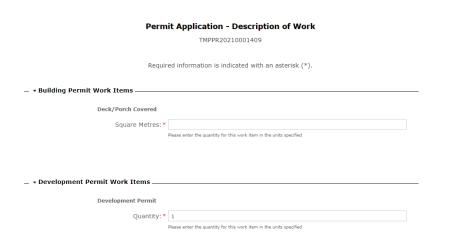
Permit Application - Work Items

TMPPR20210001409

_ • Development Permit _

Required information is indicated with an asterisk (*).	
* Building Permit	Click on the for more informaiton on each work item.
Search for work items	
☐ Deck/Porch Covered	
∂ □ Deck/Porch Uncovered	
Pergola/Sunroom	

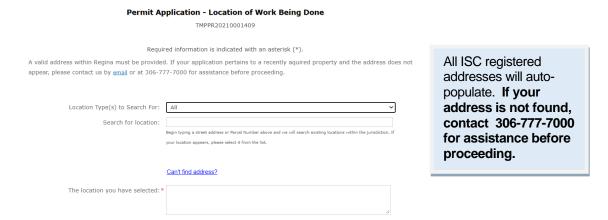
- 7. Select **Next Steps: Description of Work** to move to step 3 of the application process.
- 8. On the Permit Application Description of Work page enter the quantity and/or metric value of each work item selected.



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.

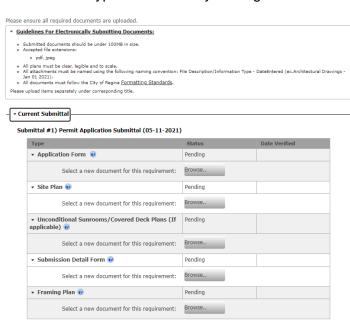
10. On the *Permit Application – Location of Work Being Done* page enter the address of the location where the work will be done.



- 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 you adhere to the guidelines for submitting documents electronically.

 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.



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



Applicants will receive an email notification from ebuildnoreply@cityofreginalic ensing.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 reference 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

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 reference 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.

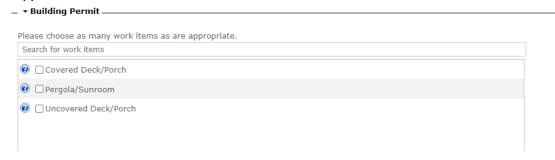
How to Submit a Revision

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.



- 3. Select **Next Step: Work Item** to move to step 2 of the revision process.
- On the Permit Application Work Items page select the work items that apply to your application.



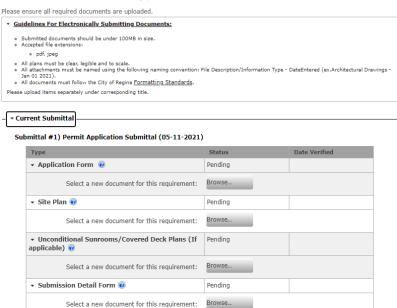
- 5. Select **Next Step: Description of Work** to move to step 3 of the revision process.
- 6. On the Permit Application Description of Work page enter the quantity and/or metric value of each work item selected.



- 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.



Select a new document for this requirement: Browse..

🕶 Framing Plan 🕡

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

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, se	elect I	Browse
	under Upload Addition Documents.		

_ ▼ Upload Additional Documents		_
Select any documents you wish to provide:	Browse	
Provide a short description of this set of 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.

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 set to Ready for Issuance listed in the status column.



All fees must be paid in full prior to issuance of permit.

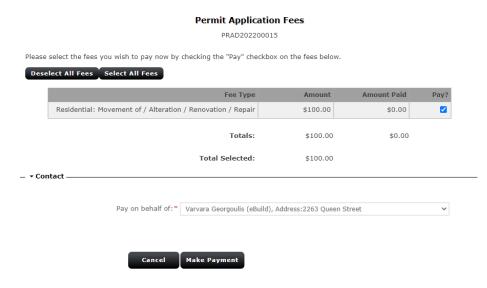
- 4. Select the Pay Fees to be redirected to the Permit Application Fee page.
- 5. Ensure all applicable fees are selected by checking the checkbox in the *Pay?* column.



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

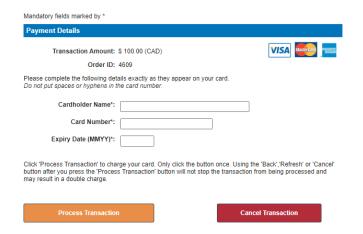
In the future a Shopping Cart feature will be added to allow multiple fees to be paid at once

Select Make Payment to enter payment details.

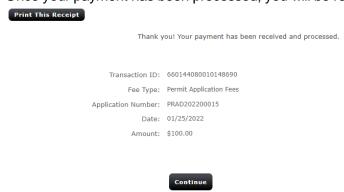


Accepted payment methods include VISA, MasterCard, or American Express.

7. Enter the following mandatory fields: Cardholder Name, Card Number and Expiry Date (MMYY) in the applicable fields.



- 8. Select *Process Transaction* to complete the transaction.
- 9. Once your payment has been processed, you will be redirected to the following screen:



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