

Pre-Application Meeting Request

Background

Pre-application meetings provide the opportunity for Designers and Owner(s) of an upcoming project to meet with the City of Regina to discuss questions specific to that project. Discussions may include interpretation of code or bylaws, clarification of processes, etc. It is intended that these meetings will improve the quality of applications, as well as improve the efficiency of the plan review, while remaining within the bounds of Saskatchewan’s legislation.

This document will record the topics, issues identified, resolutions or interpretations presented by the Designer(s), and the conclusions from the meeting. After the meeting is complete and after follow-up items are addressed, this document will be signed by the City of Regina Representative and forwarded to the coordinating design professional for a signature. 60 per cent of drawings need to be submitted with this request.

Note: When the building or development permit application is submitted, the Applicant shall include a signed copy of this Pre-Application Meeting documentation so that plan reviewers will be aware of the discussions that occurred.

Contacts

| | |
|-------------------------|--------------------|
| Primary Contact | |
| Name _____ | Project Role _____ |
| Email _____ | Phone No. _____ |
| Meeting Attendee | |
| Name _____ | Project Role _____ |
| Email _____ | Phone No. _____ |
| Meeting Attendee | |
| Name _____ | Project Role _____ |
| Email _____ | Phone No. _____ |
| Meeting Attendee | |
| Name _____ | Project Role _____ |
| Email _____ | Phone No. _____ |
| Meeting Attendee | |
| Name _____ | Project Role _____ |
| Email _____ | Phone No. _____ |
| Meeting Attendee | |
| Name _____ | Project Role _____ |
| Email _____ | Phone No. _____ |

Project Information

Building Address _____

Legal Land Description Lot: _____ Block: _____ Plan: _____

Class of Work New Alteration Addition Repair Other

Recommended City Attendees:

- | | |
|--------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Building Standards & Inspections | National Building Code of Canada (NBC), National Energy Code for Buildings (NECB) |
| <input type="checkbox"/> Servicing & Infrastructure Approval | Roadways & Transportation, Water/Wastewater, Drainage, Environmental, Landscape (Public Land) |
| <input type="checkbox"/> City Planning | Zoning, Land Use, Subdivision, Private Site Layout |
| <input type="checkbox"/> City Revitalization | Heritage, Housing, Intensification and Revitalization |

Suggested Meeting Times: (at least 5 business days after the submittal of this application)

- 1) Date: _____ Start Time: _____ Duration: _____
2) Date: _____ Start Time: _____ Duration: _____
3) Date: _____ Start Time: _____ Duration: _____

Scope of work covered by this application:

Submission Requirements

- 60 per cent drawings are complete and will be submitted with this application



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| Item | Topic (Include References) | Issue(s) Identified | Potential Resolution or Explanation of Code Interpretation from Professional Designer | City Response/Conclusion from Meeting |
|------|-------------------------------|---------------------|---------------------------------------------------------------------------------------|---------------------------------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |

| Item | Topic (Include References) | Issue(s) Identified | Potential Resolution or Explanation of Code Interpretation from Professional Designer | City Response/Conclusion from Meeting |
|------|-------------------------------|---------------------|---------------------------------------------------------------------------------------|---------------------------------------|
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |



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[This page to be completed after the Pre-Application Meeting]

Meeting Date: _____ Time: _____

| Attendee Name | Company | Attendee Name | Company |
|---------------|---------|---------------|---------|
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| | | | |
| | | | |
| | | | |

Disclaimer

Pre-application meetings are intended to encourage mutual understanding between Design Professionals, Owner(s) and the City of Regina on scope of work, code interpretations and approval processes relevant to an upcoming project. Legislation in Saskatchewan places responsibility for compliance with the regulatory regime upon the Owner while requiring local authorities to enforce the regime’s requirements without the local authority assisting in the design or construction of the work.

The information recorded on this form must be understood within the bounds of the legislation. The City of Regina accepts no responsibility to persons relying solely on this information. The information provided by the City of Regina at a pre-application meeting is given for the convenience of the Owner and Design Professional, but it should be clearly understood that it is the obligation of the Owner and Design Professional to satisfy themselves that the designs and work shown on any plans submitted to the City of Regina for permit approval are in conformity with all applicable laws, regulations and codes.

Design Professional (Printed)

Signature

Date

City Coordinator (Printed)

Signature

Date

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