



Requesting a Revision

Definition of Revision:

Changes to an issued building permit application that is within the original scope of work, or that does not require an extensive re-review of the file.

Note: some changes, if limited in scope, may be resolved on site with your inspector without the need to submit revised drawings for re-review. In most cases, a change increasing value, a change in square footage, a change in location or a change in use will require a new building permit application.

If advised by your inspector, provide the updated drawings by email to permits@regina.ca. Ensure the changes are identified on plans and include a full description of the change.

Provide the updated documents using the naming convention below based on the drawings that were updated:

Drawing/Document Type – R# – Date (MMM DD YYYY)

Ex: Arch – R1 – Jan 01 2022

*R is short for 'revision', if there are multiple revisions then increase the 1 to 2 and so on

File Name – descriptor of the documents; see [file naming legend](#)

Revision – revision number to help identify applicable documents

Date – the date the file was updated (from applicant)