When to Book an Inspection
City of Regina – Building Standards
www.regina.ca
306-777-7000

One, Two Unit & Multi-Family Dwellings

Minimum Number of Inspections: 5

- **Foundation** – Re-bar, prior to concrete pour
- **Prior to Backfill** – After sub-floor has been installed
  Real Property Report Submitted – after foundation is complete & prior to framing inspection
- **Framing** – After mechanical and electrical rough-in, prior to insulation
- **Insulation** – After vapour barrier prior to drywall
- **Final** – Once all safety items are in place prior to occupancy
  **Framing inspection will be refused if Real Property Report has not been submitted.*

Basement Development/Secondary Suite

Minimum Number of Inspections: 3

- **Framing** – After mechanical and electrical rough-in, prior to insulation
- **Insulation** – After vapour barrier prior to drywall
- **Final** – Once safety items are in place

Addition

Minimum Number of Inspections: 4

- **Foundation** – Re-Bar, prior to concrete pour
- **Prior to Backfill** – After sub-floor has been installed
- **Framing** – After mechanical and electrical rough-in, prior to insulation *(after vapour barrier prior to drywall)*
- **Final** – Once all safety items are in place

Detached Garage/Accessory Building

Minimum Number of Inspections: 2

- **Framing** – Doors and windows are in place, prior to any interior finishing
- **Final** – Once all work complete

Decks

Minimum Number of Inspections: 1

- **Framing / Final** – Once supporting structure is in place ie: posts, beams as well as guards and handrails are complete

Demolition

Minimum Number of Inspections: 1

- **Final** – All buildings

Foundation Repair

Minimum Number of Inspections: 4

- **Foundation** – Re-bar, prior to concrete pour
- **Prior to Backfill** – After weeping tile and damp proofing installed
- **Insulation** – After vapour barrier to drywall
- **Final** – After drainage layer complete

Additional Inspections Fees

The cost of each inspection listed above is included in the building permit fee, however, subsequent inspections may be subject to additional fees.

Building Investigation Fees

- For any work commenced with a permit – 10% of building permit fee (minimum $100 + GST)
- Re-inspection Fee - $100 + GST

Special Building Inspections

- Outside Regular Hours - $110 + GST
- During Business Hours - $43.65 + GST

A re-inspection fee of $100 + GST shall apply for any of the following reasons:

- An inspection has been scheduled but there is no access to the site.
- An inspection has been scheduled but cannot be carried out because the project is not complete as required to perform the inspection. i.e. Booking a framing inspection prior to mechanical and electrical rough-ins being complete will result in a re-inspection fee.
- Any inspection requiring more that one re-inspection due to corrections not being addressed or corrected at the subsequent inspection. You will be allowed one scheduled inspection with one correction re-inspection. Any subsequent inspections require the re-inspection fee to be paid prior to an inspector coming out, pertaining to that stage of construction.

The fee will be collected prior to scheduling any subsequent inspection. The inspector will not be able to confirm or conduct any additional inspections until the re-inspection fee has been collected. Should the builder continue work without paying or booking the re-inspection, the inspector will require any covered areas to be removed for the re-inspection to occur.

Fees may be paid by credit card over the phone by contacting Service Regina at 306-777-7000 and requesting the permit counter, or in person at City Hall.

After the Inspection

Once the inspection is complete, the representative of the property owner, contractor or applicant will sign the inspection form and receive a copy. This copy of the inspection provides the all-clear to continue with construction or notes any deficiencies that need to be addressed prior to passing the inspection stage. If a re-inspection is required, this will be noted on the inspection form.

Note: for most permit types, a City of Regina Property Assessor will also visit the property. This is separate from the inspection process.

Occupancy Permit & Letter of Completion

Upon completion of a satisfactory final inspection, an occupancy permit (new builds) or a letter of completion (all other projects) will be issued. Not that only copies of occupancy permits will be provided unless a request is made for a letter of completion.