

## Formatting Standards for Submitting Building or Development Plans

### Preparing Your Submission

#### 1. Requirements for Documents/Drawings

Submissions may include two categories of files: drawings and documents. Refer to [Regina.ca/build](http://Regina.ca/build) for the documents and drawings required for each application type.

The following table summarizes the file categories and examples of each:

	File Type	Examples
Drawings	Design drawings that will be used for construction of infrastructure or a building. All drawings must be PDF or JPEG only, on standard size sheets, drawn to scale.	<ul style="list-style-type: none"> <li>• Site plan</li> <li>• Architectural</li> <li>• Structural/Engineering</li> <li>• Mechanical</li> <li>• Plumbing</li> <li>• Electrical</li> </ul>
Documents	Supporting files are required as part of the application package but are not drawing files. Documents must be PDF or JPEG only.	<ul style="list-style-type: none"> <li>• Building permit application</li> <li>• Roof truss drawings</li> <li>• Soil reports</li> <li>• Environmental reports</li> <li>• Energy information</li> </ul>
	Approval documents are required as part of the application package and are typically issued by an external agency. Documents must be PDF or JPEG only.	<ul style="list-style-type: none"> <li>• Water Security Agency (WSA)</li> <li>• Ministry of Environment</li> </ul>

#### a. Drawing Files

- Orient your drawings in the correct view – that is, not upside-down or sideways.
- Drawings must come flattened<sup>1</sup>, unlocked and ready to be marked up.

#### b. Supporting Document Files

- Upload each document as a **separate** file under its appropriate submittal. Each file may contain multiple pages and may be uploaded together.

#### c. Forms and Approval Documents

- Upload each form or approval document as a separate file. Each file may contain multiple pages and may be uploaded together.

<sup>1</sup> *Flattened* is term describing a software function that condenses all the image layers into a single layer image. This will be your last step in preparing to submit drawings digitally.

## 2. File Naming Standards

- a. Drawing/Document Files
  - i. Your drawings/documents must be submitted using the following naming conventions: *Drawing type – Date (MMM-DD-YYYY)*.  
Example: *Arch – Jan 01 2021* (see below for allowable abbreviations).
  - ii. File names and drawing set for all drawings and documents should remain the same throughout the application process.
  - iii. **DO** update the date when uploading resubmissions.

## 3. Formatting Standards for all Drawings and Documents

- a. Commercial plans must contain **metric** measurements.
- b. Residential site plans must contain **metric** measurements, but remaining drawings such as floor plans, may be dimensioned using imperial.
- c. Label all submitted documents with a consistent naming convention.
- d. In addition to providing updated drawings for all resubmissions, provide the correction letter with responses to address any additional information or to provide the location of where the updated information can be found.
- e. Resubmission drawings/documents must be submitted in **full**. Include 'revision clouds' around information that has changed or been updated, also provide a note or update the date in the title block for pages containing updated information.
- f. Drawings of the same type must be drawn in the same scale.
  - i. Example 1: first floor plan and second floor plan must be drawn in the same scale.
  - ii. Example 2: c100 water and sanitary services east and C101 water and sanitary services west must be drawn in the same scale.

## 4. File Naming Legend

File Naming Legend	Abbreviation	Document(s)
General documents	BPA, DPA, PPA, HA	Building Permit Application, Demolition Application, Pool Permit Application, Heritage Application
	Checklist	Residential or Commercial
	Auth Letter	Authorization Letter
	ISC Title	Certificate of Title and Map
	Fee Calc	Permit Fee Calculation Form
Residential Drawings (typical)	Arch	Architectural plans
	Struc	Structural plans (includes drawings that are not part of the architectural set, ie: foundation plans, engineer's report, tall wall drawings/details, etc.)
	Site	Site plan
	Landscaping	Landscape plan

	Vent Summary	Ventilation Summary of Design
	Truss Layouts/Truss Specifications (shop drawings)	At least the unstamped layouts for all components (floor, roof & garage trusses) are required at application stage. Sealed truss shop drawings may be provided prior to framing inspection or at application stage, see link for more information)
Energy Code (9.36) – Summary form	9.36 - Summary	9.36 Energy Efficiency Compliance Form
	9.36 - Prop (Unit #)	Proposed Hot2000 report for the building/unit
	9.36 - Ref (Unit #)	Reference Hot2000 report for the building/unit
	Window Order	Window order from supplier - split this out from other 9.36 docs
	Equipment Specs	Furnace, HRV, Water heater, A/C unit, sump pit, fireplace, etc.
	Spray foam	Spray foam Package and
Commercial Drawings (typical)	Arch	Architectural plans (incl. drawing sets that are not Arch or Mech or from an engineer)
	Struc	Structural engineering plans (incl. drawing sets that are not Arch or Mech or from an engineer, Foundation Plans)
	Site	Site plan
	Landscaping	Landscape plan
	Mech	Mechanical engineering plans
	Elec	Electrical engineering plans
	Civil	Civil engineering plans (infrastructure, elevations, utilities, etc.)
	Sprinkler	Fire sprinkler system drawings/plans/reports
	Bldg Analysis	Building code analysis
	Zoning Analysis	Zoning bylaw analysis
	Fire Protection	Fire Alarm system & or Sprinkler plans
Energy Code (NECB) – Summary form	NECB Summary	NECB Project Summary
	NECB Report	NECB report (based off path chosen)
	NECB Field docs	NECB commitment letter for field review

**For assistance in submitting applications, plans and documentation for Development and Building permit types, please contact 306-777-7000.**