

## Formatting Standards for Submitting Development or Building Plans

### Preparing Your Submission

**Formatting** standards allow for easy identification of drawings and documents by ensuring standard naming conventions, page numbering and acceptable file types. The reason for formatting standards is to enable the City to do a review of your drawings and documents in our new software.

**Submission** standards are the required data and detail contained in each of your drawings and documents. These standards are found in each of our submission packages and checklists, already on our City website.

### I. Requirements for Documents / Drawings

Submissions may include two categories of files: drawings and documents. Documents include forms, supporting documents and approval documents.

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 on standardized sized sheets, drawn to scale.	<ul style="list-style-type: none"> <li>• Site plan</li> <li>• Architectural</li> <li>• Structural</li> <li>• Mechanical</li> <li>• Plumbing</li> <li>• Engineering</li> </ul>
Documents	Application forms required by the City of Regina.	<ul style="list-style-type: none"> <li>• Building permit application</li> <li>• Refer to <a href="http://Regina.ca/build">Regina.ca/build</a> for the forms, documents and drawings required for each application</li> </ul>
	Supporting files that are required as part of the application submission but are not drawing files. Generally, these consist of reports, calculations and shop drawings.	<ul style="list-style-type: none"> <li>• Roof truss drawings</li> <li>• Soils reports</li> <li>• Environmental reports</li> <li>• Energy calculations</li> <li>• Spray Foam specifications</li> </ul>
	Approval document issued by an external agency and required by application type.	<ul style="list-style-type: none"> <li>• Water Security Agency (WSA)</li> <li>• Ministry of Environment</li> </ul>

### Drawing Files

1. Orient your drawings in the correct view – that is, not upside-down or sideways
2. Drawings must come *flattened*<sup>1</sup>, unlocked and ready to be marked up.
3. Send your drawings as a PDF. A digital PDF is preferred (printed straight to PDF), as opposed to scanned drawings.

### Supporting Document Files

1. Upload each document as a separate file. Each document file can contain multiple pages.
2. Submit roof truss and shop drawings as a PDF file. All other supporting files may be in the following formats: PDF< DOC, DOCX, ELS, XLSX, PPT, PPTX, TIF, TIFF, JPG, or PNG.
3. Submit searchable PDF files for calculations, reports and other supporting documentation (non-drawing files).

### Forms and Approval Documents

1. Upload each form or approval document as a separate file.
2. PDF is preferred, but forms may be in the formats noted above.

## II. File Naming Standards

### Building Plans

1. Your file names for drawings submitted must include the location, first character of the discipline name followed by drawing type (e.g., A- 123 Any Street- Elevations).
2. File names for both drawings and documents must remain the same for all submittals.
3. **Do not** version or rename files when uploading resubmitted files.

### Engineering Submissions

1. Your file names for drawings submitted must include the location, followed by drawing type (e.g., A- New subdivision- Roads).
2. File names for both drawings and documents must remain the same for all submittals.
3. **Do not** version or rename files when uploading resubmitted files.

TITLE
<b>KEY PLAN AND DRAWING INDEX</b>
SHEET NUMBER
<b>C01</b>

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<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.

## II. Formatting Standards for all Drawings and Documents

1. Label all submitted documents with a consistent naming convention. Once you send in your first submission, each page will forever be known as the original submitted page. For example, do not change A10 from 3<sup>rd</sup> floor plan to 2<sup>nd</sup> floor electrical.
  - a. Continue to name drawings of all kinds with the standard naming convention (e.g. A10, C-100, etc.);
  - b. Label documents and reports by section: e.g., 1-1, 3-15, etc. Page numbers are no longer needed as every digital document reader has a page counter. Label documents and reports in the same manner as drawings.
2. Place page labelling in a consistent position on every page throughout the drawing set or report.
  - a. Start each section of a report on a new page
  - b. Place page numbers in one consistent place – e.g., top right corner. Do not use “book style” page labelling: i.e., where page 1 is top left and page 2 might be top right.
3. If you need to insert a **new page between existing pages**, label it with a versioned style naming convention: e.g., if pages are needed between C-102 and C-103; label the new page as C-102.1, C-102.2, etc. and subsequently C-102.1.1 between C-102.1 & C-102.2
4. If you remove pages, the pages that remain will keep their naming convention. If three pages of section 2 of a report/drawing set are removed, the page labelling will omit those page numbers: e.g. 2-5 will be followed by 2-9.
5. In addition to the index, you will need to provide a summary/status of the document indicating whether pages have been updated/removed. This can be an entirely new page following the index, or a field on the index page indicating the status of the page.
6. You will need to submit each re-submission in its entirety. Include the index/summary in this requirement and show the following:
  - a. If you make no changes on a page, the index/summary will indicate no change;
  - b. If you have made a change, the index/summary will indicate “updated”;
  - c. If you remove pages, the index/summary will indicate “removed”.
7. Commercial site plans and all other drawings must be in **metric** measurements.
8. Residential site plans must be in metric, but remaining drawings such as floor plans may be labelled in imperial measurements.
9. Drawings of the same type must be drawn in the same scale.
  - a. Example 1: 1<sup>st</sup> floor plan and 2<sup>nd</sup> floor plan must be drawn in the same scale.
  - b. Example 2: C100 water and sanitary services east and C101 water and sanitary services west, must be drawn in the same scale.

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