

## PLAN & DOCUMENT SUBMISSION STANDARDS

These standards are applicable to all Development and Building Permit applications made to the Inspections & Licensing Departments. All files uploaded must meet the submission standards outlined in this document.

### SUMMARY OF FILE UPLOAD REQUIREMENTS

File Type	Required Format
<b>Drawings / Plans</b>	<ul style="list-style-type: none"> <li>• <b>File Type:</b> Vector-based PDF</li> <li>• <b>Page Sizes:</b> 8.5 x 11 or 24 x 36 or 11x17 or 36 x 48</li> <li>• <b>Single Sheet:</b> Each drawing sheet or page must be uploaded as separate file</li> <li>• <b>File Name Length:</b> Max 30 characters</li> <li>• <b>Invalid Characters:</b> &lt;, &gt;, :, ", /, \,  , ?, *, =</li> </ul>
<b>Documents</b>  (Eg. Site photos, letter of authorization, reports, certificates, floor or truss package etc.)	<ul style="list-style-type: none"> <li>• <b>File Type:</b> Vector or Raster based PDF</li> <li>• <b>Orientation:</b> Portrait</li> <li>• <b>Page Size:</b> 8.5 x 11 or 11 x 17</li> <li>• <b>Multipage documents:</b> Each required document type or package must be uploaded separately and may contain multiple pages.</li> <li>• <b>File Name Length:</b> Max 30 Characters</li> <li>• <b>Invalid Characters:</b> &lt;, &gt;, :, ", /, \,  , ?, *, =</li> </ul>



## EXAMPLES OF COMMON DRAWING TYPES AND FILE NAMES

Drawing Type / Discipline		Sheet Number	Examples
<b>Architectural</b>	A		A00.01 Cover Sheet, A01.01 Floor Plan, A01.02 Floor Plan, A02.01 Details, A03.01 Sections,
Cover Sheet	A00	01-99	
Floor Plan	A01	01-99	
Details	A02	01-99	
Sections	A03	01-99	
<b>Electrical</b>	E01	01-99	E01.01 Floor Plan, E02.01 Sections
<b>Landscaping</b>	L01	01-99	L01.01 Landscape
<b>Mechanical/HVAC</b>	M01	01-99	M01.01
<b>Structural</b>	S01	01-99	S01.01
<b>Site Plan</b>	SP01	01-99	SP01.01 Site Plan, SP02.01 Elevations
<b>Other</b>			
Deck Details Sheet	D01	01-99	D01.01 Details
Foundation and Support Detail(Covered <b>Deck</b> )	D02	01-99	D01.02 Foundation
Structure Attached to Dwelling Details (Covered <b>Deck</b> Only)	D03	01-99	D02.03 Attachment Details
Accessory Building Detail Sheet	AB01	01-99	AB01.01 Details
Engineer Stamp, Site Specific design / details (when >728)			Engineer Stamp Site Design
Demolition Plan	DM01	01-99	DM01.01 Floor Plan

## NON-DRAWING / DOCUMENT FILE NAMING STANDARDS

<b>Documents / Non-Drawing Files</b>	<b>Naming Convention</b>
Asbestos Assessment Report	Asbestos Report
Letter of Authorization	LOA
Signed Demolition Building Relocation Declaration	Demo Declaration
Certificate of Title	Certificate of Title
Alberta Energy Regulator Map	AER Map
Real Property Report	RPR
Photos of Structure	Structure Photo 1, Structure Photo 2, etc
Signed building Grade Certificate	BGC
Color photos of all four sides of house	Photo front, photo rear, photo side 1, etc.
Diagram of Signs	Sign Diagram
Fire Safety Plan	FSP
NECB Project Summary Form	NECB Summary
Vehicle Registration	Vehicle Registration
Valid Fire Suppression Certificate	Fire Suppression Cert
Semi-annual report for cleaning exhaust system	Exhaust Cleaning Report
Menu (food items served)	Menu
Heat Loss Calculation	Heat Loss
Manufactured Structural Components	Floor and Truss Package
9.36 Energy Code Project Summary	9.36 Summary
Engineered Stramp Soil Investigation Letter or Report (for city land)	Soil Report
New Home Warranty / Builder License or Owner Builder Authorization	Warranty and License