Formatting Standards for Submitting Building or Development Plans

Submissions may include two categories of files: drawings and documents. Refer to 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, on standard size sheets, drawn to scale.	• Site plan • Architectural • Structural/Engineering • Mechanical • Plumbing • Electrical
Documents	Supporting files are required as part of the application package but are not drawing files. Documents must be PDF.	• Building permit application • Roof truss drawings • Soil reports • Environmental reports • Energy information
	Approval documents are required as part of the application package and are typically issued by an external agency. Documents must be PDF.	• Water Security Agency (WSA) • Ministry of Environment

    a. Drawing Files
   - i. Orient your drawings in the correct view – that is, not upside-down or sideways.
   - ii. Drawings must come flattened[1], unlocked and ready to be marked up.
   - iii. Drawings of the same type must be drawn in the same scale (ex. floor plans)
    b. Supporting Document Files
   - i. 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
   - i. Upload each form or approval document as a separate file under its appropriate submittal. Each file may contain multiple pages and may be uploaded together.

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[1] *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.