

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

BLANK SPACE FOR STAMPING

The top right corner of all drawings and documents must be reserved for the City of Red Deer’s electronic approval stamps. Please leave the top right corner completely blank on all drawings (with exception of the border) and supporting documents. Approximately 3.5 inches wide by 2.5 inches tall.

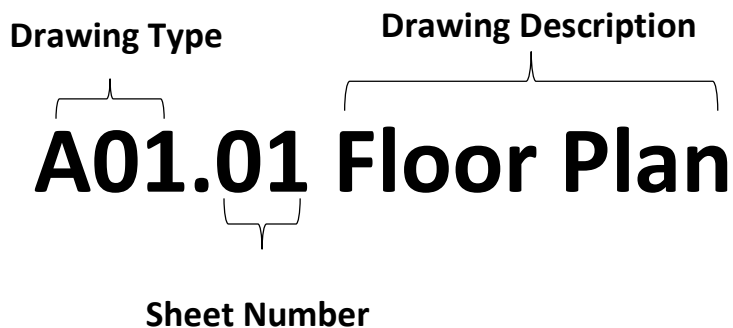
FILE UPLOAD LOCATIONS

Drawings / Plans	Upload all plans and drawing to the project’s “ Drawings ” folder
Non-Drawing Files / Documents	Upload all non drawing files to the project’s “ Documents ” folder

DRAWING AND PLAN NAMING STANDARDS

Drawing file names must include the first characters of the drawing type/discipline name, followed by the sheet number and description.

1. **Drawing Type:** The first letters of the drawing type followed by a two digit number.
 - Eg. **SP01** (Site Plan), **L01**(Landscape), **E01**(Electrical),
2. **Sheet Number:** A decimal and two digit number representing the sheet number.
 - Eg. **A1.01**, **A1.02**, **A1.03**(Floor Plans) **A2.01**, **A2.03**(Elevations) **A3.01**(Details)
3. **Drawing Description:** Brief name describing the drawing
 - Eg. Cover Sheet, Floor Plan, Site Plan, Elevation, Details, Sections etc.



EXAMPLES OF COMMON DRAWING TYPES AND FILE NAMES

Drawing Type / Discipline		Sheet Number	Examples
Architectural	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	
Electrical	E01	01-99	E01.01 Floor Plan, E02.01 Sections
Landscaping	L01	01-99	L01.01 Landscape
Mechanical/HVAC	M01	01-99	M01.01
Structural	S01	01-99	S01.01
Site Plan	SP01	01-99	SP01.01 Site Plan, SP02.01 Elevations
Other			
Deck Details Sheet	D01	01-99	D01.01 Details
Foundation and Support Detail(Covered Deck)	D02	01-99	D01.02 Foundation
Structure Attached to Dwelling Details (Covered Deck 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

Documents / Non-Drawing Files	Naming Convention
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