



File Naming

Portal submission

File Names

When building permit applications are submitted through Portal, all files shall have corresponding names that describe the documents attached. Here is what we are looking for when creating file names.

Residential Submissions:

1. **Construction drawings**
 - a. Use **“Construction Dwgs”**
2. **Roof Truss Layout or Rafter Plan**
 - a. Use **“Roof Truss Layout(s)”**
 - b. Use **“Truss Engineer Pkg”** (This is the truss package from the supplier)
3. **Floor Joist Layout(s)**
 - a. Use **“Floor Joist Layout(s)”**
4. **Structural Engineering Package** (Consisting of, if applicable)
 - a. Use **“Engineering Pkg”**
 - i. Lateral Bracing details
 - ii. Foundation reinforcements
 1. Window openings greater than 1200mm
 2. Stairwell openings next to foundations that exceed 1200mm
 - iii. Adhered Culture stone/Masonry veneer that exceed 3.05m above local grade. (Standata 19-BCV-018(Rev2))
 - iv. Tall wall engineering
 - v. Concrete piles
 - vi. Steel screw piles (from supplier – pre-engineered letter on manufacturing spec’s)
 - vii. Steel angle brackets (from supplier – pre-engineered letter on manufacturing spec’s)
5. **New Home Buyers Protection Program Approved Registration - Approved New Home Warranty Program**
 - a. Use **“Approved NHWP”**
6. **Energy Modelling Reports w/ Summary** – Performance Modelling
 - a. 3 separate files
 - i. Use **“Reference House”**
 - ii. Use **“Proposed House”**
 - iii. Use **“Summary Report”**

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- b. If Prescriptive method, make sure all calculations and details are on submitted construction drawings.
- 7. **Hydronic Heating design and Layouts** (stamped by a Professional Engineer or Certified Hydronics Designer or technician) (Standata 19-BCI-011)
 - a. Use **“Hydronic Heating Layout(s)”**

Commercial/Industrial & Non-Residential Submissions:

1. **Construction drawings**
 - a. Use **“Architectural Dwgs”**
 - b. Use **“Structural Dwgs”**
 - c. Use **“Mechanical Dwgs”**
 - d. Use **“Electrical Dwgs”**
2. **Compliance Information NECB 2017 Reports** (For performance path)
 - a. Use **“Energy Modelling Reports w/ Summary”** (Part 8 of NECB)
 - b. If Prescriptive method, make sure all calculations and details are on submitted construction drawings.
3. **Schedules** (from Professionals involved) (Add **“C”** to the file name for the schedules submitted prior to final inspection)
 - a. Use **“Schedules – Arch”**
 - b. Use **“Schedules – Struct”**
 - c. Use **“Schedules – Mech”**
 - d. Use **“Schedules – Elect”**
 - e. Use **“Schedules – Geo”**
4. **Fire Suppression System Plan** (if applicable)
 - a. Use **“Sprinkler System Layout”**
5. **Other/Miscellaneous** - Testing Verification(s)
 - a. Use **“Fire Alarm Testing Verification”**
 - b. Use **“Sprinkler System Testing Verification”**
6. **Alternative Solution Proposal/Variance Form** (If applicable)
 - a. Use **“Request for a Specific Variance”**
7. **Commercial/Industrial Checklist**
 - a. Use **“Checklist”**

Foundation Only (Commercial & Non-Residential) Submissions:

1. **Construction drawings**
 - a. Use **“Structural Dwgs”**
2. **Other/Miscellaneous** Geotechnical Reports (stamped by engineer)
 - a. Use **“Geo Reports”**

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3. **Schedules** (from Professionals involved) (Add **"C"** to the file name for the schedules submitted prior to final inspection)
 - a. Use **"Schedules – Struct"**
 - b. Use **"Schedules – Geo"**

Note: The **green** texts are what the selections are for "items" in submittals, when uploading documents.

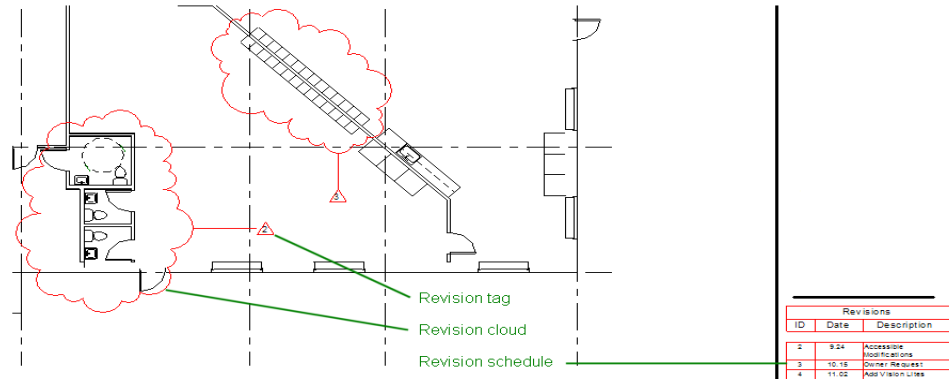
Additional Information regarding Permit applications

Note:

When using a fire-resistant coating sheathing for a thermal barrier under combustible cladding as a requirement for compliance with HIRF (**High Intensity Residential Fires**) and articles 9.10.14.5. or 9.10.15.5., a "Request for a Specific Variance" is required. When submitting this document in Portal use the file name **"Request for a Specific Variance"**. Once our administration staff reviews the submittal a fee will be requested as per our "Development Fees and Fines Bylaw". **This is not required when using exterior gypsum sheathing, as it is tested material in accordance with CAN/ULC-S101. (Unless a city wide "Request for a Specific Variance" has been accepted by the Authority Having Jurisdiction.**

Revised Submittal

If uploading revised drawings, indicate on the revised drawings what is revised with either highlights or cloud indicators (**Red Line drawings**). Refer to sample below. Add "revised" to the file name, example: **Construction Dwgs – Revised**. When uploading new revised drawings to existing drawings/plans, please use the "new version" button instead of "browse" button on Portal.



Using consistent file naming conventions helps make the review process more efficient (staff do not need to spend time on renaming or moving documents in our system). A streamlined review process will decrease the time for the plan examination and the permits issuance.

Thank you for your attention to these matters.

If you have any questions or concerns, please contact our office.

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Thank you for choosing the City of Spruce Grove.

You can submit all applications through our [CityView Portal](#).

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