

## DIGITAL SUBMISSION REQUIREMENTS

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### **File specifications:**

- All documents must be in a native PDF format, no scans permitted
- Plans must be in an unlocked format
- Contains a digital seal and are digitally signed in accordance with a professional body or association
- 72 dpi resolution (minimum)

### **Plan Requirements – Architectural, Civil, Landscaping, or Survey Plans:**

- Metric and scale provided
- Accepted drawing sizes - 600 x 900
- Maximum file size – 200 MB

### **Document Requirements – All supporting documentation:**

- Submit as separate documents for each type
- Maximum file size – 10 MB

### **Submission Details:**

- Separate PDF's based on discipline or document type
- Naming convention – “YYYY-MM-DD-File Description-Address”

#### Examples:

2025-02-25-Architectural-234 Blue Corner Ave

2025-02-25-Civil-234 Blue Corner Ave

2025-02-25-Landscape-234 Blue Corner Ave

2025-02-25-Application-234 Blue Corner Ave

2025-02-25-Arborist Report-234 Blue Corner Ave

When sending files to the District of Saanich, it is recommended not to send zip files, but if you do, please do not password protect them or encrypt them.