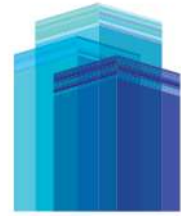


# PLANNING & DEVELOPMENT SERVICES ADVISORY



## Digital Submission Security Requirements

### Question

Can my submitted files be locked?

### Answer

Your submitted pdf documents *cannot be locked*—see below on how to keep your proprietary information protected.

Effective September 30, 2019 the City of Regina implemented the Planning & Building software (CityView) and **now accepts, and encourages, digital submissions.**

The City of Regina will not accept digital submissions which have been locked. Locking the PDF does not guarantee the protection against fraudulent misuse. We understand that design teams are concerned with their digital drawing templates and professional seals being copied. The City shares the same concern with stamps that are issued on the final drawing sets at time of permit approval.

To address the concerns of all parties, and to ensure your proprietary information cannot be lifted from your drawings while also providing the City access to process your plans, **the City requires documents be flattened and the file size to be reduced, as opposed to locking the files.** Reducing the file size after flattening makes the unflattening process nonreversible, and ultimately prevents the direct copy/paste of the objects within the drawing. This procedure leaves the document in a state where features cannot be moved, much the same as a paper copy. This allows the City to stamp, comment and process digital files.

**For more information on Building Permits, Building Safety or Zoning Information, please visit [Regina.ca](http://Regina.ca) or contact [Service Regina](#).**

*This advisory has no legal status and cannot be used as an official interpretation of the various codes and regulations currently in effect. Users are advised to contact the Building Standards Branch for assistance as The City of Regina accepts no responsibility to persons relying solely on this information.*