



THE UNIVERSITY OF BRITISH COLUMBIA

Campus and Community Planning

2210 West Mall ■ Vancouver, B.C. ■ V6T 1Z4

☎ 604.822.2633 ■ 📠 604.822.6119

1-Step Residential Heat Pump Permit Application Form

This application form is **only** for residential heat pump projects that comply with the requirements outlined in Part 6 on page 2. If your project does not meet these requirements or involves other tenant improvements you must apply for a Development Permit prior to applying for a Building Permit. Only one unit address per application.

Please submit completed Application Form to Development Services of Campus and Community Planning via [email](mailto:Development.Projects@ubc.ca) (Development.Projects@ubc.ca).

Part 1: Location of Work

Address:		
Building/Complex Name:		
Building Number:		
Occupancy Type:	<input type="checkbox"/> Duplex/Townhouse	<input type="checkbox"/> Multi-Family Apartment
Is there a strata for this property?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If yes, strata approval is required prior to applying for the permit</i>

Part 2: Contractor/Authorized Agent Information

Applicant Name:		
Business Name:		
Trades Qualification #:		
Mailing Address:		
City:	Postal Code:	
Email:	Phone:	

Part 3: Owner Information

Applicant Name:		
Mailing Address:		
City:	Postal Code:	
Email:	Phone:	

Part 4: Installation Details

Make and Model of Unit(s):		
Location(s) of unit(s):		
Number of heads:	Condenser dBA:	

Part 5: Permit Fee Refer to Part 9: Building Permit Fee Schedule

Permit Fee:	Amount Enclosed:	
Payment by:	<input type="checkbox"/> Cheque* <input type="checkbox"/> Credit Card**	*All fees may be paid by cheque payable to "University of British Columbia". **Credit card payments must be made in person and are not taken over the phone.
<i>Application fee is non-refundable.</i>		

OFFICE USE ONLY

BP #	Reviewed by:	Date:
<input type="checkbox"/> Approved – Ready for Building Permit Issuance		<input type="checkbox"/> Denied – Requires a Development Permit



Part 6: 1-Step Residential Heat Pump Permit Qualifications

The following qualifications must be met in order for an expedited residential heat pump permit to be issued. Please complete the following questionnaire to make sure you qualify:

Table with 3 columns: Question, Yes, No. Contains 5 qualification questions regarding condenser unit installation and noise.

In accordance with the UNA's Noise Bylaw, continuous sound when received at the point of reception is not permitted to exceed the following limits:

- Daytime - 55 dBA's between the hours of 7:00 AM to 10:00 PM during the weekdays and 10:00 AM to 10:00 PM on weekends and holidays; and
Nighttime - 45 dBA's between the hours of 10:00 PM to 7:00 AM.

In order to comply with the UNA Noise Bylaws limits and minimize noise disruption to neighbouring residents, it is recommended to have a heat pump system specified with sound rating not more than 60 dBA, with the condenser unit of the heat pump system located:

- away from neighbouring properties as much as possible,
away from neighbouring building's windows or door openings,
at the rear of the property (preferably); and
facing barriers taller than the unit (i.e. solid fencing).

Appropriately locating the condenser unit of the heat pump system will provide reduction in the noise to impacted neighbouring residents. If it is determined that the heat pump system exceeds the above limits, the property owner may be required to provide sound reduction measures including, but not limited to, acoustic treatment or acoustic barriers.

Part 7: Submittal Requirements

Table with 3 columns: Requirement, Yes, No. Contains 7 submittal requirements such as floor plan sketch, photos, and permits.



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Part 8: Signatures

This must be completed by the Contractor and the owner identified in Part II and Part III.

I HEREBY AGREE THAT I WILL COMPLY WITH ALL RULES, BYLAWS, REGULATIONS AND POLICIES OF THE UNIVERSITY OF BRITISH COLUMBIA AND ALL OTHER STATUTES, RULES, BYLAWS, POLICIES AND REGULATIONS OF OTHER AUTHORITIES IN FORCE AT THE UNIVERSITY OF BRITISH COLUMBIA RELATING TO THE WORK, UNDERTAKING OR PERMISSION IN RESPECT OF WHICH THIS APPLICATION IS MADE AND THAT I WILL INDEMNIFY AND SAVE HARMLESS THE UNIVERSITY OF BRITISH COLUMBIA, ITS OFFICIALS, EMPLOYEES AND AGENTS FROM ALL CLAIMS, LIABILITIES, JUDGEMENTS, COSTS OR EXPENSES OF EVERY KIND, INCLUDING NEGLIGENCE, IN RESPECT OF ANYTHING DONE OR NOT DONE IN CONSEQUENCE OF ANY PERMISSION, PERMIT OR LICENSE ISSUED AS A RESULT OF THE APPLICATION OR THE FAILURE TO OBSERVE COMPLETELY ALL STATUTES, RULES, BYLAWS, POLICIES AND REGULATIONS RELATING TO ANY WORK OR UNDERTAKING IN RESPECT OF WHICH THIS APPLICATION IS MADE.

AND;

I, THE LICENSED CONTRACTOR IDENTIFIED ABOVE IN PART II, AFFIRM UNDER PENALTY OF PERJURY THAT I HAVE REVIEWED AND UNDERSTAND THE REQUIREMENTS OF 1-STEP RESIDENTIAL HEAT PUMP PERMIT AND WILL COMPLY WITH THOSE REQUIREMENTS. I AFFIRM THAT I AM LICENSED IN THE PROVINCE OF BRITISH COLUMBIA AND THAT MY LICENSE IS ACTIVE. I FURTHER AFFIRM THAT I AM FAMILIAR WITH THE APPLICABLE REQUIREMENTS OF THE BUILDING STANDARDS CODE AS ADOPTED AND AMENDED BY THE UNIVERSITY OF BRITISH COLUMBIA AND THAT ALL SELF-CERTIFICATION REQUIRED DOCUMENTS SUBMITTED BY ME WILL BE BASED ON THE CODE REQUIREMENTS CONTAINED THEREIN.

Signature of Licensed Contractor

Date

I, THE PROPERTY OWNER OF THE PROJECT ADDRESS IDENTIFIED ABOVE IN PART III, AFFIRM THAT I HAVE READ, UNDERSTAND AND AGREE TO PARTICIPATE IN THE 1-STEP RESIDENTIAL HEAT PUMP PERMIT PROCESS. I FURTHER UNDERSTAND THAT BY PARTICIPATING IN THIS PROGRAM, I AGREE TO PROVIDE ACCESS TO WORK PERFORMED UNDER THIS PROGRAM WHEN REQUESTED BY THE UNIVERSITY OF BRITISH COLUMBIA, CAMPUS AND COMMUNITY PLANNING DEPARTMENT.

Signature of Owner

Date

Part 9: Building Permit Fee Schedule

Contract Value: The current monetary worth of the work described on the permit application and includes finishes, roofing, electrical, plumbing, drains, heating, air conditioning, fire extinguishing systems, elevators and other equipment or materials, construction management, contractor's profit and overhead, sales taxes (except goods and services taxes), insurance, the current monetary worth of contributed labour and materials and a reasonable value for site works and improvements not included in other permits.

Construction Value:

Non-Institutional Development

	Rate	Amount
For the first \$5,000 of contract value or part thereof	\$98.00	
For each \$1,000 of contract value or part thereof from \$5,001 to \$19,999	\$14.00	
For each \$1,000 of contract value or part thereof from \$20,000 to \$49,999	\$8.25	
For each \$1,000 of contract value or part thereof over \$50,000	\$8.40	
	Total	