



No building permits are needed for minor repair work and/or replacement of fixtures and appliances. Minor repair works include painting of interiors, floor coverings (subject to strata corporation's approval), counter tops and kitchen and bath cabinetry (except relocation of plumbing fixtures and resizing of kitchen ductwork).

An accessory building, with less than 100 sq.ft. (10 sq. metres) in floor area, may not require a Building Permit, but a plan should be submitted showing its site location.

What Other Permits are Required?

Gas appliances and fixtures always require a permit. Subtrade permits (electrical, plumbing, gas and sprinkler) should be obtained by a qualified trade contractor, licensed in the Province of British Columbia, after the Building Permit is issued as required.

Some tenant improvement projects may need Development Permit approval from the Director of Planning before a building permit can be obtained. The following are examples which may require Development Permit approval.

- Change in the use of a strata lot including home-based businesses
- Exterior modifications to the building
- Secondary suites
- Residential parking areas and driveways

Application Form and Fees

The Building Permit Application Form for Strata Buildings is available from the office of UBC Permits and Inspections, Campus and Community Planning or online at:

www.planning.ubc.ca

To determine the fee to be paid at the time of application, please refer to the current fee schedule in the guidelines that accompany the application form.

With your cooperation in submitting complete applications we can provide better and faster service. If the requirements set out in this brochure are not met, the application may be rejected. A processing time of 10 working days is required for most Building Permits. This may vary, depending on size of project and completeness/accuracy of submitted information.

"This information is provided for convenience only and should be used in conjunction with, not a substitute for, the UBC Development and Building Regulations, current editions of the BC Building Codes, BC Safety Regulations and Provincial or Federal Codes or laws. You must satisfy yourself that any existing or proposed construction or other works comply with such regulations, codes or other laws. The applicant should also contact their strata council for specific requirements".



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THE UNIVERSITY OF BRITISH COLUMBIA

campus + community planning



Building Permit Requirements for Tenant Improvements in Strata Buildings at UBC

campus + community planning

Permits + Inspections

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Introduction

This pamphlet provides information for owners, designers and contractors, about minimum building permit requirements for residential tenant improvements in strata buildings.

Steps for obtaining permits for your renovation project and undertaking the necessary inspections:

1. Determine if permits are required
2. Determine what permits are required
3. Prepare and submit a Building Permit Application form (Strata Buildings) with supporting documentation and wait for approval
4. Prepare applications for additional permits, if required, and wait for approval.
5. After receiving permits, initiate renovation project and call for inspections per schedule
6. Complete the project, arrange final inspection
7. Done!

Building Permit Requirements for Strata Buildings

A completed Building Permit Application form must be accompanied by three sets of the following documents:

- A set of drawings including architectural (required) and structural, mechanical and/or electrical details (if applicable).
- Written approval from the strata corporation including the appointment of a contractor where such approval is required.
- A professional engineer's design, seal, signature and Letters of Assurance (Schedules A and B) are required for all structural alterations and/or floor additions.
- Letters of Assurance from other disciplines may be required to address life and health issues (e.g. electrical, mechanical and fire suppression).

The non-refundable Building Permit Application fee, which is determined based on total construction cost, also needs to be paid when the application is submitted.

By signing the application form, the owner acknowledges their responsibility for undertaking the renovations in compliance with applicable regulations and policies.

If a Development Permit is required, issuance of a Building Permit may be delayed.

Drawings

Drawings must include a site or key plan and a tenant floor plan. They must be legible and submitted on sheets no smaller than 8.5 inches by 11 inches (letter size) with a minimum scale of 1/8 inch = 1 foot (1:100). Dimensions can be in imperial or metric but must be consistent throughout.

A duplicate or the reproduction of any copy-righted materials or part thereof from sales brochures and/or original design drawings will not be accepted, except with written permission from the original author.

Details about how to prepare your drawings can be found in the guidance and fee schedule that accompanies the application form.

Permits for Subtrades

Plumbing Permits and Sprinkler Permits are applied for and issued by UBC Permits and Inspections. Depending on the extent of new plumbing work proposed, information about the size of water pipes, plumbing vent termination and sanitary tie-ins may also be required.

For information concerning submission requirements for sprinkler permits, please obtain a copy of the Sprinkler Permit Application information from UBC Permits and Inspections.

Electrical and Gas Permits are the responsibility of the BC Safety Authority. For information contact 604-660-6286 (1-866-566-7233) or www.safetyauthority.ca

If you are in doubt about the types of permits you need or why you need them, contact the Permits and Inspections office, UBC Campus and Community Planning.

Schedule of Inspections

Inspections performed by UBC Permits and Inspections during construction include:

- Foundation formwork/form, if any
- Roughed-in plumbing
- Frame (roughed-in plumbing and heating, electrical wiring and gas must be approved)
- Insulation (vapour barrier)
- Final plumbing
- Final building inspection

Requesting an Inspection

Requests for inspections must be made by telephone, fax or e-mail at least one day prior to required inspections, and between 8:30 a.m. and 3:00 p.m. for an inspection the following business day.

Please provide the following information:

- Type of inspection requested
- Building Permit number
- Plumbing or sprinkler permits
- Property address

All building plans and documents that have been reviewed by the Building Official, and returned to the applicant as part of the Building Permit, must be available on site for all inspections.

When is a Building Permit Required?

For strata buildings, a Building Permit is required for:

- All new construction and alterations
- Exterior additions
- In-ground pools
- Temporary buildings/structures
- Demolitions
- Interior finishing
- Renovations
- Accessory buildings more than 100 sq. ft. (10 sq. m)

Depending on discharge capacity, replacing a kitchen exhaust fan hood may also require a permit.