



THE UNIVERSITY OF BRITISH COLUMBIA

Campus and Community Planning

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

☎ 604.822.2633 • 📠 604.822.6119

BP # _____

Building Permit Application Form - Strata Buildings

Please submit completed Application Form to: Campus & Community Planning

Building Address: _____	
Building Name: _____	Contract Value: \$ _____
Project Description: _____	
Type of Construction: <input type="checkbox"/> Building <input type="checkbox"/> Demolition <input type="checkbox"/> Plumbing <input type="checkbox"/> Sprinkler <input type="checkbox"/> Other	
Type of Permit Application: <input type="checkbox"/> Building <input type="checkbox"/> Demolition <input type="checkbox"/> Plumbing <input type="checkbox"/> Sprinkler <input type="checkbox"/> Other	

Owner Name: _____	Phone: _____
	Email: _____
Contact Person: _____	Phone: _____
	Email: _____

Constructor Company: _____	Phone: _____
	Fax: _____
Contact Person: _____	Phone: _____
	Email: _____

Name of Registered Professional, if applicable _____	Phone: _____
	Fax: _____
Address: _____	City: _____
	Postal Code: _____

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 IN 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.

SIGNED AT VANCOUVER, B.C. THIS _____ DAY OF _____ 20_____

SIGNATURE OF AUTHORIZED AGENT: _____

Please continue application on reverse



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To be submitted with the Application:

- A completed Building Permit Application Form with three (3) sets of the following documentation.
 - Drawings prepared in accordance with the requirements of the B.C. Building Code plus additional information as may be reasonably requested by the Authority Having Justification. Documents shall be sealed and /or signed and sealed where the services of a *registered professional* are required.
 - Written approval from the Strata Corporation, including the appointment of a Contractor, where such approval is required.
 - Completed Schedules A, and B from the B.C. Building Code for projects requiring the services of a *registered professional*
 - A statement of the *Contract Value*, where this is known.
 - Written approval from the UBC Fire Prevention Officer, where such approval is required.
- Permit application fee, which is determined based on total construction cost.

THIS SECTION FOR C&CP USE ONLY

Date Application Received: _____ Permit Application Number: _____

Development Permit: Not Required DP Number: _____

Plan Processing Fee: \$ _____ Building Permit Fee: \$ _____

Date Permit Issued: _____ Date Fee Received: _____



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Guidelines for Preparing the Application and Fee Schedule

Notes

- Words in *italics* are as defined in the B.C. Building Code or the UBC Development & Building Regulations.
- This form shall be used for all Tenant Improvement Projects in Strata Buildings with Contract Value **NOT** to exceed \$50,000 and **NOT** to include projects which will add to a building, alter the exterior and/or structural change.
- The Building Permit Application Form for Major & Minor Capital Projects is to be used for projects not meeting the above criteria.
- Please submit completed applications to the Chief Building Official, Campus and Community Planning. Incomplete applications will not be accepted.

Application Fees

- All fees must be paid before a Permit is issued or becomes effective.
- Application fees are non-refundable.
- Fees may be paid by cheque or money order made payable to The University of British Columbia. Credit Cards are **not** accepted at this time.
- Goods and Services Tax and Provincial Sales Tax are not payable on permit fees.

Building Permit Fees

For the first \$5,000 of <i>contract value</i>	\$98.00
For each \$1,000.00 of <i>contract value</i> from \$5,000 to \$20,000	\$14.00
For each \$1,000.00 of <i>contract value</i> from \$20,000 to \$50,000.00	\$8.25

Special Permit Services

For evaluation of plans, specifications, building materials, *appliances*, systems, equipment, methods of design and construction pursuant to Alternative Solutions, Division C Part 2 Section 2.3 of the B.C. Building Code:

For initial evaluation	\$500.00
For each hour or part thereof, which exceeds one hour	\$113.00
For issuing a permit for work that has already started	2x Permit Fee
Re-inspection due to faulty work or materials, per hour or part thereof	\$75.00
Special inspection during normal business hours, per hour or part thereof.....	\$75.00

Trades Permit – Plumbing / Sprinkler Permit Fees

Please contact UBC Permits and Inspections (604-822-2633) for a detailed Fee Schedule for these permits.

Specifications for Drawings to Accompany Building Permit Application

Drawings must include a site or key plan and a tenant floor plan.

The drawings 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.

Site or Key Plan

Scale 1/16" = 1'-0" or 1/8" = 1'-0"

Show location of the following items:

- Property lines
- Street name
- North arrow
- Building on property
- Tenant space within building
- Adjacent tenants
- Existing firewalls, if any

Tenant Floor Plan

Scale: 1/8" = 1'-0"

Double line drawings, showing the location of the following items:

- Dimensions and area calculations for all floor areas including decks and balconies
- Location of exits, stairs, and corridors including travel distance measurements for all areas
- Location and size of door and window openings
- Use of all rooms
- Dimension and detail of bath and washrooms
- Existing and proposed walls with new wall schedule – specify fire resistance rating and construction of wall, floor, and/or ceiling assemblies adjacent to other tenants
- Door and Hardware Schedule as require