



Alert - COVID-19 Building/Trade Permits and Business Licenses

The following is an update on the current policies and steps that we are taking to keep our staff, clients and the UBC community safe.

What we are doing:

We have adjusted our operating procedures to ensure business continuity and are working with our stakeholders to ensure COVID-19 safety procedures are followed.

During this time, UBC Development Services staff is monitoring active construction sites on the academic campus.

Read about [COVID-19 Public Health Orders and Guidelines](#)

Building Permit and Business License Intakes

Staff are working on campus and we continue to accept permit and business license applications, and are conducting inspections and compliance checks. We are conducting these activities with a new procedure as follows:

Applications can be left in a basket next to the front entrance of our building at 2210 West Mall.

- This drop box is available Monday to Friday between 9am and 4pm. The application should be complete with permit fee attached.
- It's recommended that you contact our office (deborah.mac.donald@ubc.ca) to confirm the permit fee prior to submitting your application.
- Appointments can be made with permits staff where required.
- The physical meetings would follow [UBC COVID 19 protocol and masks](#) would need to be worn.
- We accept cheques, JVs, work order numbers, and credit/debit card transactions less than \$600

Building Permit applicants are encouraged to apply electronically by sending their documentation to steven.lecocq@ubc.ca via email attachment or download link. E-submissions should include: PDFs of your application form, drawings and all supporting documentation. Hardcopies will only be required once the submission has been reviewed and our comments have been returned to you.

Inspections and Compliance Reviews

Our office will no longer be conducting inspections in occupied residential suites. We will work with the contractor on other means to confirm Code compliance. For other inspections and compliance reviews,



the site will need to observe physical distancing and have protocols for COVID-19 in place. This will be confirmed at the time of inspections and compliance reviews.

We can be reached by email or phone. We sincerely appreciate your cooperation in this evolving situation.

For more information on recommended COVID-19 safe work protocols:

- [Worksafe BC](#)
- [British Columbia Construction Association](#)

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