



THE UNIVERSITY OF BRITISH COLUMBIA

Campus + Community Planning

2210 West Mall • Vancouver, B.C. • V6T 1Z4
604.822.2633 • permits.inspections@ubc.ca

BP # _____
Project # _____

Building Permit Application Form

Please submit completed Application Form and Building Permit Application Checklist to:
Campus and Community Planning

Building Address: _____	
Building Name: _____	
Building Number: _____	Development Permit #: _____
Legal Description: _____	
Type of Application: <input type="checkbox"/> Demolition <input type="checkbox"/> Alteration <input type="checkbox"/> Addition <input type="checkbox"/> New building <input type="checkbox"/> Relocation <input type="checkbox"/> Amendment <input type="checkbox"/> Other _____	

Owner Name / Authorized Agent Name:		Phone:	
		Email:	
Applicant name:		Phone:	
		Email:	
Mailing Address:			
City:	Province:	Postal Code:	Fax:

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.

APPLICANT (PRINT NAME): _____ (SIGNATURE): _____ (DATE): _____

Please continue application on reverse



THE UNIVERSITY OF BRITISH COLUMBIA

Campus + Community Planning

2210 West Mall • Vancouver, B.C. • V6T 1Z4
604.822.2633 • permits.inspections@ubc.ca

Project Fees

All fees where applicable (Infrastructure Impact Charge (IIC), Community Amenity Charge (CAC), and Greater Vancouver Sewerage and Drainage District (GVS&DD), and TransLink Regional Transportation Development Cost Charge must be paid prior to the issuance of a Building Permit (see Building Permit Fee Schedule). Submit calculations for all Fees.

Building Permit Fee

Contract Value*: \$ _____	
Permit fee: \$ _____	Amount enclosed: \$ _____
Type:	<input type="checkbox"/> Institutional <input type="checkbox"/> Non-Institutional
Payment by:	<input type="checkbox"/> Cheque** <input type="checkbox"/> Workday #: <input type="checkbox"/> Credit/Debit*** <input type="checkbox"/> PlanOn #: <input type="checkbox"/> Cash <input type="checkbox"/> PS Project #: _____
<p>* Refer to Building Permit Fee Schedule. Note: Contract values are required for each partial permit, if phased permits are requested. ** All fees may be paid by cheque, payable to "University of British Columbia". Building Permit application fee is non-refundable. *** Use of credit/debit card payment only in person.</p>	

Project Data for IIC/CAC/GVS&DD/TransLink Fee calculation* N/A

Building Area**: _____ ft ²	<input type="checkbox"/> IIC* amount: \$ _____
	<input type="checkbox"/> CAC* amount: \$ _____
New Building Area: _____ ft ²	<input type="checkbox"/> GVS&DD amount: \$ _____
	<input type="checkbox"/> TransLink amount: \$ _____
Classification:	Unit Count:
Residential	Duplexes _____
<input type="checkbox"/> Market Housing _____ ft ²	Townhouses _____
<input type="checkbox"/> Non-Market Housing _____ ft ²	Apartments _____
<input type="checkbox"/> Non-Residential Use _____ ft ²	
<input type="checkbox"/> Industrial _____ ft ²	
<input type="checkbox"/> Industry Research _____ ft ²	
<input type="checkbox"/> Commercial _____ ft ²	
<input type="checkbox"/> Separate Parking Structures _____ ft ²	
<p>* IIC and CAC levies do not apply to academic buildings ** Refer to Building Area definition and rates on IIC, CAC, and GVS&DD</p>	

Deposits (Major Projects)

Refundable Damage Deposit: \$5,000
Record Drawings Deposit*: \$ _____

* A refundable deposit in the amount of \$1000 per drawing for as-built drawings to a maximum of \$20,000 is required. Deposit will be returned upon receipt of satisfactory as-built drawings and the UBC 3D model where applicable.



THE UNIVERSITY OF BRITISH COLUMBIA

Campus + Community Planning

2210 West Mall • Vancouver, B.C. • V6T 1Z4
 ☎ 604.822.2633 • permits.inspections@ubc.ca

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.

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	

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 \$50,000.00 to \$19,999,999	\$8.40	
For each \$1,000 of contract value or part thereof over \$20,000,000	\$4.56	
	Total	

Special Permit Services

For evaluation of plans, specifications, building materials, appliances, systems, equipment, methods of design and construction, pursuant to Clause 1.2.1.1.(1)(b), Division A of the 2024 BC Building Code:	
For initial evaluation	\$500.00
For each hour or part thereof	\$113.00
For a provisional and/or partial occupancy	\$500.00
For extension of provisional and/or partial occupancy granted by the Chief Building Official	\$200.00
For issuance of a partial permit in addition to the permit fee for the full project	
For a partial permit	\$200.00
Other fees	
For issuance of a permit for work which has already started	Double Permit Fee
To process a Permit Amendment, rate per hour or part thereof	\$113.00
Re-inspection due to faulty work or materials, rate per hour or part thereof	\$75.00
Special inspection during normal business hours, per hour or part thereof	\$75.00