



THE UNIVERSITY OF BRITISH COLUMBIA

Campus + Community Planning

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

BP # _____

BUILDING PERMIT APPLICATION CHECKLIST

Major Projects - Full Building Permit

1. This form identifies documents required to be submitted to fulfill UBC building permit application requirements for a Full Building Permit.
2. This form is to be completed by the Applicant and submitted with the required documentation.
3. Submit this form and the required documentation to:
 UBC Campus & Community Planning
 2210 West Mall, Vancouver, BC, V6T 1Z4
 ATTN: Ed Lin, Chief Building Official

Date: _____

DP: _____

Civic Address: _____

Legal Description: _____

Was application for Excavation and Shoring Permit made previously?

- YES: Excavation and Shoring Permit Number: _____
- NO: Submit documents described in Building Permit Application Documents - Excavation and Shoring Phase

Was application for Foundation/Structural Permit made previously?

- YES: Foundation/Structural Permit Number: _____
- NO: Submit documents described in Building Permit Application Documents - Foundation and Structural to Grade Phase

- UBC Building Permit Application form
- Building Code Information Sheet (signed and sealed)
- Drawings: 3 Signed and Sealed **collated** sets for all disciplines to cover construction of complete building:
 - Architectural Plumbing Civil Landscape
 - Structural Fire Suppression Electrical Mechanical – HVAC
- EGBC Checklist for Professional Structural Concept Review
- Lot Grading Plan: 3 signed and sealed sets
- Code Compliance Drawings: 2 sealed sets hard copies
- Final Building Code Analysis Report including alternative solutions
 - 2 copies - signed and sealed
 - Alternative Solutions short form
- DP Compliance Checklist, signed and sealed by Architect
- Completed HPO form (for Residential Projects except student housing)

NAME: _____

FIRM: _____

SIGNATURE: _____

DATE: _____