



BUILDING PERMIT APPLICATION CHECKLIST

Minor Projects

Hardcopy Submission

Digital Submission

(Refer to Guide for Detailed Instructions)

1. Application Form

Tenant Improvement

Full Building Permit

Phased Building Permit - indicate phase below:

Excavation & shoring Foundation to grade Full permit Other: _____

Building Permit Fee

2. Documents and Drawings

Hazardous Material Survey for demolition of existing portions of building (if applicable)

Project team directory

Development permit checklist by architect (where DP has been issued; submit copy of approved DP letter)

Drawing Sets* (wet sealed and signed for all registered professionals), including:

* Note: For hardcopy submissions, two (2) collated sets are required.

Architectural

Lot Grading

Structural

Landscape

Mechanical

Legal Survey

Plumbing

Civil (Site services)

Fire suppression

Excavation & shoring geotechnical

Electrical

Complete set of code compliance drawings (if applicable)

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

Building Permit checklist continued ...

- Completed “Confirmation of commitment by owner and coordinating registered professional” (Schedule “A” of the BC Building Code).
- Completed “Assurance of professional design and commitment for field review” and “summary of design and field review requirements” forms for all registered professionals (Schedules “B” of the BC Building Code).
 - Architectural Fire suppression systems
 - Structural Electrical
 - Mechanical Geotechnical – temporary
 - Plumbing Geotechnical – permanent
- Proof of approval from other regulatory authorities (if applicable)
 - Homeowner Protection Office’s requirement and forms (residential buildings)
 - Original copy of the soil report sealed by a registered geotechnical engineer.
- Signed and Sealed Alternate solutions report submission with appropriate administrative fees (if applicable)
- Site Profile – Review Process for Contaminated Sites (Applicable where significant disturbance or excavation of soil > 5m³ or removal of soil from property)
- Construction Site Management Plan and Traffic Management Plan & Checklist (if applicable)

I/We (print name), _____, confirm the drawings submitted are complete.	
Company:	Telephone Number:
Signature:	Date: