



BUILDING PERMIT APPLICATION GUIDE – DIGITAL PROCESS

Minor Projects

Application and Portal Setup:

- Submit a copy of the completed [BP Application Form](#) and [Minor BP Checklist](#) to permits.inspections@ubc.ca and steven.lecocq@ubc.ca .
- Once a file has been set up and BP# assigned, a module on the UBC Records Design Review Portal will be activated by Permits and Inspections for this BP review.
- The UBC PM will be designated as the portal's Coordinating Professional on this new portal for submission purposes. If anyone else from the PM/Prime Consultant team needs to be added to the portal as a co-coordinating professional please notify our office at the time of application.

Portal Access:

- Navigate to the portal here: <https://www2.infrastructuredevelopment.ubc.ca/intranet/design-review>
- Enter your login credentials. If you don't have a login please request one a couple days in advance of planned upload.
- Navigate to your project and click on the active review module.

Upload Instructions:

- Add Files one at a time or grouped by discipline/document type.

File Formatting Requirements: Follow the requirements below to ensure your project is promptly reviewed. Improperly formatted submittals will be deemed incomplete and could delay the intake process.

- Submit all documents in PDF file format.
- Ensure that no security settings are applied to the pdfs that would restrict printing, markup and stamping.
- Required permit forms, applications, and supplemental documents must be submitted as separate PDF documents. Do not combine these documents into one PDF.
- Formatting the Plan Sets:
 - Digitals signed/sealed documentation will require a Notarius digital signature/seal.
 - Do not certify drawing files. This is required to allow staff to issue the permit with our stamp/signature.
 - It is preferred that PDF drawing sets are submitted with bookmarks (sheet #s).



- Set all sheets to landscape orientation.
- Minimum accepted plan sheet size is 11"x17". Electronically format plan sheets to print to scale on this size sheet or larger.
- Use of simple naming conventions outlined below.
 - Refrain from using design firm specific naming conventions i.e: Consultant project numbers or dates included in the titles of files.
 - File Names should clearly describe the document type (IN ALL CAPS) and reference the project name. Drawings should include a Rev # (if revised).
 - Naming Conventions – Examples:
 - Application/Checklist and Supplemental Documents
 - APPLICATION-*Project Name*.pdf
 - MINOR BP CHECKLIST- *Project Name*.pdf
 - DP(24xxx) COMPLIANCE CHECKLIST – *Project Name*.pdf
 - Letters of Assurance/Plans
 - LOA ARCH A – *Project Name*.pdf
 - LOA MECH B – *Project Name*.pdf
 - ARCH PLANS – *Project Name* Rev xx.pdf
 - MECH PLANS – *Project Name* Rev xx.pdf
 - CC PLANS– *Project Name* Rev xx.pdf

BP Review and Issuance:

- Minor BP reviews are primarily dedicated to building code compliance however we may from time to time add reviewers to the review based on the specifics of the project. (i.e. Development Services, where a DP has been issued with conditions or to confirm DP Compliance; VFRS; Transportation Engineer (for projects with construction site or traffic management impacts). Our office will notify all reviewers once a project is active in order to ensure the review starts promptly.
- It will be the responsibility of the UBC PM/or designate to follow up directly with the reviewer with their formal response to review comments or resubmissions. It is highly recommended that the project resolves all DP/UBC stakeholder conditions in advance of BP application in order to ensure an efficient review.
- After the BP review has been completed, our comments will be posted to the portal. If drawing resubmissions are required, we will let you know at this time.



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- Project's final response to all comments should be uploaded in the form of a memo and resubmission of any drawings requested.
- Once all drawings sets have been finalized the drawings will be processed for permit.
- Issued BPs (Permit Card and Drawings) will be posted to the portal for reference.
- The Permit Card should be printed and be visible on site and 1 full size set of the UBC stamped permit drawings will also need to be printed for the site and available during subsequent inspections.

During Construction:

- A "Construction Documentation" Module will be established to act as a repository for documents received during construction, inspection documentation, shop drawings, field, reviews, etc.

Minor BP Final Inspections:

- Submit a [request for inspection form](#) to permits.inspections@ubc.ca and steven.lecocq@ubc.ca.
- Once received, you'll be instructed to upload all Building Final documentation to the Construction Documentation module. As the closeout requirements can vary from project to project, please confirm the requirements for your project with the active inspector at least 2 weeks prior to the scheduled final. (Caveat: Documents uploaded at this time should be in support of the final inspection request only. Record Drawings and Maintenance Manuals should be sent to Records via the normal channels per UBC Technical Guidelines).
- A copy of the Building Final Inspection Report will be uploaded to the portal once the walkthrough is complete and all documentation is in order.
- BP review modules will close automatically two weeks after issuance of the Building Final. Please grab a copy of whatever you need before it closes.