BUILDING PERMIT (BP) APPLICATION GUIDE – DIGITAL PROCESS
Major Projects

Application and Portal Setup:

- Submit a copy of the completed BP Application Form, Project Directory and Major Projects BP Intake Checklist to permits.inspections@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 applicant will be designated as the portal's Coordinating Professional on this new portal for submission purposes (Coordinating Professional can upload documents and add/edit contacts). If anyone else from the PM/Prime Consultant team needs to be added to the portal as a 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 login credentials. If the applicant does not have a login account, please contact permits.inspections@ubc.ca and request one.

- Navigate to the 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:

  o Digitals signed/sealed documentation will require a Notarius digital signature/seal.

  o 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 Arch C (18"x24"). 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 ie: 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

      - MAJOR 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:
- Major BP reviews are reviewed by the UBC Coordinating Code Consultant (CCC) for building code compliance and UBC stakeholder departments for UBC regulations and policies.
- It will be the responsibility of the applicant and/or consultant 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, the comments will be posted to the portal from the individual reviewers.
- Once all UBC stakeholders have provided clearance and drawings sets have been finalized, a separate module in the permit portal will be created for the final BP

documentation. The drawings will be processed by the CCC for recommendation of the issuance of permit.

- Campus and Community Planning- Permits and Inspections will provide the BP stamps to the drawings. Issued BPs (Drawings) will be posted to the portal for reference and download.
- The Permit Card is to be picked up at the Permits and Inspections counter and be placed at a visible location on site office. A full size set of the UBC stamped permit drawings will also need to printed for the site and available during subsequent field reviews by the CCC and UBC inspectors.

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.
- Where there is/are significant change(s) during construction phase, a building permit amendment application may be necessary. The BP amendment application can be made in the same manner as the original permit application process but without the need for the submission of Project Directory.
- Where the is separate tenant fit outs are proposed during construction (before shell occupancy), tenant improvement (TI) building permit can be applied for and will be reviewed by the CCC of the shell building permit (refer to UBC Building and Development Handbook).

Occupancy Application:
- Submit a to permits.inspections@ubc.ca for opening up an Occupancy Documentation module in the Permits portal after confirming with the CCC that construction progress is ready for occupancy.
- Once received, the applicant can upload all Building Occupancy documentation to the Occupancy Documentation module. As the closeout requirement schedule can vary from project to project, please confirm the requirements for the project with the CCC at least 2 weeks prior to the scheduled Life Safety Demonstration walk through.).
- A copy of the Occupancy Letter will be uploaded to the portal after the walkthrough is complete and all documentation is in order and any possible deficiencies are corrected.
- BP review modules will close automatically three weeks after issuance of the Building Final. Please download a copy of any specific documentation before the module closes.

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