



Major Projects

Building Permit Application Intake List

PROJECT NAME:		DEVELOPMENT PERMIT #	
PROJECT ADDRESS:		BUILDING PERMIT # (for C+CP use only)	
NAME OF APPLICANT:		DATE:	
PROJECT DESCRIPTION:			

The checklist represents the minimum requirements for full or staged building permit applications. All UBC forms(**), guides and resources are located at <https://planning.ubc.ca/>. **NOTE:** The applicant is to indicate documents submitted for each stage in the applicable column or mark N/A. (Not Applicable).

Y- Required documents for the noted construction stage Y* - Documents for this stage are to reflect the specific construction stage only.

No. DOCUMENTATION/DRAWINGS REQUIRED Submitted drawings must have original, verifiable professional seals. Submitted documents are required to be provided with professional seals when indicated.		Full Building										Tenant Improvement	
		Excavation/ Shoring Phase		Fdn/Struct Up to Grade Phase		Full Building Phase							
		Applicant	CCC	Applicant	CCC	Applicant	CCC	Applicant	CCC				
1	**Building Permit Application Form	Y*			Y*			Y			Y		
2	**BC Code Information Sheet	Y											
3	**Project Directory	Y									Y		
4	**Development Permit Compliance Checklist	Y			Y			Y					
5	Geotechnical Soils Report	Y											
6	Alternative Solution Report(s) and **Short Form(s)	Y						Y					
7	Building Code Compliance Report	Y						Y					
8	Encroachment Letter (where applicable)	Y											
9	Completed HPO form (for Residential Projects except student housing)							Y					
10	EGBC Checklist for Professional Structural Concept Review				Y*			Y					
11	Stormwater Management Plan				Y								
12	Construction Safety Plan				Y*			Y					
13	Energy Modelling Report and Checklist							Y					
LETTERS OF ASSURANCE													
14	Schedule “A”	Y									Y		
15	Architectural Schedule “B”				Y*			Y			Y		
16	Structural Schedule “B”				Y*			Y			Y		
17	Geotechnical Schedule “B” (Covering Temporary & Permanent)	Y											
18	Electrical Schedule “B”				Y*			Y			Y		
19	Mechanical and Plumbing Schedule “B”				Y*			Y			Y		
20	Fire Suppression Schedule “B”				Y*			Y			Y		
21	Civil Schedule “B” (Covering Site Drainage)	Y											
22	Building Envelope Professional Design and Enhanced Field Review – Model Schedule D (AIBC)				Y*			Y					
DRAWINGS													
23	Architectural Drawings & Architectural/Building Envelope Detail Book(s)				Y*			Y			Y		
24	Building Code Compliance Drawings	Y			Y			Y					
25	Landscape Drawings (as accepted by UBC C+CP for DP)							Y					
26	Structural Drawings				Y*			Y			Y		
27	Civil Drawings (existing infrastructure to be shown)	Y						Y					
28	Excavation and Shoring Drawings	Y											
29	Erosion and Sediment Control Drawings	Y											
30	Mechanical Drawings (HVAC)				Y*			Y			Y		
31	Plumbing Drawings c/w On -Site Services				Y*			Y			Y		
32	Fire Suppression Drawings				Y*			Y			Y		
33	Electrical Drawings				Y*			Y			Y		
34	Construction Traffic Management Plan	Y*						Y					
35	BC Land Survey Sealed	Y											