



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*		<input type="checkbox"/>	Y*		<input type="checkbox"/>	Y		<input type="checkbox"/>	Y		<input type="checkbox"/>
2	**BC Code Information Sheet	Y		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			
3	**Project Directory	Y		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	Y		<input type="checkbox"/>
4	**Development Permit Compliance Checklist	Y		<input type="checkbox"/>	Y		<input type="checkbox"/>	Y		<input type="checkbox"/>			<input type="checkbox"/>
5	Geotechnical Soils Report	Y		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			
6	Alternative Solution Report(s) and **Short Form(s)	Y		<input type="checkbox"/>			<input type="checkbox"/>	Y		<input type="checkbox"/>			
7	Building Code Compliance Report	Y		<input type="checkbox"/>			<input type="checkbox"/>	Y		<input type="checkbox"/>			
8	Encroachment Letter (where applicable)	Y		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			
9	Completed HPO form (for Residential Projects except student housing)			<input type="checkbox"/>			<input type="checkbox"/>	Y		<input type="checkbox"/>			
10	EGBC Checklist for Professional Structural Concept Review			<input type="checkbox"/>	Y*		<input type="checkbox"/>	Y		<input type="checkbox"/>			
11	Stormwater Management Plan			<input type="checkbox"/>	Y		<input type="checkbox"/>			<input type="checkbox"/>			
12	Construction Safety Plan			<input type="checkbox"/>	Y*		<input type="checkbox"/>	Y		<input type="checkbox"/>			
13	Energy Modelling Report and Checklist			<input type="checkbox"/>			<input type="checkbox"/>	Y		<input type="checkbox"/>			
14	Development Fees Form						<input type="checkbox"/>	Y					
LETTERS OF ASSURANCE													
15	Schedule “A”	Y		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	Y		<input type="checkbox"/>
16	Architectural Schedule “B”			<input type="checkbox"/>	Y*		<input type="checkbox"/>	Y		<input type="checkbox"/>	Y		<input type="checkbox"/>
17	Structural Schedule “B”			<input type="checkbox"/>	Y*		<input type="checkbox"/>	Y		<input type="checkbox"/>	Y		<input type="checkbox"/>
18	Geotechnical Schedule “B” (Covering Temporary & Permanent)	Y		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			
19	Electrical Schedule “B”			<input type="checkbox"/>	Y*		<input type="checkbox"/>	Y		<input type="checkbox"/>	Y		<input type="checkbox"/>
20	Mechanical and Plumbing Schedule “B”			<input type="checkbox"/>	Y*		<input type="checkbox"/>	Y		<input type="checkbox"/>	Y		<input type="checkbox"/>
21	Fire Suppression Schedule “B”			<input type="checkbox"/>	Y*		<input type="checkbox"/>	Y		<input type="checkbox"/>	Y		<input type="checkbox"/>
22	Civil Schedule “B” (Covering Site Drainage)	Y		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			
23	Building Envelope Professional Design and Enhanced Field Review – Model Schedule D (AIBC)			<input type="checkbox"/>	Y*		<input type="checkbox"/>	Y		<input type="checkbox"/>			
DRAWINGS													
24	Architectural Drawings & Architectural/Building Envelope Detail Book(s)			<input type="checkbox"/>	Y*		<input type="checkbox"/>	Y		<input type="checkbox"/>	Y		<input type="checkbox"/>
25	Building Code Compliance Drawings	Y		<input type="checkbox"/>	Y		<input type="checkbox"/>	Y		<input type="checkbox"/>			
26	Landscape Drawings (as accepted by UBC C+CP for DP)			<input type="checkbox"/>			<input type="checkbox"/>	Y		<input type="checkbox"/>			
27	Structural Drawings			<input type="checkbox"/>	Y*		<input type="checkbox"/>	Y		<input type="checkbox"/>	Y		<input type="checkbox"/>
28	Civil Drawings (existing infrastructure to be shown)	Y		<input type="checkbox"/>			<input type="checkbox"/>	Y		<input type="checkbox"/>			
29	Excavation and Shoring Drawings	Y		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			
30	Erosion and Sediment Control Drawings	Y		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			
31	Mechanical Drawings (HVAC)			<input type="checkbox"/>	Y*		<input type="checkbox"/>	Y		<input type="checkbox"/>	Y		<input type="checkbox"/>
32	Plumbing Drawings c/w On -Site Services			<input type="checkbox"/>	Y*		<input type="checkbox"/>	Y		<input type="checkbox"/>	Y		<input type="checkbox"/>
33	Fire Suppression Drawings			<input type="checkbox"/>	Y*		<input type="checkbox"/>	Y		<input type="checkbox"/>	Y		<input type="checkbox"/>
34	Electrical Drawings			<input type="checkbox"/>	Y*		<input type="checkbox"/>	Y		<input type="checkbox"/>	Y		<input type="checkbox"/>
35	Construction Traffic Management Plan	Y*		<input type="checkbox"/>			<input type="checkbox"/>	Y		<input type="checkbox"/>			
36	BC Land Survey Sealed	Y		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			