



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"/>		<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"/>		<input type="checkbox"/>			
6 Alternative Solution Report(s) and **Short Form(s)	Y	<input type="checkbox"/>		<input type="checkbox"/>	Y	<input type="checkbox"/>		<input type="checkbox"/>			
7 Building Code Compliance Report	Y	<input type="checkbox"/>		<input type="checkbox"/>	Y	<input type="checkbox"/>		<input type="checkbox"/>			
8 Encroachment Letter (where applicable)	Y	<input type="checkbox"/>		<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"/>		<input type="checkbox"/>			
10 EGBC Checklist for Professional Structural Concept Review		<input type="checkbox"/>	Y*	<input type="checkbox"/>	Y	<input type="checkbox"/>		<input type="checkbox"/>			
11 Stormwater Management Plan		<input type="checkbox"/>	Y	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>			
12 Construction Safety Plan		<input type="checkbox"/>	Y*	<input type="checkbox"/>	Y	<input type="checkbox"/>		<input type="checkbox"/>			
13 Energy Modelling Report and Checklist		<input type="checkbox"/>		<input type="checkbox"/>	Y	<input type="checkbox"/>		<input type="checkbox"/>			
14 Development Fees Form		<input type="checkbox"/>		<input type="checkbox"/>	Y	<input type="checkbox"/>		<input type="checkbox"/>			
LETTERS OF ASSURANCE											
15 Schedule "A"	Y	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Y	<input type="checkbox"/>	<input type="checkbox"/>
16 Architectural Schedule "B"		<input type="checkbox"/>		Y*	<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"/>		<input type="checkbox"/>	Y	<input type="checkbox"/>	<input type="checkbox"/>
18 Geotechnical Schedule "B" (Covering Temporary & Permanent)	Y	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>
19 Electrical Schedule "B"		<input type="checkbox"/>	Y*	<input type="checkbox"/>	Y	<input type="checkbox"/>		<input type="checkbox"/>	Y	<input type="checkbox"/>	<input type="checkbox"/>
20 Mechanical and Plumbing Schedule "B"		<input type="checkbox"/>	Y*	<input type="checkbox"/>	Y	<input type="checkbox"/>		<input type="checkbox"/>	Y	<input type="checkbox"/>	<input type="checkbox"/>
21 Fire Suppression Schedule "B"		<input type="checkbox"/>	Y*	<input type="checkbox"/>	Y	<input type="checkbox"/>		<input type="checkbox"/>	Y	<input type="checkbox"/>	<input type="checkbox"/>
22 Civil Schedule "B" (Covering Site Drainage)	Y	<input type="checkbox"/>		<input type="checkbox"/>		<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"/>		<input type="checkbox"/>			<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"/>	Y	<input type="checkbox"/>	<input type="checkbox"/>
25 Building Code Compliance Drawings	Y	<input type="checkbox"/>	Y	<input type="checkbox"/>	Y	<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>
26 Landscape Drawings (as accepted by UBC C+CP for DP)		<input type="checkbox"/>		<input type="checkbox"/>	Y	<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>
27 Structural Drawings		<input type="checkbox"/>	Y*	<input type="checkbox"/>	Y	<input type="checkbox"/>		<input type="checkbox"/>	Y	<input type="checkbox"/>	<input type="checkbox"/>
28 Civil Drawings (existing infrastructure to be shown)	Y	<input type="checkbox"/>		<input type="checkbox"/>	Y	<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>
29 Excavation and Shoring Drawings	Y	<input type="checkbox"/>		<input type="checkbox"/>		<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"/>		<input type="checkbox"/>			<input type="checkbox"/>
31 Mechanical Drawings (HVAC)		<input type="checkbox"/>	Y*	<input type="checkbox"/>	Y	<input type="checkbox"/>		<input type="checkbox"/>	Y	<input type="checkbox"/>	<input type="checkbox"/>
32 Plumbing Drawings c/w On-Site Services		<input type="checkbox"/>	Y*	<input type="checkbox"/>	Y	<input type="checkbox"/>		<input type="checkbox"/>	Y	<input type="checkbox"/>	<input type="checkbox"/>
33 Fire Suppression Drawings		<input type="checkbox"/>	Y*	<input type="checkbox"/>	Y	<input type="checkbox"/>		<input type="checkbox"/>	Y	<input type="checkbox"/>	<input type="checkbox"/>
34 Electrical Drawings		<input type="checkbox"/>	Y*	<input type="checkbox"/>	Y	<input type="checkbox"/>		<input type="checkbox"/>	Y	<input type="checkbox"/>	<input type="checkbox"/>
35 Construction Traffic Management Plan	Y*	<input type="checkbox"/>		<input type="checkbox"/>	Y	<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>
36 BC Land Survey Sealed	Y	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>