



DP #: _____

Minor Development Permit Application Form

This application is for minor development projects on the academic campus or in the neighbourhoods with a construction value less than \$10 Million. Complete the application form and prepare associated materials. Submit the application and required documents to Development.Projects@ubc.ca.

Project Information					
Project Address:					
Building Name:					
Application Type: (Select all that apply)	<input type="checkbox"/> New building, tent, or other structure <input type="checkbox"/> Addition to existing building <input type="checkbox"/> Façade Alterations <input type="checkbox"/> Site Changes (includes Public Realm & Staging and Laydown Plans) <input type="checkbox"/> Change of Use <input type="checkbox"/> Mechanical Changes <input type="checkbox"/> Amendment (Original DP #: _____)			Any variances requested? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, list variances requested on the Project Statistics page (data sheet))	
				Temporary Project? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Project Description: (For an amendment, identify proposed changes)					
Applicant Information (UBC Project Manager or authorized agent):					
Contact name:					
Mailing address:					
City:		Postal Code:		Phone:	
Email:					
Architect:					
Contact Name & Company Name:					
Email:		Phone:			
Landscape Architect:					
Contact Name & Company Name:					
Email:		Phone:			
Permit Fee: (refer to page 2 for Development Permit Fee Schedule and additional information)					
Permit Fee:		Amount Enclosed:			
Payment by:	<input type="checkbox"/> Cheque - All fees may be paid by cheque payable to "University of British Columbia".				
	<input type="checkbox"/> Cash or Credit Card – Must be made in person at the Campus and Community Planning Office				
	<input type="checkbox"/> PS Project #:		<input type="checkbox"/> Work Order#:		
	<input type="checkbox"/> Primary Work Tag#:		<input type="checkbox"/> ISD #:		

**Signature:**

I, THE AUTHORIZED AGENT, GIVE CONSENT FOR CAMPUS & COMMUNITY PLANNING TO POST DIGITAL DRAWINGS AND SUPPORTING TEXT FOR PUBLIC VIEWING ON THEIR WEBSITE.

I HEREBY AGREE THAT I WILL COMPLY WITH ALL RULES, BYLAWS, REGULATIONS AND POLICIES OF THE UNIVERSITY OF BRITISH COLUMBIA AND ALL OTHER STATUTES, RULES, BYLAWS, POLICIES AND REGULATIONS OF OTHER AUTHORITIES IN FORCE AT THE UNIVERSITY OF BRITISH COLUMBIA RELATING TO THE WORK, UNDERTAKING OR PERMISSION IN RESPECT OF WHICH THIS APPLICATION IS MADE AND THAT I WILL INDEMNIFY AND SAVE HARMLESS THE UNIVERSITY OF BRITISH COLUMBIA, ITS OFFICIALS, EMPLOYEES AND AGENTS FROM ALL CLAIMS, LIABILITIES, JUDGEMENTS, COSTS OR EXPENSES OF EVERY KIND, INCLUDING NEGLIGENCE, IN RESPECT OF ANYTHING DONE OR NOT DONE IN CONSEQUENCE OF ANY PERMISSION, PERMIT OR LICENSE ISSUED AS A RESULT OF THE APPLICATION OR THE FAILURE TO OBSERVE COMPLETELY ALL STATUTES, RULES, BYLAWS, POLICIES AND REGULATIONS RELATING TO ANY WORK OR UNDERTAKING IN RESPECT OF WHICH THIS APPLICATION IS MADE.

Signature of Applicant/Authorized Agent

Date

Fee Schedule: (check all that apply)

GROSS FLOOR AREA (m ²) <u>OR</u> CONSTRUCTION VALUE:		Fees/Rates
<input type="checkbox"/>	New Structures or Additions	
	For each 100 m ² up to 500 m ² GFA (or part thereof)	\$420
	Additional GFA (rate per 100 m ² or part thereof)	\$180
	Maximum	\$18,000
<input type="checkbox"/>	Site Changes (includes Public Realm & Staging and Laydown Plans)	
	Up to 1,000 m ² (rate per 200 m ² or part thereof)	\$420
	Additional area (rate per 200 m ² or part thereof)	\$102
	Maximum	\$6,000
<input type="checkbox"/>	Changes of Use	
	For each 100 m ² GFA* (or part thereof)	\$420
	Maximum	\$2,820
<input type="checkbox"/>	Facade Improvements (Based on construction value)	
	For the first portion of \$250,000 (minimum fee \$375)	1.5%
	For the next portion up to \$500,000	1.00%
	For the next portion up to \$1,000,000	0.5%
	For the next portion up to \$2,000,000	0.25%
	For the next portion up to \$3,000,000	0.125%
	For the next portion over \$3,000,000	0.05%
<input type="checkbox"/>	Other	
	Mechanical Changes	\$210
<input type="checkbox"/>	Amendments	
	Amendments where less than 15% of GFA or building exterior is altered or where less than 15% of GFA use is changed	25% of fee that would apply to a new application (Minimum fee \$210)

All fees must be paid prior to the issuance of a development permit.



Minor Development Permit Application Checklist

Document Submission Requirements *(Document(s) must be unlocked)*

Application Form	• A signed Development Permit Application Form must be submitted	<input type="checkbox"/>
Application Fee	• An application fee is required – Please confirm fee with staff amount prior to payment	<input type="checkbox"/>
Written Description	• A description of the project, outlining the use, site context and rationale.	<input type="checkbox"/>
Photos	• Pre-construction digital photos of site and surrounding context	<input type="checkbox"/>

Drawing Requirements

One unsealed digital set (PDF format), flattened. Document(s) must be unlocked. ***All text and dimensions must be legible on 11"x17" set. Max individual file size if 64 MB. Dimensions must be in metric (metres). Imperial dimensions can be provided in adjacent brackets.***

Supplemental Documents

Supplemental documents should be sufficient to accurately communicate and evaluate the proposed project. For projects with very limited scope, a written description combined with basic diagrams may be adequate.

Architectural Plans	<ul style="list-style-type: none"> • The following should be included when applicable: <ul style="list-style-type: none"> ○ Cover Sheet with Project Statistics (Data Sheet) and a list of variances requested (if any) ○ Context Plan (indicate any back-of-house or loading area changes, including access and waste management modifications, if any) ○ Site Plan ○ Building plans (existing and proposed) 	<input type="checkbox"/>
Landscape Plans	<ul style="list-style-type: none"> • Illustrative Landscape Plan – Shows overall form and character; aligns with Materials, Layout, and Planting Plans. • Existing Conditions Plan – Includes limits of work, topography, tree locations (canopy/root zones), landscape features, utilities, and irrigation systems. • Demolition Plan – Identifies items to protect, relocate, or remove. • Site Preparation Plan – Shows construction fence, site access, laydown areas, tree/environmental protection zones. • Materials Plan – Lists all hard/soft surfaces and fixed site furnishings (benches, racks, signage, fences, structures). • Layout Plan – Provides dimensions and alignments for site elements; includes underground utilities. • Grading & Drainage Plan – Spot elevations, contours, drainage patterns, slopes, swales, catch basins, storm connections. • Irrigation Plan – System layout with pipes, valves, controllers, zones, tie-ins; includes legend, schedule, flow calculations. • Planting Plan – Species, locations, spacing; plant list with names, sizes, quantities; native species %, canopy coverage. • Construction Details & Sections – Details for materials, layout, grading, drainage, irrigation, and planting. 	<input type="checkbox"/>
Lighting Plan	• Lighting Plan as per Lighting Guidelines (Vancouver Campus Plan Part 3 Sec. 2.5.2)	<input type="checkbox"/>



Arborist Report, Tree Survey, and Tree Management Plan	<ul style="list-style-type: none"> • An Arborist Report must be prepared by an ISA Certified Arborist to assess existing trees either for retention or removal. • A Tree Survey for the trunk location and identification of all existing trees and other significant plant material taller than 2 meters on-site, including their canopy and critical root zone outlines. • A Tree Management Plan identifying trees to be retained and removed including their trunk location, canopy outline, and critical root zone outline. Trees to be retained must show tree protection fencing detail and notes as per the UBC Technical Guidelines Section 32 01 93.01 Tree and Shrub Preservation. 	<input type="checkbox"/>
Civil <i>(Obtain record drawings by emailing Facilities Information and Inventory Systems (FIIS) at records.section@ubc.ca)</i>	<ul style="list-style-type: none"> • Utility Site Plan showing the adjacent existing utility lines, existing service connections, clearances between the building and existing utility lines and preliminary service connections to the existing utility systems, and ex utility abandonment plan (sign off by Utilities required prior to DP issuance) • Irrigation mains and vaults identified or located in consultation with Municipal Services • Preliminary Service Connection Application Form to be submitted to Utilities. • Grading Plan • Rainwater Management Plan • Survey Plan 	<input type="checkbox"/>
Mechanical	<ul style="list-style-type: none"> • Indicate the existing and proposed mechanical unit location(s) on the plan. • Setback dimensions of equipment from roof(s) edge. • Show equipment ductwork, vents, access points, and equipment screening (if applicable) • Emission or exhaust information (e.g., vapour, chemical composition as applicable) • Building elevation demonstrating the equipment screening method. • Manufacturer's product data sheets. • Preliminary equipment schedules for cooling and heating equipment on the drawings. Specify the quantity, manufacturer, model number, capacity, dba noise levels 	<input type="checkbox"/>
Geotechnical Report	<ul style="list-style-type: none"> • Prepared by a Geotechnical Engineer for potentially hazardous or unstable areas. 	<input type="checkbox"/>
Green Building Certification	<ul style="list-style-type: none"> • Institutional (>1000 m2): Submit LEED Checklist (min. LEED Gold) • Preliminary energy model and life cycle assessment • LEED Checklist - https://planning.ubc.ca/sustainability/sustainability-action-plans/green-building-action-plan/institutional-building-requirements/leed-41-requirements 	<input type="checkbox"/>