



BP # \_\_\_\_\_

BUILDING PERMIT APPLICATION CHECKLIST

Minor Projects

1. Application Form

- Tenant Improvement
Full Building Permit
Phased Building Permit - indicate phase below:
Excavation & shoring Foundation to grade Full permit
Building Permit Fee

2. Documents and Drawings

- Hazardous Material Survey for demolition of existing portions of building (if applicable)
Project team directory
Development permit checklist by architect (where DP has been issued)
Three (3) sets of collated drawings signed and sealed (original seals and signatures), including:

- Architectural Drawing # \_\_\_ to \_\_\_ dated \_\_\_
Excavation & shoring geotechnical Drawing # \_\_\_ to \_\_\_ dated \_\_\_
Structural Drawing # \_\_\_ to \_\_\_ dated \_\_\_
Mechanical Drawing # \_\_\_ to \_\_\_ dated \_\_\_
Plumbing Drawing # \_\_\_ to \_\_\_ dated \_\_\_
Electrical Drawing # \_\_\_ to \_\_\_ dated \_\_\_
Lot Grading Drawing # \_\_\_ to \_\_\_ dated \_\_\_
Landscape Drawing # \_\_\_ to \_\_\_ dated \_\_\_
Legal Survey Drawing # \_\_\_ to \_\_\_ dated \_\_\_
Civil (Site services) Drawing # \_\_\_ to \_\_\_ dated \_\_\_
Fire suppression Drawing # \_\_\_ to \_\_\_ dated \_\_\_

Please continue application on reverse



# THE UNIVERSITY OF BRITISH COLUMBIA

## Campus and Community Planning

2210 West Mall • Vancouver, B.C. • V6T 1Z4

☎ 604.822.2633 • 📠 604.822.6119

*Building Permit checklist continued ...*

- Complete set of code compliance drawings (if applicable)
- Completed “confirmation of commitment by owner and coordinating registered professional” (Schedule “A” of the BC Building Code).
- Completed “Assurance of professional design and commitment for field review” and “summary of design and field review requirements” forms for all registered professionals (Schedules “B” of the BC Building Code).
  - Architectural             Fire suppression systems
  - Structural                  Electrical
  - Mechanical                Geotechnical – temporary
  - Plumbing                  Geotechnical – permanent
- Proof of approval from other regulatory authorities (if applicable)
  - Homeowner Protection Office’s requirement and forms (residential buildings)
  - Two (2) original copies of the soil report sealed by a registered geotechnical engineer (if applicable)
- Two (2) copies of the alternate solutions report submission with appropriate administrative fees (if applicable)
- Site Profile – Review Process for Contaminated Sites (Applicable where significant disturbance or excavation of soil > 5m<sup>3</sup> or removal of soil from property)
- Construction Site Management Plan and Traffic Management Plan & Checklist (if applicable)

<b>I/We (print name), _____,</b> <b>confirm the drawings submitted are complete.</b>	
<b>Company:</b>	<b>Telephone Number:</b>
<b>Signature:</b>	<b>Date:</b>