



**THE UNIVERSITY
OF
BRITISH COLUMBIA**

DEVELOPMENT & BUILDING REGULATIONS

**Development Services, Campus and Community Planning
Revised: April 2018**

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PREFACE

The University of British Columbia (UBC) is established by the British Columbia *University Act* which gives the Board of Governors of the university the power to manage, govern and control development on the university campus.

This document applies to the UBC Vancouver campus, covering both institutional and non-institutional development.

In the fall of 1992 the Board of Governors adopted the 1992 British Columbia Building Code and its subsequent revisions and amendments as the applicable building code for use on the UBC Vancouver campus. (Pursuant to the *Fire Services Act*, the BC Fire Code applies to all parts of the Province of British Columbia, including UBC.)

In October 2009, the UBC Board of Governors approved Policy #92, Land Use and Permitting. These Development and Building Regulations are 'Land Use Rules', adopted pursuant to Policy #92. Their purpose is to provide a municipal-like regulatory structure for the development of institutional and non-institutional development lands at the UBC Vancouver campus.

In 2010, the UBC Board of Governors adopted the UBC Vancouver Campus Plan, in three volumes, which provides guidance for UBC Vancouver's academic lands.

In January 2011, the UBC Board of Governors adopted the UBC Land Use Plan, which was approved through powers conferred on UBC by the Municipalities Enabling and Validating Act, Part 10, 2010. The Land Use Plan was adopted by Ministerial Order on March 1, 2011. The Land Use Plan provides a vision and goals for future development, broad land use considerations and objectives for more detailed planning.

These Development and Building Regulations will be updated from time to time in accordance with Policy #92. The up-to-date version of this document is available at the Campus and Community Planning website.

These Development and Building Regulations are consistent with the Land Use Plan. If a particular section of these Development and Building Regulations is found to be inconsistent with the Land Use Plan, or otherwise held to be invalid by a Court of competent jurisdiction, then the inconsistent or invalid section is deemed to be severed and the remainder of these Development and Building Regulations is deemed to have been adopted without the severed section. If any section of these Development and Building Regulations are found to be at variance from any other Land Use Rule, then these Development and Building Regulations shall prevail.

For additional information you may reach us at:

Development Services, Campus and Community Planning
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Vancouver, B.C., V6T 1Z4

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DEFINITIONS

Words and terms in italics in this document are defined in the BC Building Code, the BC Plumbing Code or are as follows:

<i>Applicant</i>	is the person applying for and obtaining a permit under these Development and Building Regulations and/or the Development Handbook.
<i>Authority having jurisdiction</i>	means the governmental body responsible for the enforcement of any part of the BC Building Code or the official or agency designated by that body to exercise such as function.
<i>Board</i>	is the Board of Governors of the University of British Columbia as established by the <i>University Act</i> .
<i>Building Area</i> (for Development Permit purpose only, see BC Building Code definition for Building Permit Application)	<p>is the sum of all horizontal areas of each storey within the exterior stud face of all exterior and basement walls (including the floor area of the floor below for areas which have a ceiling height of greater than 3.7 m and are likely to be used for additional living space), but excluding: Open residential balconies, sun decks, patios, porches, and roof gardens; Areas used exclusively for parking of vehicles and bicycles within the standards set out in the <i>Development Handbook</i> areas used exclusively for loading, and for electrical and mechanical equipment; Habitable areas with ceilings less than 1.2 m above finished grade; Amenity areas such as day care, recreation, and meeting rooms to a max. 10% of the total gross floor area; Up to 3.7 m² of in-suite storage space per dwelling; and areas of undeveloped floors above the highest storey to which there is only hatch access.</p> <p>An allowance for increased exterior wall thickness responding to credits in green building design guidelines, such as LEED (Leadership in Environmental Design) and REAP (Residential Environmental Assessment Program) will be made in calculating the building area for the purposes of Development Permits.</p>
<i>Campus Plan</i>	is the University of British Columbia Vancouver Campus Plan 2010 as adopted by the UBC Board of Governors and as amended from time to time.
<i>Community Amenity Charge (CAC)</i>	a charge assessed on new development to assist the University in paying for the capital costs of expanding, relocating, and constructing community buildings, and facilities for the benefit existing and future residents of the university's neighbourhoods. The charge may be applied to pay for community centres, day care facilities, recreation centres, Kid's Clubs etc.
<i>Contract Value</i>	is the current monetary worth of the work described on the permit application and includes finishes, roofing, electrical, plumbing, drains, heating, air conditioning, fire extinguishing systems, elevators and other equipment or materials, construction management, contractor's profit and overhead, applicable taxes, insurance, the current monetary worth of contributed labour and materials and a reasonable value for site works and improvements not included in other permits.
<i>Construction site management plan</i>	Documents including drawings, maps and procedure statements that indicate the extent of the construction site, hoarding, parking and loading, emergency access, tree protection measures, and location of the office of the site superintendent.

<i>Development Handbook</i>	is the Land Use Rule (approved pursuant to Policy # 92) that supports Neighbourhood Plans and the Development Permit process and establishes development controls, equivalent to municipal zoning bylaws, for new development on non-institutional development lands at UBC.
<i>Infrastructure Impact Charge (IIC)</i>	a charge to assist the University in paying for the capital cost of expanding, extending, relocation or upgrading growth related infrastructure, including but not limited to water, sanitary, drainage, roads and pathways infrastructure and parks and recreation facilities, public realm, electrical distribution, natural gas, steam and solid waste management facilities.
<i>Institutional Development</i>	is development related to the main academic mission of UBC such as teaching, research, cultural expression, and support facilities.
<i>Land Use Plan</i>	Is the Plan adopted by the Minister pursuant to the Municipalities Enabling and Validating Act (No. 3), as amended from time to time.
<i>Neighbourhood Plan (NP)</i>	interprets and applies the Land Use Plan policies and development requirements to the specific Neighbourhood Plan areas identified in Schedule C of the Land Use Plan as a framework for development approval. <i>Non-Institutional Development</i> in an area targeted for neighbourhood planning will occur only after completion of a Neighbourhood Plan.
<i>Non-Institutional Development</i>	includes family housing, rental housing other than student housing, and commercial developments generally intended for non-university users.
<i>Place and Promise: the UBC Strategic Plan</i>	is a visionary document prepared by UBC through widespread community consultation, which establishes UBC's core commitments of student learning, research excellence and community engagement. In support of these commitments, UBC is to provide a fulfilling environment in which to work, learn, and live, and explore and exemplify all aspects of economic, environmental, and social sustainability.
<i>Public Realm</i>	is all property on the <i>UBC Vancouver site</i> beyond the line of construction hoarding or, if no hoarding exists beyond a line 3 meters from the face of a building and all property not part of a registered lease.
<i>Service Company</i>	is the UBC Department of Building Operations for steam, water, gas, sanitary sewers, storm sewers, and electricity and the UBC Information Technology Department for telephone, communications and cable television (except to certain leased sections of the <i>UBC Vancouver site</i> where B.C. Hydro is the <i>service company</i> for electricity and where Telus is the <i>service company</i> for telephone services and where Shaw Cable TV is the <i>service company</i> for cable television).
<i>UBC Vancouver Site</i>	is all of the lands owned by the University of British Columbia generally described as the Point Grey Campus as shown on the attached Schedule A and includes, but is not necessarily limited to, properties contained within with the following District Lots: D.L. 3044, D.L. 3045 A, D.L. 4804, D.L. 4805, D.L. 48806, D.L. 4897, D.L. 6494, and D.L. 7184, New Westminster District.

PART 1: DEVELOPMENT REGULATIONS

1.0 DEVELOPMENT REGULATIONS

1.1 Land Use Plan, Neighbourhood Plans and the Vancouver Campus Plan

The Development Permit process contained in the UBC Development and Buildings Regulations regulates development on the *UBC Vancouver Site*. The purpose of the Development Permit process is to ensure that projects proposed on the *UBC Vancouver Site* are consistent with the UBC Land Use Plan, Neighbourhood Plans, and Vancouver Campus Plan and the intent thereof.

1.2 Fees & Charges

Development Permit fees are payable in accordance with the Development Permit Fee Schedule, located in Schedule B of these Development and Building Regulations. The Fee Schedule in effect at the time of a permit application applies. Development Permit fees are not refundable.

1.3 Development Permits Required

A Development Permit is required for any project that involves a new building whether permanent, semi-permanent, temporary, an addition to an existing building, or the moving of an existing building where such building or addition exceeds 10 m² in gross floor area. A Development Permit is also required for a project which involves significant changes to the exterior appearance of existing buildings and any change to the *UBC Vancouver Site* such as street access, loading docks, fencing, landscaping, street furniture, site lighting or anything similar that would impact the built environment. Minor amendments to plans that result from a development proposal are incorporated through the development permit process.

Development Permits are not required for construction fences and sheds or for renovations to an existing building where: (a) there is no impact on the building envelope and (b) there is no change of use. For greater certainty, a Development Permit is required for any renovation that involves a change in use.

1.4 Minor and Major Institutional Projects

Projects not requiring plan amendments and not having significant impact on the campus built environment may be classified as a minor project. The Director of Planning, on the basis of submissions, may approve a Development Permit for minor projects, where the information provided is sufficient to adequately describe the project.

All other projects are considered major. Major projects or projects of particular significance shall be approved either by the Board of Governors (*Board 2*) or by recommendation for approval from the Development Permit Board before a Development Permit will be issued.

1.5 Development Permit Application

Development Permit applications shall be submitted to the Development Services Division of Campus and Community Planning. Development Permit application requirements are listed under “Development Permit” located in the Forms section of the Campus and Community Planning website. All information must be submitted for an application to be considered complete and to be accepted for review.

Incomplete applications will not be processed.

1.6 Authority

The Director of Planning and the Manager, Development Services shall review the information submitted and based on that information may:

- Determine that no Development Permit is required
- Determine whether the project conforms to or requires a modification to the Land Use Plan, Neighbourhood Plans, or the Vancouver Campus Plan
- Determine whether the project can be considered a minor project
- Determine the appropriate process to be followed in reviewing the application
- Request that additional information be provided
- Determine whether an amendment can be considered a minor amendment
- Recommend a minor amendment to an application for a major project

The Director or Manager may consult with the Development Review Committee before reaching a decision.

1.7 Development Review Committee

A Development Review Committee chosen by, and consisting of the Director of Planning; the Manager, Development Services; the Urban Designer; Landscape Architect; the Associate Director Municipal Engineering; the Transportation Engineer; the Mechanical Engineer, Energy and Water Services; the Manager, Green Building; Fire Chief, VFRS Fire Protection Office; Risk Management Services; Chief Building Official; Director, Facilities Planning; Director, Parking and Access Control; Architect, Building Operations; fDirector of Planning & Design, UBC Properties Trust; or designates and other members or designates and other members as may be determined from time to time, shall meet on a regular basis in accordance with a schedule to be established in January of each year, or as required to review Development Permit applications. The Committee provides recommendations to the Director of Planning.

1.8 Development Approval Process

In general, the *institutional* Development Permit approval process has the following steps:

1. Project initiated in the context of University priorities and requirements
2. Development Permit application submitted
3. Advisory Urban Design Panel and Development Review Committee review of proposal, and public meeting
4. Project amended as necessary
5. Board of Governors approval (*Board 2*)
6. Permit issued with or without conditions

In general the *non-institutional* Development Permit approval process has the following steps:

1. Development Permit application submitted
2. Public notification and Advisory Urban Design Panel and Development Review Committee Review
3. Public Open House
4. Project amended as necessary
5. Project referred to the UBC Development Permit Board for consideration in an open public session
6. Permit issued with or without conditions

All conditions of the Development Permit shall be satisfied prior to the issuance of a Building Permit. Payment of Infrastructure Impact Charges (IIC), Community Amenity Charges (CAC) and regional charges to be conveyed to Greater Vancouver Sewerage & Drainage District shall be received by Campus and Community Planning prior to the issuance of a Building Permit. Charge rates and applicability are listed in the IIC and CAC Schedule located on the Campus and Community Planning website.

Development Permit Applications for minor projects (e.g. small additions, exterior building cladding) will be reviewed and if necessary a design review and technical review will be conducted. If the application is acceptable a Development Permit will be issued.

1.9 Amendments

A Development Permit application is required to amend proposed changes to the design, and alter the detail, scope, or intent of the project, during subsequent design development phases or during construction.

1.10 Time Limits

A Development Permit expires 12 months from the date of issuance, unless an application has been received for a subsequent permit or an extension has been requested in writing and has been approved by the Director of Planning.

1.11 Appeals

Subject to the procedure set out in this section 1.11, an applicant who is subject to a decision of the Director of Planning made under Section 1.6 of these regulations is entitled to appeal the decision to the Associate Vice President, Campus and Community Planning.

The applicant's appeal submission must state in writing the:

- applicant's name;
- subject real property;
- decision being reconsidered; and
- grounds, rationale and desired outcome for the reconsideration.

An applicant must file the written appeal submission, if at all, within 30 calendar days of the date of the decision being appealed, by mailing or otherwise delivering the written submission to the Office of the Associate Vice President, Campus and Community Planning. A submission by email will not be accepted. The date the appeal submission is received is the date of delivery to or receipt by the Office.

The Associate Vice President, Campus and Community Planning, will:

- schedule a hearing within 30 calendar days of receiving the written appeal submission, and
- publish a public notice of the hearing on Campus and Community Planning's website at least 10 calendar days prior to the date of the hearing, and the notice will contain the date, time and place of the hearing, a link to the written appeal submission and such other information as the Associate Vice President wishes to add to the notice.

At the hearing the applicant may make an oral submission or rely on the written submission or both. The applicant may be represented by legal counsel or an agent authorized in writing by the applicant. The Associate Vice President may ask questions of the applicant (and of their representative if applicable) and may request additional information. In addition to the applicant and/or their representative, any interested individual may attend the hearing and may speak for not more than five minutes on the subject matter of the reconsideration.

The Associate Vice President may make a decision:

- orally at the close of the hearing, or
- within 10 calendar days of the hearing,

and in any event the Associate Vice President will deliver reasons to the applicant for the decision in writing and publish the written reasons on Campus and Community Planning's website within 10 calendar days of the hearing.

Without limiting the unfettered discretion of the Associate Vice President to make a decision on the merits of the appeal, the Associate Vice President may dismiss a reconsideration if:

- the written appeal submission is not received within 30 calendar days of the date of the decision that is proposed to be appealed;
- the applicant does not provide written grounds and rationale for the appeal;
- the appeal submission repeats identical grounds, rationale or principles upon which a previous appeal has already been decided in respect of the same real property; or
- the applicant or representative fails to respond to the Associate Vice President's questions or requests for additional information.

The Associate Vice President's decision is final and binding and is not subject to review or further reconsideration or appeals.

1.12 Development and Design Controls

Development Permit applications for projects on UBC's institutional lands will be evaluated against the University's applicable development policies and guidelines contained in the *Design Guidelines Vol 3 of the Vancouver Campus Plan*. Projects shall also comply with any site specific Design Briefs prepared by Campus and Community Planning

Development Permit applications for projects on UBC's non-institutional development lands will be evaluated against the *Land Use Plan*, , relevant *Neighbourhood Plan* and the *Development Handbook*.

1.13 Streets and Landscape Permits Required

For streets, sidewalks of landscape construction, or for any construction activity outside the project boundary as defined by a Development Permit, a separate Streets and Landscape Permit from the Associate Director, Municipal Engineering will be required.

1.14 Excavation and Backfill Permit Required

For connections to underground utilities or for any drilling associated with foundation wall anchors or excavation associated with site access ramp, not included a Streets and Landscape Permit,an Excavation and Backfill Permit from the Associate Director, Municipal Engineering will be required.

PART 2: BUILDING REGULATIONS

2.0 BUILDING REGULATIONS

2.1 Applicable Regulations

The current edition of the *British Columbia Building Code* applies to all buildings on the *UBC Vancouver Site*. The code requirement in effect at the time of a building permit application applies. The BC Building Code includes Part 7, Plumbing Code. All exemptions under the BC Building Code apply except as follows: In Sentence 1.1.1.1 (2) of the BC Building Code exemptions in Division A, clause 1.1.1.1.(2)(h) does not apply unless agreed by the *authority having jurisdiction*.

2.2 Authority Having Jurisdiction

The *authority having jurisdiction* with respect to the British Columbia Building Code, British Columbia Plumbing Code, and their related regulations is the Chief Building Official, Campus and Community Planning, Permit & Inspections, 2210 West Mall, Vancouver, B.C., V6T 1Z4.

The *authority having jurisdiction* with respect to the British Columbia Fire Code is the Fire Commissioner, Inspectors and Local Assistant to the Fire Commissioner. The Local Assistant on the UBC Campus is the Assistant Chief of Fire Prevention Division of the Vancouver Fire & Rescue Services, 2292 Wesbrook Mall, Vancouver, B.C., V6T 2B7.

The *authority having jurisdiction* or its authorized agent shall be afforded reasonable rights of access to buildings for the purpose of ascertaining compliance with the BC Building Code.

2.3 Fees & Charges

2.3.1 General

Permit fees are payable in accordance with the Schedule B, Schedule of Fees. The schedule of fees in effect at the time of a permit application applies. Fees may be paid by cheque, money order or internal requisition. Cheques or money orders shall be payable to the University of British Columbia.

2.3.2 Building Permit Fees

A Plan Processing Fee of 20% of the value of the Building Permit Fee (minimum \$50.00, maximum \$5000.00) is payable upon application for a Building Permit. The Plan Processing fee shall be credited toward the Building Permit Fee levied at the time the Building Permit is issued.

2.3.3 Refunds

The Plan Processing Fee is non-refundable. If a project is abandoned before construction starts permit fees may be refunded to a maximum of 50% of the permit fee or such higher percentage that fully represents the estimated costs of processing the permit application.

2.4 Permits

2.4.1 Building Permits

A Building Permit is required for all construction regulated under the BC Building Code (Article 1.1.1.1 , BCBC) and these Development & Building Regulations. UBC Building permit processing is categorized into two separate streams as defined below:

Major Projects

Major projects are projects having a construction value of greater than \$5 million. For this category, Campus and Community Planning has retained an independent ‘Coordinating Code Consultant’ (CCC) to perform third party plan review for compliance to Parts 1, 2 and 3 of the BC Building Code. Upon successful review, the CCC will recommend issuance of a building permit to the Chief Building Official. Staged building permit applications for excavation and shoring phase, foundation and structural to grade phase or full building permit phase are possible. Upon the issuance of the building permit, the CCC will undertake field reviews during the construction phase for Building Code compliance to Parts 1, 2 and 3 of the BC Building Code.

All Other Projects

All other projects include projects having a construction value of less than \$5 million and UBC Renew projects. Permits and Inspections staff in Campus and Community Planning, are responsible for the intake of the building permit applications, review applications for BC Building Code compliance, and the issuance of building permits. Staged building permit applications may be permissible depending on the nature of the project. All building permits for demolition will be administered by the Chief Building Official, Campus and Community Planning.

2.4.2 Other regulatory Clearance Prior to issuance of Building permit

Before a Building Permit is issued, a representative from the following UBC units and outside agencies will provide written documentation that they do no object to the issuance of a Building Permit:

- UBC Energy and Water Services
- UBC Building Operations (Institutional Buildings only)
- UBC Risk Management
- Vancouver Coastal Health (where food handling is proposed)
- Vancouver Fire and Rescue Services
- UBC Campus and Community Planning for construction site management plans, Transportation Management Plans, Erosion and Silt Control Plans and Storm Water Management Plans

2.4.3 Trade Permits

Trade permits must be obtained for all work regulated by the BC Building Code, these Development & Building Regulations and other statutes, regulations, policies and rules (including Land Use Rules).

UBC Plumbing Permits are required for all projects on the *UBC Vancouver Site*. For the purpose of determining the appropriate fee the following are considered a fixture: every “Y” intended for future connection; every roof drain, floor drain, hot water tank, storage tank, emergency shower/eyewash, commercial dishwasher, automatic clothes washer, ice box, potato peeler, garbage grinder, beer cabinet, sterilizer/autoclave, distillation unit, autopsy table, dental chair, air conditioning unit, interceptor, sand/plaster trap, acid neutralizing tank, swimming pool, reflecting pool, and other unit or device that may be reasonably considered a fixture by the authority having jurisdiction. Two sets of scaled signed and sealed mechanical plans need to be submitted with the plumbing permit application form and the appropriate fees to Permits and Inspections, Campus and Community Planning.

UBC Sprinkler Permits are required for all projects on the *UBC Vancouver Site*. A Sprinkler trade permit application must be submitted to Permits and Inspections, Campus and Community Planning. A Sprinkler permit application form, 2 sets of sprinkler permit plans will be required to be signed and sealed by the sprinkler engineer along with Schedule B Letter. The plans are required to be “reviewed” stamped by the architect, mechanical consultant (responsible for the performance specifications), and building code consultant where an alternative solutions proposal has been submitted and accepted.

Provincial Electrical, Gas, and Elevator Permits are required for projects on the *UBC Vancouver Site* and are available from Technical Safety B.C..

A separate Excavation & Backfill Permit from Landscape and Infrastructure Group, UBC Campus and Community Planning, is required for any machine excavation no matter how deep; any excavation deeper than 500 mm; any penetration of the earth with drills, piles, augers, spikes, etc.; or any penetration of concrete deeper than 50 mm that is not associated with a building permit.

2.4.4 Service Shut-downs and Service Connection Permits

Applications for Service Shut-downs are required for the stoppage of services to any area of the *UBC Vancouver Site* where the *service company* is the Department of Building Operations. A Service Connection Permit is required for each new connection to an existing UBC service distribution system including gas, water, electrical, sewer, steam, communications, and fire suppression system. Applications and Permits shall be obtained from and in accordance with the procedures established by the Department of Building Operations.

2.4.5 Hydrant Permits

A permit is required for temporary use of fire hydrants in order for the University to meet the requirements of a number of codes and regulations, with the most critical being Section 6.4 of the British Columbia Fire Code. For temporary use of a fire hydrant for 30 days or less, a fire hydrant permit application form can be obtained from Permits and Inspections, Campus and Community Planning. Where use of a fire hydrant exceeds 30 days, the *applicant* will need to contact UBC Energy and Water Services at 822-9445 for a copy of the Utilities Services Agreement and pay a deposit. In this instance, a meter will be connected to the hydrant and the *applicant* will be billed for consumption.

2.4.6 Occupancy Permits

On major projects, an Occupancy Permit is required to occupy any building or part thereof for which a Building Permit is required. All of the required documentation shall be in place before making an application for an occupancy permit. The authority having jurisdiction may issue interim occupancy permits where in its opinion to do so would not jeopardize life-safety. There is no cost for an Occupancy Permit where a Building Permit fee for the work covered by the proposed Occupancy Permit has been previously paid.

On all other projects, building occupancy is authorized by a “Building Final Inspection” approval by the Chief Building Official or designated Building Inspector.

2.4.7 Time Limits

Unless Construction has begun a Building Permit expires 12 months from the date of issuance of the permit. An extension not exceeding 12 months may be granted upon request in writing to the Chief Building Official a minimum of 15 days before the expiry of the permit.

2.4.8 Ticketing, Fines and Penalties

Failure to comply with any section of Part 2 of these Development and Building Regulations may result in the assessment of fines and penalties, described below. Officials of the University authorized to assess penalties for violations include: the Director of Planning, the Chief Building Official, Permits and Licenses Inspectors, and Regulatory Compliance Officers.

Penalties

Violation	Penalty
Work without a valid Building Permit	Double the Building Permit fee
Plumbing work without a valid Plumbing Permit	Double the Plumbing permit fee
Sprinkler system work without a valid Sprinkler Permit	Double the Sprinkler Permit fee
Non-compliance with Building Regulations	Inclusion in Non-compliance report to the UBC Board of Governors

Tickets may be issued for the following violations

Violation	Penalty
Failure to display a valid Building Permit	\$500
Obstruction of an authorized person	\$500
Failure to comply with permit conditions	\$500
Failure to obtain an Occupancy Permit or final building inspection	\$1,000
Change of use without a building permit	\$1,000
Failure to stop work after a registered professional's services are terminated	\$1,000
Stop work order violated	\$2,000
Do Not Occupy Notice violated	\$1,000
Unsafe condition of worksite	\$1,000
Work outside hours specified in the construction management plan	\$1,000
Failure to maintain sediment control plan	\$1,000
Unauthorized parking and loading adjacent construction site not in conformity with construction site management plan	\$1,000
Damage to landscape and public realm infrastructure	\$1,000 plus repair and replacement costs

2.5 Building Permit Application

2.5.1 Major Projects (>\$2.5 Million, except UBC and UBC Renewal)

Applications are submitted to the attention of Chief Building Official, Campus and Community Planning and shall include the following minimum information:

- A completed Building Permit Application form and checklist with an estimate of the *contract value*,
- Five (5) sets of collated and sealed construction plans including Code Compliance Plans prepared in accordance with the requirements of the BC Building Code plus additional information as may be reasonably requested by the authority having jurisdiction. Documents shall be signed and sealed where the services of a registered professional is required.
- Completed Schedules A, B1 and B2 from the BC Building Code for projects requiring the services of a registered professional, and
- A completed APEGBC “Checklist for Professional Structural Concept Review” form attached to the “Guideline for Professional Structural Concept Review, (August 1994)” See <http://www.apeg.bc.ca/ppractice/documents/ppguidelines/guidelinesstructuralconcept.pdf>
- A cheque, money order or internal requisition for the amount of the Building Permit Application fee in accordance with Schedule B of these Regulations.
- The required refundable deposit for final design plans to be received as record drawings (\$1,000 per drawing to a maximum of \$20,000).
- In addition to the drawing deposit, a \$5,000 refundable deposit is to be held to cover damage to landscape and public realm infrastructure.

2.5.2 Other Projects

The building permit applications will be submitted to Permits and Inspections, Campus and Community Planning and shall include the following minimum information:

- A completed Building Permit Application form with an estimate of the *contract value*.
- Three sets of collated and scaled construction plans prepared in accordance with the requirements of the BC Building Code plus additional information as may be reasonably requested by the authority having jurisdiction. Documents shall be signed and sealed where the services of a registered professional is required,
- Completed Schedules A, and B from the BC Building Code for projects requiring the services of a registered professional,
- A cheque, money order or internal requisition for the amount of the Building Permit Application fee in accordance with Schedule B of these Development and Building Regulations.

The *applicant* will be contacted when the Building Permit is available to be picked up. The individual picking up the permit will be required to submit the following:

- A cheque, money order or internal requisition for the balance of the Building Permit fee, and
- The required deposit for final design plans, where required.

2.6 Application to Existing Buildings

2.6.1 Degree of Upgrading Required

The extent of Code upgrading of buildings on UBC Campus is to be determined by the authority having jurisdiction taking into consideration the requirements of the BC Building Code and the BC Fire Code.

Where the *contract value* of all alterations in any 24 month period exceed the current value of the building the entire building shall be upgraded. If the *contract value* of alterations does not exceed the current value in any 24-month period then only those parts affected by the alterations need comply with the Building Code in its entirety but the rest of the building shall be upgraded to an acceptable level of safety.

Alternatively, performance based evaluations using upgrade triggering mechanisms in the Part 10 of the Vancouver Building By-Law may be used as a guide for the upgrade of existing buildings on a project by project basis.

2.6.1.1 Structural Upgrading

All additions and changes of occupancy and alterations when such alterations exceed 75% of the current value require a structural analysis. Renovations not including an addition or a change of occupancy and less than 75% of current value require a structural survey.

2.6.1.2 Structural Analysis

A structural analysis shall be carried out by a registered professional structural engineer and shall take into account the proposed alterations and occupancy of the building and indicate the structural sufficiency of the building to withstand all loads including seismic loads that may be expected and show the remedial work that will bring the building up to the standards of Part 4 of the BC Building Code.

2.6.1.3 Structural Survey

A structural survey shall include:

- the condition of all structural members and connections,

- signs of deterioration from physical damage, fire, weather or neglect,
- signs of foundation settlement or failure,
- evaluation of expected stability under proposed loading,
- substantiated evaluation of seismic resistance and areas of weakness,
- the condition of flashings, rain gutters, down pipes, chimneys, ornamentation, parapets and appurtenances,
- weather protection qualities of the roof and exterior cladding, and impermeability of below grade structure, and
- recommendations for immediate structural upgrading where necessary from the foregoing.

2.6.2 Seismic Upgrading

Wood framed buildings of less than 600m² of *building area* designed under Part 9 and where an alteration would not decrease the seismic resistance are exempt.

Relaxation of the seismic requirements of Part 4 of the Code may be permitted taking into account public safety in and about the building, expected levels of awareness of the occupants, and unusual aspects arising out of the design, which may statistically improve or worsen safety factors during an earthquake.

2.7 Appeals

A person dissatisfied with the decision of the authority having jurisdiction relating to the interpretation of the BC Building Code may appeal the decision to the Building Code Appeal Board, Office of Housing and Construction Standards, PO Box 9844 Stn Prov Govt, Victoria BC V8W 9T2.

Appeals of any decision with respect to the BC Fire Code shall be made to the BC Fire Commissioner.

2.8 Alternative Solutions

Alternative solutions proposed in Accordance with Clause 1.2.1.1.(1)(b), of Division A, of the British Columbia Building Code shall be based on an acceptable report from a registered professional. The report and documentation must satisfy the requirements of Division C, Subsection 2.3.1. of the BC Building Code.

The author of the accepted alternative solution shall provide field reviews and shall submit an acceptable Letter of Assurance that the alternative solution as installed will perform as per accepted alternative solution. Alternative solutions must appear on building permit application drawings and final design drawings and shall be highlighted as such.

The authority having jurisdiction may require that an additional fee be paid for each alternative solution that is proposed and such fee shall be added to the building permit fee.

Alternative Solutions must be accepted by the Chief Building Official and are not subject to appeal.

2.9 Interpretations & Bulletins

Interpretations may be issued by the *authority having jurisdiction*. These interpretations are intended for the general information of Code users and do not amend the Code or these Development and Building Regulations.

Bulletins may be issued by the authority having jurisdiction. These bulletins are issued when emergency amendments to the Code or these Development and Building Regulations are required. Bulletins amending the BC Building Code issued by the Ministry of Forests and Range and Minister Responsible for Housing become effective on the date directed by the Ministry.

2.10 Inspections and Field Reviews

The *authority having jurisdiction* may rely on a registered professional’s assurance of professional field review in order to ascertain compliance with the Code. Where the *authority having jurisdiction* relies on a registered professional’s assurance the registered professional shall provide copies of all field reports related to the required field reviews:

For projects administered by the UBC Coordinated Code Consultant, the contractor shall call the appointed Coordinated Code Consultant for building field review including occupancy. For building permits administered by Permits and Inspections of UBC Campus and Community, calls for inspections can be made or in person at the office of the authority having jurisdiction. The constructor shall communicate for all required inspections not less than 24 hours before the time the inspection is requested. The constructor shall also call for inspections by other applicable inspection authorities such as Health, Water, Sewerage, Storm Sewerage, Gas, Electrical, Elevator, etc. in accordance with the requirements of those authorities.

2.10.1 Building Inspections

The following items are for information only and are not exhaustive:

Foundations	by geotechnical engineer prior to pouring of any concrete.
Framing	by structural engineer for structural aspects. by UBC Building Inspector after all services have been installed and passed. Fire-stopping of building services will be inspected.
Insulation, vapour & air barriers	by architect/envelope consultant prior to covering.
Final	by UBC Building Inspector after all plumbing, gas, mechanical, sprinkler, fire alarms have been inspected and passed and field review reports from the Consultant have been received.
Boarding	by UBC Building Inspector for fire separations.
Pre-Occupancy	by UBC Building Inspector for closure separation systems (i.e. doors and fire dampers, handrail and guardrail systems, headroom requirements and ramp slopes if applicable.
Occupancy	by UBC Building Inspector for occupancy documentation and life safety demonstration (Fire alarm system, sprinkler flow and emergency power).

2.10.2 Plumbing/Sprinkler/Mechanical Inspections

Underground	by UBC Plumbing Inspector prior to covering and after all tests are in place for the Inspector.
Rough in	by UBC Plumbing Inspector prior to covering and after all tests are in place for the Inspector.

Final	by UBC Plumbing Inspector after all systems have been tested, flushed and are operational. All commissioning must be complete and Certificates and Letters of Assurance have been received.
Gas, Boilers and Pressure Vessels	by BC Safety Authority Inspector.

2.10.3 Electrical Inspections

Provincial Electrical	by Technical Safety BC , or by designated UBC Electrical Safety Representative for Institutional Buildings .
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2.10.4 Fire Department Inspections

Life Safety Systems	Vancouver Fire & Rescue Services, Fire Prevention group to witness fire alarm verifications including remote supervisory function, exit signage and life safety systems under emergency power.
Fire Extinguishers	Vancouver Fire & Rescue Services, Fire Prevention group to confirm type, location, and mounting and provide bar coding of fire extinguishers.

2.10.5 Other Inspections

Information on the following other inspections are provided as assistance to *applicants* but shall not be considered an exhaustive list:

Health	Vancouver Coastal Health Authority
Elevator	Technical Safety BC

2.11 Changes to the Code and/or Regulations

The British Columbia Building Code and its subsequent amendments and revisions become effective on the *UBC Vancouver Site* at the same time as it becomes effective under the Local Government Act unless these Development and Building Regulations modify such amendments, revisions, or effective date.

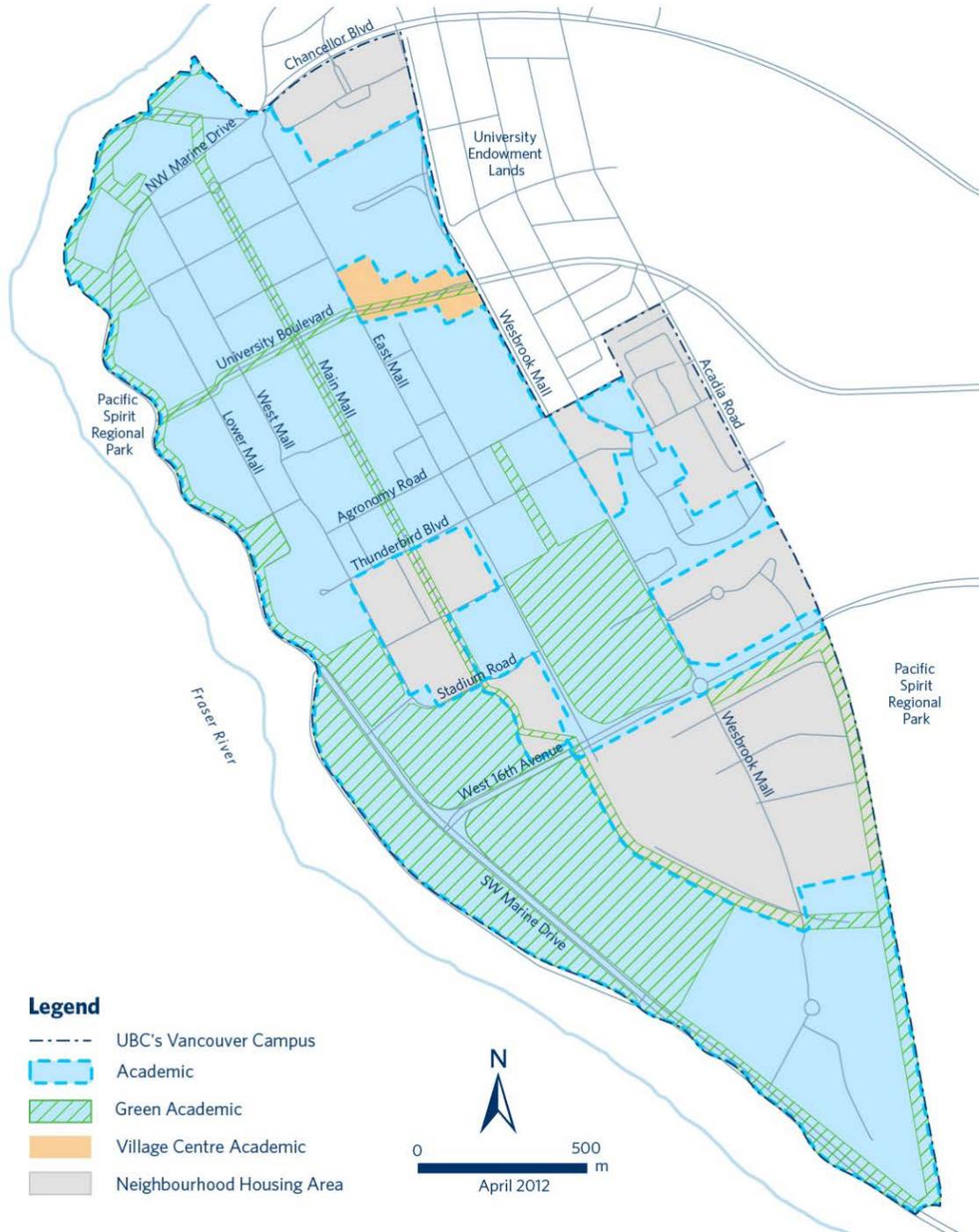
Changes to these Development & Building Regulations may be made at any time pursuant to the provisions of Policy #92. Any person may propose a change to these Development & Building Regulations by submitting a request in writing to the Manager, Development Services, Campus and Community Planning. The request shall state clearly the item to be changed, the proposed change and the rationale for its change.

2.12 Building Code – Climatic Data

The climatic data used for buildings on the UBC Campus shall be based on Vancouver (41st Avenue and Granville Street) in Division B, Appendix C of the BC Building Code.

SCHEDULES

SCHEDULE A: UBC VANCOUVER SITE



SCHEDULE B: SCHEDULE OF FEES

Development Permits

Minor Applications (DP Board approval not required)	
For each 100 m ² up to 500 m ² GFA* (or part thereof)	\$350
Additional GFA (rate per 100 m ² or part thereof)	\$150
Maximum	\$15,000
Major Applications	
For each 100 m ² up to 500 m ² GFA* (or part thereof)	\$300
Additional GFA (rate per 100 m ² or part thereof)	\$110
Maximum	None
Site Changes (includes public realm)	
Up to 1,000 m ² (rate per 200 m ² or part thereof)	\$250
Additional area	\$85
Maximum	\$5,000
Alterations, Changes of Use	
For each 100 m ² GFA* (or part thereof)	\$290
Maximum	\$2,350
Revisions	
Revisions to drawings resulting from non-compliance or insufficient information, or <i>applicant's</i> request	10% of fee that would apply to a new application (minimum fee \$160)
Minor 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 \$160)
Extensions and Renewals	
Extension of validity of development permit or renewal of a development permit which has become void	75% of fee that would apply to a new application (minimum fee \$340)

* GFA = gross floor area

Building Permits

Non-Institutional Development	
For the first \$5,000 of contract value or part thereof	\$98.00
For each \$1,000 of contract value or part thereof from \$5,001 to \$19,999	\$14.00
For each \$1,000 of contract value or part thereof from \$20,000 to \$49,999	\$8.25
For each \$1,000 of contract value or part thereof over \$50,000	\$7.00
Institutional Development	
For the first \$5,000 of contract value or part thereof	\$98.00
For each \$1,000 of contract value or part thereof from \$5,001 to \$19,999	\$14.00
For each \$1,000 of contract value or part thereof from \$20,000 to \$49,999	\$8.25
For each \$1,000 of contract value or part thereof over \$50,000.00 to \$19,999,999	\$7.00
For each \$1,000 of contract value or part thereof over \$20,000,000	\$3.80

Plumbing Permits

<i>Fixtures</i> as defined in the Development & Building Regulations (minimum fee \$60.00 for 3 or fewer fixtures)	
For the first fixture	\$25.00
For each additional <i>fixture</i>	\$17.00
For each new fume hood	\$75.00
For new services to an existing fume hood	\$50.00
For an emergency generator exhaust system	\$50.00
For a fuel storage tank	\$50.00
Alterations which do not include fixtures	
For the first 30 metres or less of piping	\$35.00
For each additional 30 metres or part thereof	\$20.00
For connection of water supply to any hydraulic equipment	\$40.00
For disconnection, alteration or capping off of services, equipment or fixtures	\$35.00
Site Services	
For the first 30 metres or less of piping	\$35.00
For each additional 30 metres of piping or part thereof	\$20.00
For every backflow prevention device	\$75.00
For watermain tie-ins/valve installation	\$75.00
For sanitary or storm sewer tie-ins	\$75.00
For every new manhole installation	\$50.00
For every sump, catch basin or oil interceptor installation	\$25.00

Sprinkler & Fire Protection Permits

Sprinklers Systems	
For the first head	\$250.00
For each additional head	\$1.50
Firelines and Hydrants	
For the first 30 metres or less of underground fireline	\$35.00
For each additional 30 metres of underground fireline	\$20.00
For the first fire hydrant	\$35.00
For each additional fire hydrant	\$17.00
Fire Systems	
For each Siamese connection, hose cabinet, hose outlet or wet and dry standpipe/outlet	\$15.00

Special Permit Services

For evaluation of plans, specifications, building materials, appliances, systems, equipment, methods of design and construction, pursuant to Clause 1.2.1.1.(1)(b), Division A of the 2006 BC Building Code:	
For initial evaluation	\$225.00
For each hour or part thereof	\$113.00
For issuance of a partial permit in addition to the permit fee for the full project	
For a partial permit	\$200.00
Other fees	
For issuance of a permit for work which has already started	Double Permit Fee
To process a Permit Amendment, rate per hour or part thereof	\$113.00
Re-inspection due to faulty work or materials, rate per hour or part thereof	\$75.00
Special inspection during normal business hours, per hour or part thereof	\$75.00

Infrastructure Impact Charge (IIC) and Community Amenity Charge (CAC)

Please consult the Campus and Community Planning Website for current rates as the rates are adjusted annually.

www.planning.ubc.ca

- Notes:**
1. All fees must be paid before a Permit is issued or becomes effective.
 2. Fees may be paid by cheque or money order made payable to The University of British Columbia, an Internal Requisition payable to Campus & Community Planning (Development services) or other acceptable forms of payment.
 3. Goods and Services Tax and Provincial Sales Tax are not payable on permit fees.

FORMS

Please visit the Campus and Community Planning website to download the application forms referenced in these Development and Building Regulations at:

<http://planning.ubc.ca/vancouver/planning/application-forms-documents>