



BUILDING PERMIT APPLICATION CHECKLIST

Minor Projects

☐ **Hardcopy Submission**

☐ **Digital Submission**

(Refer to [Guide](#) for Detailed Instructions)

1. Application Form

☐ Tenant Improvement

☐ Full Building Permit

☐ For Phased Building Permit Application- indicate phase below:

☐ Excavation & shoring

☐ Foundation to grade

☐ Full permit

☐ Other: _____

☐ Building Permit Fee

2. Documents and Drawings

☐ Hazardous Material Survey for demolition of existing portions of building (if applicable)

☐ Project team directory; for digital permits please also fill out the following table designating review portal access.

Discipline/Role	Full Name	Email

☐ Drawing Sets* (sealed and signed for all registered professionals), including:

* Note: For hardcopy submissions, two (2) wet sealed and signed collated sets are required.

☐ Architectural

☐ Lot Grading

☐ Structural

☐ Landscape

☐ Mechanical

☐ Legal Survey

☐ Plumbing

☐ Civil (Site services)

☐ Fire suppression

☐ Excavation & shoring geotechnical

☐ Electrical

☐ Complete set of code compliance drawings (if applicable)



THE UNIVERSITY OF BRITISH COLUMBIA

Campus + Community Planning

2210 West Mall • Vancouver, B.C. • V6T 1Z4
604.822.2633 • permits.inspections@ubc.ca

Building Permit checklist continued ...

- ☐ 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
- ☐ Development permit checklist by architect (where DP has been issued; submit copy of approved DP letter)
- ☐ Proof of approval from other regulatory authorities (if applicable)
 - ☐ Homeowner Protection Office’s requirement and forms (residential buildings)
 - ☐ Original copy of the soil report sealed by a registered geotechnical engineer.
- ☐ Signed and Sealed 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 > 5m³ or removal of soil from property)
- ☐ Construction Site Management Plan and Traffic Management Plan & Checklist (if applicable)

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