



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											
		Excavation/ Shoring Phase			Fdn/Struct Up to Grade Phase			Full Building Phase			Tenant Improvement		
		Applicant		CCC	Applicant		CCC	Applicant		CCC	Applicant		CCC
1	**Building Permit Application Form	Y*		☐	Y*		☐	Y		☐	Y		☐
2	**BC Code Information Sheet	Y		☐									
3	**Project Directory	Y		☐						☐	Y		☐
4	**Development Permit Compliance Checklist	Y		☐	Y		☐	Y		☐			
5	Geotechnical Soils Report	Y		☐									
6	Alternative Solution Report(s) and **Short Form(s)	Y		☐				Y		☐			
7	Building Code Compliance Report	Y		☐				Y		☐			
8	Encroachment Letter (where applicable)	Y		☐									
9	Completed HPO form (for Residential Projects except student housing)							Y		☐			
10	EGBC Checklist for Professional Structural Concept Review				Y*		☐	Y		☐			
11	Stormwater Management Plan				Y		☐						
12	Construction Safety Plan				Y*		☐	Y		☐			
13	Energy Modelling Report and Checklist							Y		☐			
14	Development Fees Form							Y					
LETTERS OF ASSURANCE													
15	Schedule “A”	Y		☐							Y		☐
16	Architectural Schedule “B”				Y*		☐	Y		☐	Y		☐
17	Structural Schedule “B”				Y*		☐	Y		☐	Y		☐
18	Geotechnical Schedule “B” (Covering Temporary & Permanent)	Y		☐									
19	Electrical Schedule “B”				Y*		☐	Y		☐	Y		☐
20	Mechanical and Plumbing Schedule “B”				Y*		☐	Y		☐	Y		☐
21	Fire Suppression Schedule “B”				Y*		☐	Y		☐	Y		☐
22	Civil Schedule “B” (Covering Site Drainage)	Y		☐									
23	Building Envelope Professional Design and Enhanced Field Review – Model Schedule D (AIBC)				Y*		☐	Y		☐			
DRAWINGS													
24	Architectural Drawings & Architectural/Building Envelope Detail Book(s)				Y*		☐	Y		☐	Y		☐
25	Building Code Compliance Drawings	Y		☐	Y		☐	Y		☐			
26	Landscape Drawings (as accepted by UBC C+CP for DP)							Y		☐			
27	Structural Drawings				Y*		☐	Y		☐	Y		☐
28	Civil Drawings (existing infrastructure to be shown)	Y		☐				Y		☐			
29	Excavation and Shoring Drawings	Y		☐									
30	Erosion and Sediment Control Drawings	Y		☐									
31	Mechanical Drawings (HVAC)				Y*		☐	Y		☐	Y		☐
32	Plumbing Drawings c/w On -Site Services				Y*		☐	Y		☐	Y		☐
33	Fire Suppression Drawings				Y*		☐	Y		☐	Y		☐
34	Electrical Drawings				Y*		☐	Y		☐	Y		☐
35	Construction Traffic Management Plan	Y*		☐				Y		☐			
36	BC Land Survey Sealed	Y		☐									