



SUBMISSION REQUIREMENTS

Applications must be accompanied by the required documents and information as detailed in the Development Applications Checklist. Refer to the Land Use, Building and Community Administration Bylaw (LUB) and the Development Applications Guide for guidance.

Application Type

- Official Community Plan Amendment
- Change of Land Use District (rezoning)
- Development Permit
- Development Permit Amendment
- Subdivision Review
- Strata Subdivision for Building Conversion
- Building Permit

Property Information

Civic Address: _____

Legal Description: _____

PID(s): _____

Applicant Information *(If different than owner, submit a Letter of Authorization as shown below.)*

Applicant Name: _____

Company Name: _____

Mailing Address: _____

City: _____ Postal Code: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

Owner Information

Owner's Name: _____

Mailing Address: _____

City: _____ Postal Code: _____

Phone: _____ Email: _____

Project Brief Description *(Information should include, at a minimum, the proposed building size(s), height(s), FSR(s), number of units within a building, types of tenure, and project timelines on demolition and construction (use separate pages if additional space is required).)*

ENGINEERING SERVICES

The owner/applicant acknowledges that development cost charges and/or a Works and Services Agreement may be required in accordance with the University Endowment Lands Fees Bylaw and the University Endowment Lands Works and Services Bylaw (note that TransLink and Metro Vancouver Development Cost Charges may apply to some projects; this will be confirmed at the time of the application by the UEL Administration Office).

**Applications cannot be processed until all required information is collected. Acceptance of this application does not imply nor warrant that the proposed development complies with the University Endowment Lands (UEL) Official Community Plan and/or Land Use, Building and Community Administration Bylaw. It is the owner’s responsibility to ensure that the proposal complies with every pertinent bylaw and regulation. The UEL reserves the right to retain on file plans and materials submitted in connection with development applications.*

For Office Use Only	
Received By: _____	Date: _____
Application #: _____ <i>Only assign if the application is complete</i>	Fee _____

BUILDING PERMIT APPLICATION REQUIREMENTS

R-4/R-6: RESIDENTIAL INFILL DISTRICT UNITS

Project Address:

Applications that do not provide the following information will not be accepted.

DOCUMENTS REQUIRED		Page 1 of 2
# of Copies	Documents	Submitted
1	Building Permit Application completed by the owner or authorized agent.	<input type="checkbox"/>
1	Building Permit Application (Demolition) completed by the owner or authorized agent. (for redevelopment projects)	<input type="checkbox"/>
1	Title Search from the Land Title Office for proof of property ownership or Certificate of Title from BC Online. Documents must be no more than 60 days old, complete with copies of all covenants, easements, rights of way, and any other encumbrances.	<input type="checkbox"/>
1	Letter of Authorization if the applicant/agent is not the property owner. (Refer to the Letter of Authorization, form included).	<input type="checkbox"/>
1	HPO Registration Form which specifies owner builder/contractor (registration number required) or Owner Building Declaration .	<input type="checkbox"/>
1	Letter of Confirmation signed by the applicant, that the proposed Building Permit plans are consistent with the approved Development Permit plans. (Refer to the Letter of Confirmation, form included).	<input type="checkbox"/>
1	Project Registry of Registered Professionals (RPs) retained who have submitted Letters of Assurance that is signed by the applicant. (Refer to the Project Registry of Registered Professional (RPs), form included).	<input type="checkbox"/>
	Letters of Assurance from the applicable registered professionals of record.	<input type="checkbox"/>
1	Project Cost Breakdown. Include fees of all Registered and/or Design Professionals.	<input type="checkbox"/>
1	Plumbing Fixture Count. (Refer to the Plumbing Fixture Count For Plumbing Permit Fee Calculation, form included).	<input type="checkbox"/>
1	Hazardous Materials Reporting (HazMat survey). (Refer to the Hazardous Material Reporting, bulletin included).	<input type="checkbox"/>
1	Section 9.36 Energy Efficiency Requirements effective January 01, 2020, applications for building permits must show compliance with Step 3 of the BC Energy Step Code. <ul style="list-style-type: none"> • Submit a <i>BC Energy Compliance Report: Pre-Construction</i> form completed by a Certified Energy Advisor, licensed by Natural Resources Canada. • Submit printed copy of HOT2000 Full House or energy model 	<input type="checkbox"/> <input type="checkbox"/>
1	Section 9.32 Ventilation Requirements effective December 19, 2014, applications for building permits must show compliance with new requirements to the BC Building Code for ventilation of residential dwelling units. Submit Ventilation Checklist 1 through 4 from the Thermal Environmental Comfort Association (TECA).	<input type="checkbox"/>

BUILDING PERMIT APPLICATION REQUIREMENTS

R-4/R-6: RESIDENTIAL INFILL DISTRICT UNITS

DRAWINGS REQUIRED			Page 2 of 2
#of Copies	Drawings	Maximum sheet size A1	Submitted
2	Survey Plan		<input type="checkbox"/>
	BC Land Surveyor Plan certified by BCLS noting CVD28GVRD Datum. Documents shall be sealed and signed originals. (Refer to the BCLS Survey Requirements checklist included).		
2	Architectural Plans		<input type="checkbox"/>
	<ul style="list-style-type: none"> ○ Site Plan(s) (1/8" scale). ○ Floor plans, elevations, and cross sections (1/4" scale). ○ Construction assemblies, general notes, and sufficient details to demonstrate compliance with the current BC Building Code (BCBC) (E.g. Detail drawings of exterior and interior guards). ○ Height elevations must reference CVD28GVRD Datum. (Refer to the Architectural Plan Requirements checklist included). 		
2	Landscape Drawings		<input type="checkbox"/>
	<ul style="list-style-type: none"> ○ Landscape drawings shall be consistent with the Development Permit application. 		
2	Structural Drawings		<input type="checkbox"/>
	<ul style="list-style-type: none"> ○ Signed and sealed by a Professional Engineer, as defined by the current BCBC, along with the applicable Letters of Assurance. <i>(Note: The specific requirements for Lateral Bracing shall be incorporated. Refer to the Seismic Design For Part 9 Buildings Single and Two Family Dwellings Lateral Bracing Requirements bulletin included).</i> ○ Design data for UEL: Vancouver (Granville & 41 Ave) as per BCBC 2018 Table C-2. 		
2	Building Envelope Plans and Details		<input type="checkbox"/>
	<ul style="list-style-type: none"> ○ Signed and sealed by a Registered Professional, as defined by the current BCBC, along with the applicable Letters of Assurance. ○ Details are required showing the material specific to the project: type of insulation, cladding, rainscreen, etc. 		
3	Stormwater Management and Site Drainage Plan (SMP)		<input type="checkbox"/>
	<ul style="list-style-type: none"> ○ A stormwater and site drainage layout plan in accordance with the prescriptive requirements of the UEL Stormwater Policy. (Refer to the On-site Stormwater Management policy included). ○ Layout plan to match the scale of the site plan. <i>(Note: The construction of a new single-family dwelling may require the installation of new water, storm and sanitary services. The owner is responsible for the cost of the new services which are additional to the building permit fee).</i> 		
2	Demolition Plan		<input type="checkbox"/>
	<ul style="list-style-type: none"> ○ Hazardous Material Plan ○ Report documenting how work will comply with 5.6 of the BC Fire Code and 8.2 of the BC Building Code. 		

LETTER OF AUTHORIZATION

I/We _____, the owner(s)/authorized signatory of the property legally
Print Name/Corporation

described as _____
Legal Description

at _____
Street Address

authorize _____ to act as my/our agent for all purposes in relation
Print Name

to the application and/or issuance of the following:

- Official Community Plan Amendment
- Change of Land Use District (Rezoning)
- Development Permit
- Development Permit Amendment
- Subdivision Review
- Strata Subdivision for Building Conversion
- Building Permit

I/we acknowledge the authority of the agent to bind me/us in all matters related to the application and work to be performed under the permit(s). The person signing the permit documents acknowledges that his/her signature is as the agent for the owner and that he/she is authorized to bind the owner, who will be deemed to know of and to understand the contents of these documents. Where the owner or agent is a corporation, the individual signing must have signing authority for the corporation (a copy of the *Certificate of Incorporation* and *Notice of Articles* is required).

Signature of Owner/Authorized Signatory Print Name Date (DD/MM/YYYY)

Owner/Authorized Signatory Mailing Address Phone Number E-mail Address

Signature of Agent Print Name Date (DD/MM/YYYY)

Phone Number E-mail Address

Signature of Witness Print Name Date (DD/MM/YYYY)

Phone Number

The University Endowment Lands reserves the right to request proof of identity for any reason as it relates to the Letter of Authorization.



LETTER OF CONFIRMATION

Date: _____

To: **The Manager**
University Endowment Lands
5495 Chancellor Boulevard
Vancouver, BC V6T 1E2

Re: _____
Civil Address

_____ **Legal Description**

The purpose of this notification is to confirm that the plans and specifications submitted for the Building Permit pursuant to Section 12 of the **Land Use, Building and Community Administration Bylaw** are consistent with the plans approved for Development Permit no. _____ and that there are no changes from those plans.

Signature of Registered Owner or Agent **Print Name** **Date**

PROJECT REGISTRY OF REGISTERED PROFESSIONALS (RPs)

Project Address:	Date:
Property Owner (or Authorized Agent):	

The **LETTERS OF ASSURANCE OF PROFESSIONAL DESIGN AND COMMITMENT FOR FIELD REVIEW** listed below have been submitted for this project. The University Endowment Lands (UEL) is relying on the **Registered Professional's** assurance that their area of responsibility complies with the current BC Building Code.

DISCIPLINE		OFFICE USE	
		B	C-B
ARCHITECTURAL			
STRUCTURAL			
BLDG ENVELOPE			
FIRE SUPPRESSION SYSTEMS			
PLUMBING (Stormwater Mgmt Plan)			
GEOTECH (Temporary)			
GEOTECH (Permanent)			
Other			

It is your responsibility to notify the Building Inspector of any additional Registered Professionals that have been retained for the project or of the date any of these **Registered Professional(s)** cease to be retained by you. If any **Registered Professional** ceases to be retained at any time during construction, work on the above project shall stop until such time as:

- (a) a new **Registered Professional** is retained, and
- (b) a new **LETTER OF ASSURANCE OF PROFESSIONAL DESIGN AND COMMITMENT FOR FIELD REVIEW** is filed with the **University Endowment Lands**.

This form must be completed and signed by the applicant and submitted at the time of Building Permit application.

Applicant of above property - Signature



PLUMBING FIXTURE COUNT FOR PERMIT FEE CALCULATION

Project Address: Postal Code: Lot: Block: District Lot: Plan No.: Roll No.: Registered Owner(s) of the Property Name: Phone: Fax: Address: Contractor Name: Phone: Fax: Address: Building Use: District Zone:

Fixtures

Table with 12 columns: Floor, Water Closet, Wash Basin, Bath Tub, Shower, Sinks, Automatic Washer, Wash Tubs, Dish Washer, Floor Drain, Roof Drain, Other Fixtures. Rows include Basement, First, Second, Third, Fourth, Fifth, Sixth, Roof, and Total.

Other Plumbing Work:

Three horizontal lines for additional information.

HAZARDOUS MATERIALS REPORTING

Purpose:

The purpose of this bulletin is to inform owners, design professionals and contractors of the WorkSafeBC requirements for hazardous material reporting in accordance with Occupational Health and Safety (OHS) Regulation **20.112** of the OHS Regulation. For the actual regulations, go to:

<http://www2.worksafebc.com/publications/OHSRegulation/Part20.asp#SectionNumber:20.112>

Background:

WorkSafeBC requires a survey for hazardous materials be completed before any demolition work begins, including demolition as part of a renovation. A copy of this survey must be submitted to the University Endowment Lands (UEL) prior to the issuance of a demolition of a building or part of a building.

For renovation work, a UEL Inspector may ask that the Hazardous Materials Survey be produced. If it cannot be produced, the Inspector may stop the inspection to ensure his/her safety and the safety of those around.

Hazardous materials include asbestos, drywall, the contents in aboveground and underground storage tanks, PCBs, abandoned chemicals and others. All hazardous materials **must** be identified, removed and recycled or disposed of prior to demolition of the building in accordance with all relevant regulations. The survey to identify these materials must be completed by a qualified person as defined in the OHS regulation.

Note: Depending on the nature and scope of the hazardous materials, a building permit may be required for this pre-demolition work.

Documentation that provides evidence these materials have been identified, removed and disposed of properly is required to be kept for a six month period and produced upon request. This documentation may include, but is not limited to, surveys, clearance letters, receipts and waste manifests. Information provided by the survey will be placed in the UEL's files and will be subject to the Freedom of Information and Protection of Privacy Act.

Failure to remove hazardous materials or provide documentation upon request may result in a STOP WORK ORDER or further action taken by the UEL and/or WorkSafe BC.

If you have any questions, please contact the Building Department at 604-660-1808 or WorkSafeBC at 604-276-3100.



UNIVERSITY ENDOWMENT LANDS

SINGLE FAMILY HOME BC ENERGY STEP CODE REQUIREMENTS – STEP 3

POLICY

Purpose:

The purpose of this bulletin is to update owners, designers, and builders about the University Endowment Lands' (UEL) BC Energy Step Code (Step Code) requirements.

Background:

The Step Code is an amendment to the BC Building Code that provides a performance-based path intended to support a market transformation from current energy efficiency requirements to net zero energy ready buildings by 2032. The path to net zero energy ready buildings is set out through a series of increasingly stringent requirements for energy use, thermal energy demand, and airtightness identified as Steps 1-5 in the Step Code and the UEL has committed to taking these incremental steps as a part of its overarching commitments to improving energy efficiency in the built environment.

- January 1st, 2019: applicants required to achieve an airtightness of 3.0 ACH @ 50Pa or less.
- July 1st, 2019: implemented Step 2 of the Step Code.
- **January 1, 2020: implemented Step 3** of the Step Code which includes a blower door test requirement to achieve air leakage of 2.5 ACH @ 50Pa or less to determine a home's airtightness.

Application:

In support of the transformation from current energy standards to net zero by 2032, all Building Permit applications for new single-family homes applied for on or after January 1, 2020 are required to achieve air leakage of 2.5 ACH @ 50Pa or less. This airtightness standard is recognized in Step 3 of the Step Code requirements. In addition, Building Permits applied for on or after January 1, 2020 must meet the remaining performance requirements of Step 3; this requires the submission of additional information at the time of Building Permit application and additional requirements at the time of Final Inspection.

Additional Required Building Permit Documents:

- BC Energy Compliance Report: Pre-Construction form completed by a Certified Energy Advisor, licensed by Natural Resources Canada.
- Printed copy of HOT2000 Full House report.
- Printout of an email from the Energy Advisor's Service Organization acknowledging receipt of the "p-file" corresponding to the HOT2000 Full House Report or if using a Registered Professional in place of an Energy Advisor (sometimes the EA is also a RP), submit electronic copy of the building energy model (provided on USB flash drive) instead.
- For each Energy Advisor, a copy of a valid certificate of insurance for no less than \$2 million of general liability insurance and \$1 million in errors and omissions insurance or if using a Registered Professional then provide Schedules along with a certificate of insurance.
- Plan drawings clearly showing all energy efficiency upgrades noted in Section B of the BC Energy Compliance Report: Pre-Construction form. List all Section B upgrades on the front sheet of plan drawings.

Link to the Pre-Construction form: http://energystepcode.ca/app/uploads/sites/257/2019/03/BCESC-Compliance-Report_PreConstruction_Effective-20181210.pdf

Blower Door Test Requirement:

A blower door test requirement to achieve air leakage of 2.5 ACH @ 50Pa or less to determine the home's airtightness will be implemented and administered at the Mid- Construction (pre-drywall) stage:

- At the Mid-Construction (pre-drywall) stage, the builder will be required to do a mid-construction blower door test once the air tightness layer has been installed. This allows for corrective action to be taken to remedy problems and to improve the airtightness of the building envelope before the final blower door test.
- Submit a Mid-Construction form, completed by the Energy Advisor or Registered Professional, indicating pre-drywall blower door test results and verification of all building energy efficiency upgrades.
- If 2.5 ACH @ 50Pa is not achieved on the first test, the UEL building inspection cannot proceed. The project must reduce air leakage and clearly noted on the Mid-Construction report how this will be achieved before final inspection.

Link to the Mid-Construction form: <http://energystepcode.ca/app/uploads/sites/257/2019/08/Mid-Construction-BC-Standard-Verification-Report.pdf>

Requirements before Final Inspection:

- Post Construction (Occupancy) blower door test conducted by a Certified Energy Advisor or a Registered Professional.

Requirements at Final Inspection:

- A BC Energy Compliance Report: As-Built form, completed by the Energy Advisor or Registered Professional, indicating post-construction blower door test results and verification of all building energy efficiency upgrades.
- A revised electronic copy of the energy model for each building as constructed. Note that the post-construction blower door test result must be used in the energy model.
- EnerGuide Rating System, Passive House Certification or other home energy label, affixed on or near the electrical panel.

Link to the As-Built form: <http://energystepcode.ca/app/uploads/sites/257/2019/03/BCESC-Compliance-Report AsBuilt Effective-20181210.pdf>



Jonn Braman, Manager
University Endowment Lands



Kamelli Mark, Deputy Manager
University Endowment Lands

BCLS SURVEY REQUIREMENTS

Two (2) copies of the original survey plans signed and sealed by a BC Land Surveyor must be submitted for all development permit and building permit applications.

A list of survey control monument locations and their respective geodetic elevation values are available of the University Endowment Lands (UEL) office.

The following information must be shown on the survey plan:

- CVD28GVRD Datum** is referenced;
- Civic address of the subject property;
- PID and legal description of the subject property;
- Verification of lot size and dimensions;
- Existing grades at all corners of the property;
- General topography of the property with sufficient grades throughout the site;
- Existing grades of adjacent property(ies) at regular intervals, approximately 10 feet into the neighbouring sites;
- Finished grades of all the existing buildings shown at all the corners;
- Roof and floor elevations of existing principal building;
- Location of all existing buildings. Indicate where building setbacks are taken from (i.e., foundation wall, exterior siding, etc.);
- Location and roof elevations of adjacent houses;
- Location of lanes, easements, and rights-of-way;
- Location of existing driveways and width at property line;
- Location of boulevard trees, fire hydrants, water meters, streetlights, etc.;
- Location of any existing significant landscaping (large trees, hedges, etc.) as reference for new landscape designs;
- Existing and proposed grades at top and bottom of retaining walls; and
- Outline of proposed buildings plotted on the survey plan with finished and natural grades shown at the building corners.

ARCHITECTURAL PLAN REQUIREMENTS FOR BUILDING PERMIT SUBMISSION

The applicant must submit 2 complete sets of architectural plans as part of the building permit application. Incomplete submissions or those with insufficient detail will not be accepted.

Note: Additions, alterations and accessory buildings may require less detail and information. However, all pertinent information to the construction of such will be required on the BP plans.

Building Permit Applications must comply with and reference the current BC Building Code. Include each of the following items and check each box for completion of the item.

1. Survey (1/8" = 1'-0")

- 2 sealed originals are required

2. Site Plan (1/8" = 1'-0")

- Designer's name, address and contact information
- North arrow, civic address, legal description, streets and lanes
- Covenants, easements and rights-of-way
- Building Code reference
- Zoning summary and floor areas calculations
- Proposed building and accessory building outline. Outermost walls, including the basements or upper floor overhangs, are to be included
- Existing and finished grade elevations at each building corner
- Dimension setbacks perpendicular from all property lines to the building(s)
- Proposed driveway location, access width, slope and area
- All cantilevers and overhangs (including roof overhangs) are to be shown and dimensioned
- All retaining walls are to be shown on the site plan specifying top and bottom elevations
- Dimension the setbacks from the property lines and adjacent retaining walls

3. Floor Plans (1/4" = 1'-0")

- Overall building depths and widths of all buildings
- Fully dimensioned, room use and sizes
- Windows, doors and skylights including the sizes and swings
- Plumbing fixtures, appliances and fireplaces
- Type of heating system
- Location of smoke alarm and carbon monoxide detectors

Continued.....

4. Elevations (1/4"=1'-0")

- All four elevations for house and accessory building
- Show elevations of all finished floors, top plates, parapet walls and roof peaks
- Specify the existing and finished grades at building corners
- Show spatial separation calculations: limiting distance, exposed building face, allowable unprotected and proposed openings
- Specify roof slopes

5. Cross Sections (1/4" = 1'-0")

- Floor to ceiling dimensions including crawl and roof spaces
- Label all roof, floor, wall and foundation assemblies
(Note: Assemblies must show the materials that are specific to the project applied for and materials must be consistent with the details provided by the Bldg Envelope professional)
- Elevations at each finished floor, uppermost ceiling and roof peak
- Cross section through stairs to floor above indicating headroom clearance above stairways
- Provide roof and deck venting information where applicable
- Provide a detail for roof decks over habitable spaces
- Dimension and label any crawl spaces

6. Details (appropriate scale)

- General notes
- Exterior/ interior guards and handrail details and dimensions
- Straight stairs – Stair rise, run, treads
- Curved stairs – minimum/ maximum and average runs and radius

SEISMIC DESIGN FOR PART 9 BUILDINGS SINGLE AND TWO FAMILY DWELLINGS LATERAL BRACING REQUIREMENTS

Page 1 of 3

The purpose of this bulletin is to inform owners, architects, designers, and contractors of the structural design requirements to resist lateral loads due to wind and earthquake occurrences for Part 9 buildings (single and two family dwellings). The lateral bracing requirements are illustrated in the free 28-page resource, *Illustrated Guide for Seismic Design of Houses* located at www.hpo.bc.ca/seismic-design-guide.

Effective immediately, plans forming part of building permit application must clearly show how the proposed building complies with the new requirements for lateral bracing. The design criteria for the braced wall bands and panels must be shown on the structural engineered set of the building permit plans. Applications will not be accepted if the following information is not shown on the plans.

Information on Structural Drawings

The 2018 BCBC requires all Part 9 buildings, including single and two family dwellings, to be designed to resist lateral loads due to wind and earthquake occurrence using ONE of the following methods:

- A. **Part 9** Article 9.23.13.4. to 9.23.13.7. of the 2018 BC Building Code,
- B. **Part 4** of the BC Building Code, or
- C. Good engineering practice such as that provided in CWC 2009, “Engineering Guide for Wood Frame Construction” (**Part B** or **Part C**).

Mixing and matching of these three methods is not acceptable.

Structural Design using Part 4 of the BCBC or Part B or C of the CWC must be done by a Registered Professional Engineer.

To demonstrate code compliance the structural engineer must declare which option is being used for the design of the lateral loads using the following statement (if CWC 2009 is used, state whether Part B or Part C is being used):

“I, _____, have reviewed and confirmed that the lateral resistance of this building for wind and earthquake is designed in accordance with _____.”

General Structural Notes must specify the requirements of the 2018 BCBC applicable to the design, including but not limited to:

- The seismic region where the proposed construction is located (see Table C-2 in Division B Appendix C of the BCBC). For the University Endowment Lands use:

Vancouver (Granville and 41st Ave).

- Whether it is light construction or heavy construction (buildings with tile roofs or concrete topping on floors) (see 9.23.13.2. and 9.23.13.3. of the BCBC).
- Climatic loads, such as snow (S), rain (Sr), wind (q) and seismic (Sa).
- Live loads of all floors.
- Dead loads of exterior walls, floors and roofs. Indicate if roof tile, concrete topping and/or stone cladding are used.
- Specification and standards for sheathing, lumber, fasteners, steel connectors, hold-downs, anchor bolts, etc.
- Assumed soil bearing capacity.

If Part 9 of the 2018 BCBC or Part C of CWC 2009 is used to design for lateral loads, then the following information must be shown of the structural drawings:

- Braced wall panels must be hatched and labelled BW.
- Details of braced wall panels including type of sheathing, fastener size and spacing of nails.
- Percentage (%) of braced wall panels in each braced wall band at each floor level.
- Anchorage of braced wall panels including material, size, spacing (braced wall bands must be aligned with bands on the storeys below and above and be a full storey in height).

Note any exceptions or trade-offs used in the design complete with dimensions. See 9.23.13.5.(3), 9.23.13.5.(4), 9.23.13.5.(5) and 9.23.13.7. for options.

If Part 4 of 2018 BCBC & Part B of CWC 2009 is used to design for lateral loads, then the following information must be shown of the structural drawings:

- Site Classification.
- Acceleration-based site coefficient (Fa).
- Rd and Ro.
- Building Base Shear.
- Total factored shearwall shear force in each direction at each storey.
- Strength of shearwall and total length of shearwalls required in each direction at each storey.
- All shearwalls (those used to resist lateral forces and may include exterior walls) must be hatched and labelled "SW".
- All drag struts must be shown as dotted lines.
- Shearwall details including framing, type of sheathing, nailing size and spacing, blocking.
- Details of all elements participating in the load path including drag struts, hold-downs, straps, etc. to show how forces are transferred from roof to foundation.

Quality of Structural Drawings

Structural drawings must comply with the following requirements:

- All structural notations must be legible and of good drafting quality. Hand written notations will not be accepted.
- Structural drawings may need to be separate from the architectural drawings if the combined structural and architectural drawings are not legible.
- All notes and details must be on the structural drawings. Notes and details on separate sheets (of different sizes) attached to the structural drawings will not be accepted.
- If revisions are needed, two complete sets of revised drawings (signed, sealed and dated) by the structural engineer are required. At the discretion of the plan checkers, minor revisions may be done by hand by the structural engineer with their initials on the original submitted drawings. "Cut and paste" sheets will not be accepted.

Good Engineering Practice

The Building Department may request the professional engineers to submit Structural Design Calculations and/or confirmation of independent review as outlined in the *Quality Management Guidelines* published by Association of Professional Engineers and Geoscientists of BC (APEGBC) to ensure the design is in compliance with the current BC Building Code.

The APEGBC requires all professional engineers to design in accordance with good engineering practice. In terms of Part 9 buildings, including single family dwellings, this means using the latest CWC as a minimum. Further information can be obtained from the *Guidelines for Professional Structural Engineering Services for Part 9 Buildings in British Columbia* published by APEGBC.

Field Reviews by the Structural Engineer of Record

The Structural Engineer of Record must submit a field memo at the sheathing inspection, the framing inspection and the insulation inspection (if applicable) to confirm that the construction, including braced walls and shearwalls, at that stage are constructed according to the drawings submitted for building permit and are in general compliance with the BC Building Code.

Further Information

The *Illustrated Guide for Seismic Design for Houses* provides explanatory material, colour illustrations and checklists for designers and other professionals to assist in applying the requirements to their design and plans.

Renovations and Additions

All renovations and additions should be designed to the current 2018 BCBC, including the lateral resistant to wind and earthquake loads. When an existing home is going through a major renovation or addition, a Registered Professional Engineer should be engaged to confirm that the addition or renovation does not reduce the level of structural performance of the existing structure below the level that existed prior to the level of the addition or renovation. (Refer to the "Guidelines of Professional Structural Engineering Services for part 9 buildings in British Columbia" published by APEGBC.)

This information is provided for convenience only and is not in substitution of applicable UEL Bylaws or Provincial or Federal Codes or laws. You must satisfy yourself that any existing or proposed construction or other works comply with such bylaws, codes and other laws.



UNIVERSITY ENDOWMENT LANDS

Stormwater Management Policy

Purpose:

This policy describes the required performance criteria and design procedure for on-site stormwater management, as originally defined in the Works and Services Bylaw and mirroring similar requirements in the City of Vancouver.

Stormwater Management Requirements: On-Site Stormwater Management

On-site measures include stormwater management systems that serve the individual development site. These stormwater management systems will be designed by the developer to meet the UEL's development requirements. Their purpose is to manage rainwater runoff from the developed site to resemble runoff from the same site when it was in its pre-developed, natural state, thereby contributing to the protection of the health of salmon-bearing creeks downstream.

Each development is to implement and maintain an on-site storm water management system that captures and infiltrates (or re-uses) the runoff from 24 mm/day rainfall and provide safe conveyance to the UEL's infrastructure when the rainfall event exceeds the 24 mm/day threshold. The performance criteria are based on the extent of impervious surfaces on the development site and may be satisfied by installing absorbent landscaping, green roofs, permeable pavers, a detention and infiltration system, or other applicable strategies.

Required Elements

1. The design of on-site detention and infiltration facilities shall be based on the size of the Effective Impervious Areas (EIA) of the development site (lot). EIAs are defined as fully impervious areas with direct hydraulic connection to the storm drainage system of the site. Fully impervious areas include building roofs and impermeable pavements. Fully pervious areas must have at least 1 metre of permeable soil below. Partially pervious areas are those with permeability but with less than 1 metre of soil.
2. Design and construct a stormwater storage system for a minimum of 24 m³ of storage per 1000 square meters of impervious area.
3. Design and construct the storage facility to include an infiltration facility that would release a minimum of 2.4 L/s/ha of EIA to the natural soil except in Area B where there are slope stability concerns. In Area B a geotechnical assessment must be completed to determine if and how much infiltration is allowed. For some properties, detention may be the only measure allowed.
4. The rate of discharge is controlled at the outlet of the storage tank into the infiltration facility. The control device must be a "passive" control, where the rate of release could not be adjusted by the operators.
5. Design and construct an overflow system to convey stormwater originating on the site to the UEL storm drainage system from rainfall events exceeding capacity of the on-site detention and infiltration system.
6. Provide a stormwater management facility maintenance manual to be implemented on-

going by property owners.

Required Practices for the Design of Infiltration Facilities.

- To facilitate the dispersal of the infiltrated stormwater, the infiltration facilities should be located on the lowest section of the property, downstream from the building drain tile.
- The infiltration facilities should be installed at an elevation below the building's perimeter drain. If the infiltration facility is located above the perimeter drain, an impermeable layer needs to be placed between the infiltration facility and the perimeter drain to prevent short-circuiting the infiltrated water into the storm drain.
- Infiltration facilities (surface and sub-surface) are to be placed over a minimum of 1-meter-deep permeable soil layer with a minimum of 12 mm/hr infiltration capacity to maximize infiltration.
- The infiltration facilities should utilize multiple measures of stormwater control systems, including, but not limited to, green roofs, bioswales, deep soil planters, infiltration trenches, etc.
- Compaction and sedimentation of infiltration areas must be avoided. Sediment ponds and infiltration basins should never be combined in the same facility.

Encouraged Practices for Design of Storm Water Facilities

The design of the on-site stormwater detention and infiltration facilities is based on the Effective Impervious Area (EIA) draining to the facilities. The EIA of the site may be reduced by applying permeable surface cover, such as absorbent landscape soil over impervious surfaces, or by ensuring that there is 1 metre of permeable material under landscaped areas.

The effectiveness of these practices is dependent on the porosity, infiltration capacity, and depth of the soil layer, as well as the physical properties of the underlying subsoil. Together, these factors combine to create a permeable credit, which is used to calculate the sites detention and infiltration requirements. Ten percent permeable credit may be obtained for each 100 mm depth of soil with a minimum of 12 mm/hr infiltration capacity placed over bedrock or other impervious surfaces.

Examples:

- An extensive green roof with 100 mm absorbent soil layer would receive 10% permeable credit for an EIA=90% design value.
- An intensive green roof with 300 mm absorbent soil layer would receive 30% permeable credit for an EIA=70% design value.
- A landscape area with 300mm absorbent soil over a minimum of 700 mm subsoil with a minimum of 12 mm/hr infiltration capacity would receive 100% permeable credit for an EIA=0% design value.
- Further permeable credit may be received by discharging stormwater runoff from impervious surfaces onto permeable areas. Permeable areas may receive stormwater runoff from impervious areas of equal size. Impervious areas that discharge to fully permeable areas of at least equal size will receive fifty percent permeable credit for an EIA=50% design value.
- Impervious areas which discharge to less than fully permeable areas of at least equal size will receive a credit equal to fifty percent of the permeable credit of the receiving permeable

area. For example, an impervious roof with a roof leader to a landscaped area of equal area with 300mm absorbent soil with a minimum of 12 mm/ hr infiltration capacity would receive a credit equal to $50\% \times 30\% = \text{EIA} = 15\%$.

- Impervious areas that are directly connected to the storm drainage system will receive no permeable credit, $\text{EIA}=100\%$

Effective Impervious Area Calculation Examples

Mixed Use/Multi-residential Example

The following example demonstrates the processes of reducing the EIA on the development site by applying various alternative surface treatments for stormwater management benefits. We have assumed the infiltration facility has percolation rates of 25 mm/hr.

EFFECTIVE IMPERVIOUS AREA CALCULATIONS MULTI-FAMILY EXAMPLE

Surface Type	Area (m ²)	Impervious (%)	EIA (m ²)
Impervious Areas			
Directly connected to storm drains (impermeable roof)	2,406	100	2,406
Pervious Areas			
Walkway pavers – draining to 300 mm absorbent landscape	229	70	160
450 mm absorbent soil area	885	55	487
Areas with 300 mm absorbent soil over 700 mm subsoil	380	0	0
Total	3,900		3,053
DRAINAGE FACILITY SIZING			
Detention storage capacity required ($24\text{m}^3 \times \text{EIA} / 1000\text{m}^2$)	$24\text{m}^3 \times 3,053\text{m}^2 / 1000\text{m}^2$		73 m ³
Minimum discharge rate to infiltration facility ($2.4 \text{ L/s/ha} \times \text{EIA} / 10,000 \text{ m}^2/\text{ha}$)	$2.4 \text{ L/s/ha} \times 3,053\text{m}^2 / 10,000 \text{ m}^2/\text{ha}$		0.7 L/s
Required surface of infiltration facility (storage required*1000 / (percolation rate in mm/hr*24 hr)	$(73\text{m}^3 \times 1000\text{mm/m}) / (25 \text{ mm/hr} \times 24 \text{ hr})$		122 m ²

Percolation tests are to be performed on each development parcel, at the proposed location and at the depth of the bottom of the infiltration facilities, to characterize the “hydraulic conductivity” of the soil. At the time of the test confirm that the depth of the permeable soil underneath the infiltration facility is at least one meter.

Residential Example

The following example demonstrates the processes of reducing the EIA on the residential (single family) development site by applying various alternative surface treatments for stormwater management benefits. We have assumed the infiltration facility has percolation rates of 20 mm/hr.

EFFECTIVE IMPERVIOUS AREA CALCULATION RESIDENTIAL EXAMPLE

Surface Type	Area (m ²)	Impervious (%)	EIA (m ²)
Impervious Areas			
Directly connected to storm drains (impermeable roof)	350	100	350
Hardscape area (asphalt) with lead directly into infiltration tank	150	100	150
Pervious Areas			
Permeable pavers – draining to 300 mm absorbent landscape	100	70	70
Impermeable hardscape sloping/ draining to equal or larger area of 100% permeable area	100	50	50
Landscape areas with 450 mm absorbent soil over 550 mm subsoil	600	0	0
Total	1,300		620
DRAINAGE FACILITY SIZING			
Detention storage capacity required ($24\text{m}^3 * \text{EIA} / 1000\text{m}^2$)	24m ³ * 620m ² / 1000 m ²		15 m ³
Minimum discharge rate to infiltration facility ($2.4\text{L/s/ha} * \text{EIA} / 10,000 \text{m}^2/\text{ha}$)	2.4 L/s/ha * 620m ² / 10,000 m ² /ha		0.15 L/s
Required surface of infiltration facility (storage required*1000 / (percolation rate in mm/hr * 24 hr))	(15m ³ *1000mm/m) / (20 mm/hr * 24 hr)		31 m ²

Appendix 1 illustrates the residential example calculations provided in the example above.

Advisements: This information is provided for clarification purposes only and is not in substitution of any applicable Bylaws or Provincial or Federal Codes or laws. In the case of any contradictions, legislative Codes, laws or Bylaws take precedence.

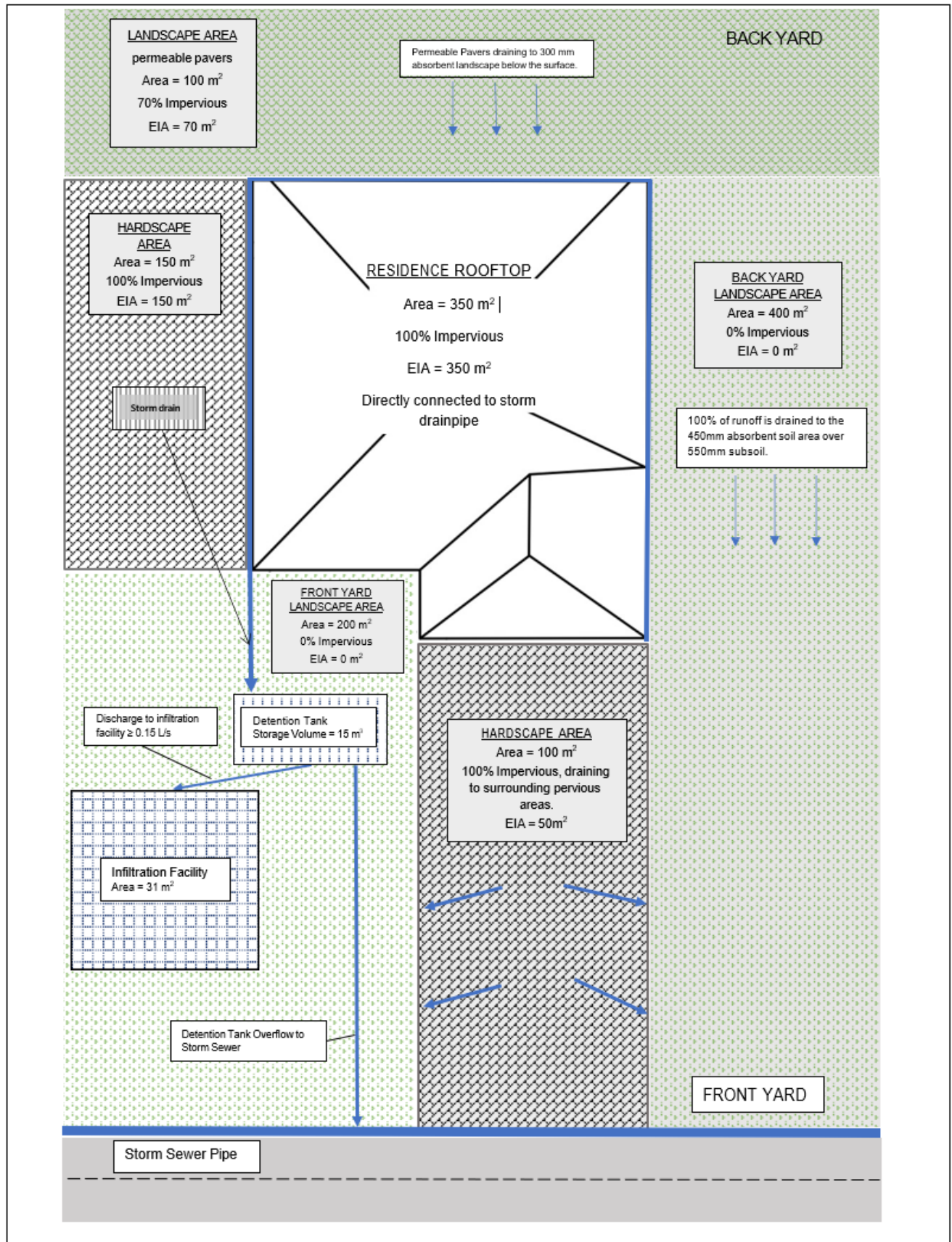


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Appendix 1: Residential SWMP example



Single Family Dwelling Erosion and Sediment Control (ESC) Plan: Guideline for Applicants

An erosion and sediment control (ESC) plan is designed to prevent deleterious materials from entering the public storm sewer during construction. The ESC plan (minimum size 11"x17") must be created by a Qualified Professional and must adhere to generally accepted best management practices. The ESC plan must be submitted to the UEL for approval in advance of any work, along with a commitment letter(s). The ESC plan may include some or all of the following:

1. Installation of sediment controls specific to the site

- Prior to any soil disturbance, protective materials and methods must be in place to prevent anything but clear rainwater runoff entering the stormwater system.
- Protect vegetation and trees. Clear only the areas necessary (leave vegetation in areas that don't require disturbance). Use vegetated buffers where possible.
- Direct surface drainage around work areas (keep clean water clean).
- Create temporary sediment-detention facilities on-site. Pass water originating on-site through a sediment pond, sediment trap, filter, or tank before allowing to enter drain inlets as clear water. Note the method on the ESC plan.

2. Installation of dewatering system

- Control dewatering. Any water pumped or drained from the site must be treated for sediment or contamination. Only clear water should enter drain inlets. Note the dewatering method on the ESC plan.

3. Protection of Drain Inlets

- Protect all storm drain inlets from sediment with catch basin filters.
- Inspect drains, catch basins and other stormwater components to maintain good working order. Ensure filters are kept in position and free from debris, replace when necessary.

4. Proposed Construction Access (e.g. for vehicles and equipment)

- Minimize vehicle access points. Access is generally restricted to existing/proposed driveway.

- Stabilize vehicle entrance access points with crushed rock to minimize mud and dirt tracked onto the paved surfaces. Avoid muddy ramps that track mud onto streets and into storm drains.
- Clean road surfaces when muddy or dirty and at the end of the workday. Shovel and sweep. Do not flush the road with water to remove debris.

5. Stockpile Protection

- Cover stockpiles with plastic to minimize sediment run off and material erosion.

6. Soil Stabilization

- Soil stabilization includes temporary seeding, mulching, geotextiles and sod stabilization. Identify potential areas of erosion and proposed protection methods on the ESC plan.

7. Slope Protection

- Design and construct cut slopes to minimize erosion.
- Divert runoff around slopes and disturbed area with pipe drains.

8. ESC Maintenance

- Ensure that all control measures are maintained in good working order during site construction.
- All ESC best management practices should be regularly inspected and maintained on site to ensure continued performance of their intended function.
- UEL may conduct random inspections and/or water sampling to ensure ESC maintenance.



UNIVERSITY ENDOWMENT LANDS

POLICY

OUTDOOR MECHANICAL EQUIPMENT ON R-4/R-6: RESIDENTIAL INFILL DISTRICT LOTS

Purpose:

The purpose of this policy is to define acceptable location, noise limitations, and recommended mitigation strategies for outdoor mechanical equipment on R-4/R-6: Residential Infill District lots within the University Endowment Lands (UEL). This policy applies to mechanical equipment for new construction and installation of new or replacement outdoor mechanical equipment on R-4/R-6: Residential Infill District lots.

Outdoor mechanical equipment within the scope of this policy includes:

- exhaust fans and vents,
- air conditioning units,
- heating systems and heat pump compressor units,
- emergency generators,
- other types of mechanical equipment that are, in the opinion of the Manager, similar to the foregoing.

Background:

Schedule 6 of the UEL Land Use, Building and Community Administration Bylaw (LUB) states that “no person shall, within the boundaries of the University Endowment Lands, make or cause any noise or sound on a public or private place which disturbs unreasonably, or is likely to disturb unreasonably, the quiet, peace, rest, enjoyment, comfort or convenience of persons in the neighbourhood or vicinity”. The LUB defines acceptable noise limits (Table 1).

Table 1: UEL Acceptable Noise Limitations for Outdoor Mechanical Equipment

Mechanical Equipment	Acceptable Noise Limits	Notes
Emergency Generator	80 dB ¹	Measured at the “point of reception” ² , or at least 6.1 m from source, whichever is greater.
Heat pump or any other mechanical equipment	55 dB daytime and 45 dB nighttime ³	Measured at the “point of reception” ² , or at least 6.1 m from source, whichever is greater.

Application:

Exterior mechanical equipment within the R-4/R-6: Residential Infill District are subject to the following additional requirements:

1. Mechanical equipment is not permitted within a required side yard setback.
2. If mechanical equipment is capable of exceeding acceptable noise limitations, a sealed report by a qualified professional is required to certify that noise levels at the point of reception will not exceed limits noted in Table 1.
 - For new construction this documentation is required as part of the Development Permit application.
 - For new or replacement equipment on an existing R-4/R-6: Residential Infill District lot, this information is required when submitting a Building Permit application.

¹ Ref 2.8.4 Appendix 1 of the LUB.

² “Point of reception” means any point on the premises of a person where sound or vibration originating from other than those premises is received. E.g. A second storey window on the nearest neighbouring property. Point of reception must be approved by UEL.

³ Corresponds to Acceptable Continuous Noise Limits. Ref 6.9.3 UEL Block F Design Guidelines, Appendix 3 of the LUB.

3. A sealed report from a qualified professional shall not be required by the Manager if mechanical equipment can generate a noise level above 45 dB but less than 55 dB and the equipment is enclosed within an acoustic enclosure⁴ which is designed and installed for that purpose.
4. If acceptable noise limits cannot be met, then emergency generators must be enclosed within an acoustic enclosure which is designed by a qualified professional and installed for that purpose. Location of the emergency generator must consider minimising the potential noise impact on neighbouring properties.

Additional Information:

Design & Installation Standards: Design and installation of outdoor mechanical equipment is required to be performed by a certified contractor with the appropriate licenses and qualifications. It is the responsibility of the certified contractor to ensure that the design and installation of outdoor mechanical equipment is compliant with manufacturer specifications, applicable editions of the relevant standards and codes, and best practices.

New Construction Development Permit Applications: Applicants must review UEL planning requirements and provide complete and accurate information to reduce potential delays⁵. Information on outdoor mechanical equipment is required as part of a development permit (DP) application and are subsequently included in neighborhood notifications. Missing or incorrect information related to outdoor mechanical equipment has been found to cause delays in the DP process. Changing equipment selection or location during the DP process may trigger a DP amendment and a second neighborhood notification, causing additional delays.

Required Permits: Prior to the installation of outdoor mechanical equipment, application and issuance is required for:

- **Electrical Permit** – where proposed system operates on electricity, or where altering / decommissioning of electrical heating systems is within scope of work, and / or
- **Gas Permit** – where proposed system operates on gas or altering / decommissioning of gas appliances are within the scope of work.
- **Building Permit** - where the installation of the system requires modification of the existing building or included as part of a new construction project or when the outdoor mechanical equipment exceeds the allowable noise limitations in Table 1.

Inspections: Upon completed installation of outdoor mechanical equipment, the certified contractor is required to call for UEL inspection and submit a compliance letter at the time of inspection, confirming that the system has been designed, installed, and commissioned in conformance with the acceptable noise limitations manufacturer's specifications, relevant codes and standards, and best practices.

Heat Pump Installation Guidelines: Several publications and guidelines are available to provide homeowners with guidance on best practice for heat pump installations. Sample guidelines are available on the UEL website.



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Heather Shay
Director of Development Services,
University Endowment Lands

⁴ Acoustic enclosures refer to a closed structures built with noise attenuating materials which is engineered, planned and built to reduce, or attenuate noise emitted by specific equipment or machinery.

⁵ See UEL Guide to Development Permits on the UEL website.

HEATING SYSTEM REQUIREMENTS

The purpose of this bulletin is to inform building permit applicants, building and heating contractors of the certification requirements for heating systems when applying for a building permit for single family dwellings, duplexes, row houses and townhouses.

The design, installation, certification and required documentation for heating systems must be in accordance with and meet the criteria detailed in the table below. All plans and documents are to be sealed by the appropriate individuals and submitted for review prior to commencement of work.

System Type	Design Criteria	Required Documents	Required Certification *
Hydronic (Hot Water)	<ul style="list-style-type: none"> CSA B214-01 Installation Code for hydronic heating system Good engineering practices 	<ul style="list-style-type: none"> Room by room heat loss summary Radiant panel layout, baseboard lengths (<i>where applicable</i>) Boiler room layout 	<ul style="list-style-type: none"> TECA Certified Designer or Registered Professional (<i>supply Letters of Assurance</i>)
Forced Air	<ul style="list-style-type: none"> HRAI Digest Quality First Forced Air Guidelines Good engineering practices 	<ul style="list-style-type: none"> Room by room heat loss summary Duct system design layout 	<ul style="list-style-type: none"> TECA Certified Designer or HRAI Certified Designer or Registered Professional (<i>supply Letters of Assurance</i>)
Geothermal (Ground Source)	<ul style="list-style-type: none"> Good engineering practices 	<ul style="list-style-type: none"> Room by room heat loss summary Piping layout, exterior and interior (<i>where applicable</i>) 	<ul style="list-style-type: none"> Registered Professional (<i>supply Letters of Assurance</i>)

* **Upon completion of installation**, submit a copy of the University Endowment Lands (UEL) Heating System Certification of Installation form.

SPRAY-IN-PLACE THERMAL INSULATION

The purpose of this bulletin is to inform owners, design professionals and contractors of the UEL requirements pertaining to the use of spray-in-place thermal insulation in wood-frame construction, namely in single family dwellings.

There are many products of this nature available in the marketplace, ranging from low density to medium density foam, each with a variety of chemical compositions and characteristics. The following requirements apply to the use of these materials in the UEL.

Spray Applied Rigid Polyurethane Foam

(Medium density in conformance with CAN/ULC-S705.1)

This type (as referenced in Section 9.25.2.2 of the 2018 BC Building Code) is permitted outright. Submit the following supporting documentation:

- Proof that the product is in conformance with the CAN-ULC standard.
- Copy of the Licensed Installer's certification.

Medium Density Foam Products

(Other than those in conformance with CAN/ULC-S705.1)

Products of this type that have been tested by the Canadian Construction Materials Centre (CCMC) will be accepted. Submit the following supporting documentation:

- The CCMC evaluation report confirming that the thermal resistance performance is equivalent to that required in Article 9.25.2.1 of the BC Building Code.
- Copy of the Licensed Installer's certification.

Other Spray-in-Place Products

Other spray-in-place products may be accepted on the basis of the Alternative Solution provisions of the BC Building Code (BCBC). Submissions for alternative solutions must provide the following:

- Documentation of Alternative Solutions in accordance with Division C – Part 2 – Subsection 2.3.1 of the 2018 BC Building Code.
- Letters of Assurance (BCBC) from a BC Registered Professional.
- Copy of the Licensed Installer's certification.

The installation of spray-in-place foam insulation must also comply with other BC Building Code requirements pertaining to wall and roof construction unless otherwise approved as an Alternative Solution (i.e. vapour barrier and venting).

The information of the specific type of insulation to be used must be on the building permit plans.

Note: All required documentation must be submitted to the UEL Building Department prior to the installation of the insulation/vapour barrier inspection.

DRIVEWAYS ON PUBLIC PROPERTY FOR SINGLE FAMILY DWELLING UNITS

The purpose of this policy is to define the location, design and number of driveway entrances permitted in the Single Family District within the University Endowment Lands (UEL).

The UEL frequently receives requests for new driveway entrances across public property. It is the intent of this policy to ensure that, as the community redevelops, the existing streetscapes across public property are maintained.

New driveway entrances within the UEL shall be constructed to maintain consistency with the existing entrances in the area. The original driveway entrances were constructed and spaced with the intent of maintaining as much green space as possible.

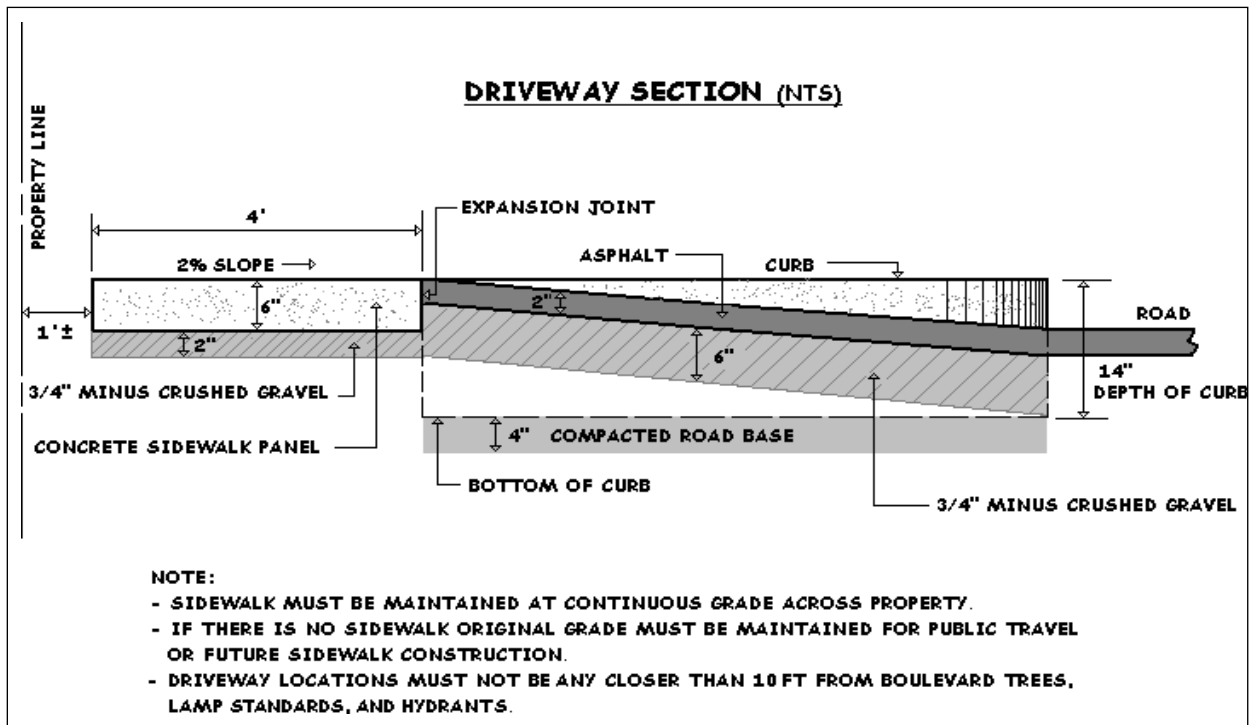
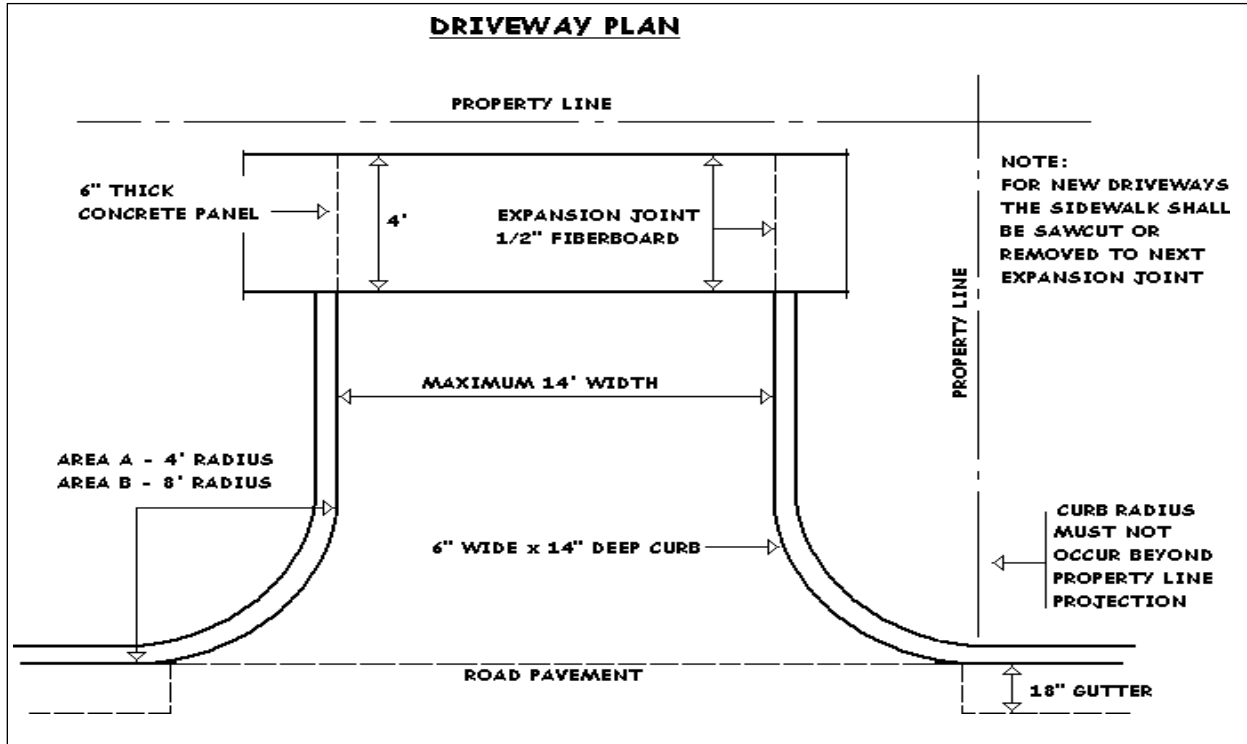
The following requirements must be met before approval of any new driveway entrances across public property:

1. New driveway entrances shall be constructed at right angles to the street and the curb radius must be consistent with others in the area. No portion of the curb radius shall occur beyond the projected property lines of adjacent sites. Refer to the Driveways on Public Property policy for specifications.
2. The maximum width of a driveway entrance is 14 feet.
3. Sidewalk grades and grades along the property line must be maintained and any adjustments to the driveway grade must take place on private property.
4. Driveway entrance material shall be blacktop or removable pavers.
5. Properties with a frontage of less than 125 feet are permitted only one driveway entrance. No more than two driveway entrances are permitted for any property within the UEL Single Family District.
6. New driveways in Area C must be accessed from the lanes.
7. Curbs must have a trowelled finish and sidewalks must have a broom finish.
8. Trees, lamp standards and fire hydrants will not be moved to accommodate new driveway entrances.
9. Where lane access is available driveways will not be permitted to access the front street.
10. The Superintendent of Public Works will determine if the construction of the driveway shall be carried out by UEL staff or a private contractor. A private contractor must request a form inspection prior to placement of concrete or asphalt.

Where a driveway provides access to Chancellor Boulevard or University Boulevard, exceptions may be made to the above requirements to permit safe entrance and egress. In such cases, approval from the University Endowment Lands and the Ministry of Transportation and Highways must be granted.

Specification drawings for driveway entrances form part of this policy.

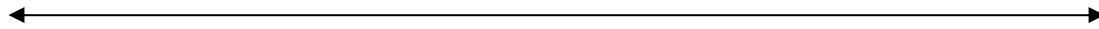
DRIVEWAYS ON PUBLIC PROPERTY SPECIFICATIONS FOR SINGLE FAMILY DWELLING UNITS



SITE RULES SIGN

The "SITE RULES" sign shown below must be posted on site before a Building Permit can be issued. The sign must be black lettering on a white background and durable enough to last the duration of the project.

4 Ft



	TEXT SIZE
SITE RULES	↕ 2½"
UNIVERSITY ENDOWMENT LANDS	↕ 1½"
PROJECT ADDRESS: _____	
HOURS OF WORK	
Monday to Friday: 7:30 A.M. - 7:00 P.M.	↕ 1"
Saturday: 9:00 A.M. - 4:00 P.M.	
Sundays and Statutory Holidays – No Work	
SITE CLEAN UP	
Site must be kept clean at all times. Deposit paper, food scraps, cans, construction waste and other garbage in proper receptacles. Municipal street, sidewalk and boulevards must be kept clean at all times.	
RADIOS	
Radio volume must be kept low enough so that it is not annoying to the surrounding community.	
MATERIAL DELIVERY	
Material shall be delivered during regular working hours.	
MATERIAL HOARDING	
Construction material shall be kept on site and not stored on the sidewalk, boulevard or street.	
PARKING	
Parking must comply with UEL parking regulations. Do not block or crowd driveways.	
In case of problems, please contact the site superintendent.	
NAME: _____	
PHONE: _____	

4 Ft



DEVELOPMENT/ BUILDING PERMIT APPROVALS AND PROPERTIES FOR SALE

This policy is being introduced to address the practice of marketing for sale, properties within the single family zones of the UEL, that are in the process of the development and/or building permit approval process.

Processing of development and building permits is a complex and time consuming procedure that takes up a large amount of staff time and resources. The practice of marketing properties for sale during the DP or BP approval process creates a great deal of uncertainty as to whether the proposed development will be accepted by a new owner. Therefore, the following policy is in effect to address this matter:

Processing of development and building permit applications for single family homes that are listed for sale, will be suspended until such time as the property has been transferred or removed from the market.

In the case of a property transfer, in order to reactivate the file, the following documents must be submitted to the University Endowment Lands (UEL) Administration Office:

- Proof of ownership; provide a copy of a Certificate of Title from the Land Title and Survey Authority (LTSA), and photo identification of the new owner.
- From the new owner, a request in writing to transfer the DP or BP application into their name(s). The request shall explicitly acknowledge that the new owner accepts the DP or BP application as it is and clearly state that no amendments will be forthcoming for the development or building permit application under review.

Important Notes:

- *Any changes to the proposed development will result in the cancellation of the application.*
- *A Development Permit issued shall be void 6 months after the date of issuance, unless the development authorized by the permit has meanwhile been commenced, or the Development Permit has been extended, or a building permit for the development has been issued and is unexpired.*

University Endowment Lands
Administration