



CC1700: Campus and Community Planning – Permits and Licenses		
University of British Columbia RECORDS SCHEDULE		Schedule Number: CC1700
Primary Title: Permits and Licenses		Office of Primary Responsibility (OPR): UBCV: Development Services; Campus and Community Planning UBCO: Campus Planning; Campus Operations and Risk Management
Records supporting the permit and business licensing process. Records include application and supporting materials necessary to apply for a permit or license, committee records; inspections as well as fines and appeal records. <ul style="list-style-type: none"> • See also PF5200: Property and Facilities – Project Management 		
Vital: Yes		PIB: No
Authority BoG Policy UP12: Land Use Policy University of British Columbia Land Use Plan: 2015 University Of British Columbia, Development and Building Regulations: 2019 UBC Vancouver Business License Regulation for UBC Neighborhoods: 2009		Date Approved: 20220729
Secondary No.	Secondary Title	Retention, Destruction & Disposition
01	Policies and Procedures	EV+5Y, FR EV=Date superseded or obsolete FR=UA will fully retain records from this series
05	General	CY+5Y, D
10	Appeals (Use for both permits and licenses)	CY+5Y, SR SR=UA will selectively retain records from this series
12	Business Licenses	CY+5Y, FR CY=Regulation requires a business license to be renewed every year



		FR=UA will fully retain records from this series
15	Fines and Penalties (Use for both permits and licenses)	CY+5Y, SR SR=UA will selectively retain records from this series
19	Inspections and Field Reviews (Use for both permits and licenses)	CY+5Y, SR SR=UA will selectively retain records from this series
20	Committees e.g. Development Review Committee.	CY+5Y, SR SR=UA will selectively retain records from this series
25	Permit Process Includes development, plumbing, sprinkler and fire protection, special permit or any other permit not covered in the above list.	EV+5Y, FR EV=Date of permit issuance FR=UA will fully retain records from this series
45	Issues (Use for both permits and licenses)	CY+5Y, D
60	Reports (Use for both permits and licenses)	CY+5Y, SR SR=UA will selectively retain records from this series
Acronym Key. AY = Academic Year; CY=Calendar Year; D=Destroy; EV=Event; FY=Fiscal Year; FR=Full Retention by University Archives unless otherwise noted; OPR=Office or Department responsible for <i>source of truth</i> records; SO=When superseded or obsolete; SR=Selective Retention by University Archives; UA= University Archives; Y=Year		