

Civic Address:

INCOMPLETE SUBMISSIONS CANNOT BE ACCEPTED

The items stated below are minimum submission requirements for all complex building applications. For a complete list of submission requirements for your project, refer to the [Application Guide](#). Additional requirements may be identified during the subsequent application & plan reviews.

Required Documents:	Included
Completed Application Form and Fees <ul style="list-style-type: none"> Application fees are due at application submission. Building Permit Portal (services.abbotsford.ca/portal) account must be created prior to application submission. 	<input type="checkbox"/>
Completed Letter of Authorization – Each owner of the property must sign this form.	<input type="checkbox"/>
Title Search (retrieved within the last 30 days) for each property involved must be submitted with this application. A \$25 fee for document retrieval will be required if the application does not include this document at time of submission.	<input type="checkbox"/>
Hardcopy of all covenants, easements and right-of-ways registered on the subject property as a charge or listed as a legal notation and modification to those. A \$25 fee for document retrieval will be required per document if the application does not include these at time of submission.	<input type="checkbox"/>
Identification of Contaminated Sites Form (where submission to Ministry of Environment and Climate Change Strategy is required, a \$100 processing fee is applicable).	<input type="checkbox"/>
PDF of Drawings (uncertified and digitally sealed, if applicable) emailed to building-info@abbotsford.ca prior to or at time of application (re: address in subject line). File naming convention: unit number (if applicable), civic number and street name – ALL CAPS (e.g. 12 2345 EASY ST), as applicable to the scope of work: <ul style="list-style-type: none"> <input type="checkbox"/> Architectural <input type="checkbox"/> Structural <input type="checkbox"/> Mechanical <input type="checkbox"/> Plumbing <input type="checkbox"/> Electrical <input type="checkbox"/> Fire Suppression (Sprinkler) <input type="checkbox"/> Civil <p>*Note: Emails exceeding 10MB must be sent through eft.abbotsford.ca/dropoff*</p>	<input type="checkbox"/>
Original Sealed Letters of Assurance from the following as applicable: <ul style="list-style-type: none"> <input type="checkbox"/> Coordinating Registered Professional – Schedule A <input type="checkbox"/> Architectural – Schedule B (not required for Part 9 buildings) <input type="checkbox"/> Structural – Schedule B <input type="checkbox"/> Mechanical – Schedule B (not required for Part 9 buildings) <input type="checkbox"/> Plumbing – Schedule B (not required for Part 9 buildings) <input type="checkbox"/> Electrical – Schedule B (not required for Part 9 buildings) <input type="checkbox"/> Geotechnical – Schedule B <input type="checkbox"/> Fire Suppression (Sprinkler) – Schedule B <input type="checkbox"/> Civil – Schedule B 	<input type="checkbox"/>
Geotechnical Site Report	<input type="checkbox"/>

APPLICATIONS WILL BE ACCEPTED
BETWEEN 8:30 AM – 4:00 PM

COMPLEX BUILDINGS

NEW AND ADDITIONS SUBMISSION CHECKLIST

Page 2 of 2

Civic Address:

Note: The following documents are typically needed for most projects. If applicable to your project, they must be included in your submission. If not included, your application may be rejected and the application fee forfeited.

	N/A	Included
Alternative Solutions Report(s) and Proposal(s) <i>(if proposed)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Separate Sprinkler Permit Submission <i>(if required)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Building Code Analysis Report	<input type="checkbox"/>	<input type="checkbox"/>
Step Code Documentation (Energy Modelling Report) <i>(does not apply to buildings containing only Industrial, Institutional, and/or Assembly Use)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Application has been made to Transport Canada and NAV Canada. This is needed if the property is located within the Airport Flight Zoning. Please visit the City's Web Map to confirm and the City's Development Guidelines for additional information.	<input type="checkbox"/>	<input type="checkbox"/>

BUILDING PERMITS & LICENCES
604-864-5525
building-info@abbotsford.ca
www.abbotsford.ca

May 8, 2024

