

COMPLEX BUILDINGS NEW & ADDITIONS

Application Guide

PURPOSE

The purpose of this guide is to assist you with the submission requirements for Complex projects which are typically designed to Part 3 of the BC Building Code. These projects include new buildings and/or additions for Commercial, Industrial, Institutional, Multi-Family Residential and Mixed Use (Commercial and Multi-family). While this guide is not required to be submitted with your application, it is recommended to review the contents early in the planning and design stage. Understanding the requirements will help ensure your application is successful and avoid many unanticipated costs and/or project delays.



IDENTIFICATION OF PROJECT SCOPE

1. **Is this project for Institutional Use as defined in the Abbotsford Zoning Bylaw? Y/N**

YES : Proceed to [PART 2 – QUESTIONS AND ANSWERS](#)

NO : Proceed to [PART 1 – DEVELOPMENT PERMIT](#)

CONTENTS

PART 1 DEVELOPMENT PERMIT	4
PART 2 QUESTIONS AND ANSWERS	5
SERVICING	5
SPRINKLERS	6
FIRE ALARM	6
GAS AND ELECTRICAL.....	7
HEATING	7
ACCESSIBILITY FOR PERSONS WITH DISABILITIES	8
AIRPORT FLIGHT PATH.....	9
SOIL DEPOSITS OR REMOVALS	9
STORAGE RACKING.....	10
RETAINING WALLS	10
PROJECT SCOPE	10
PART 3 ADDITIONS	11
MEZZANINES.....	11
ADDITIONAL FLOOR LEVEL	12
EXTERIOR ADDITIONS	12
PART 4 NEW BUILDINGS	13
ALL NEW BUILDINGS	13
MULTI-FAMILY BUILDINGS.....	13
SHELL ONLY BUILDINGS.....	14
FOOD PROCESSING	14
CARE AND TREATMENT FACILITIES	14
PART 5 RESOURCE LINKS	15
PROJECT PLANNING	15
APPLICATION RESOURCES	15
OTHER AGENCIES.....	15

PART 1 DEVELOPMENT PERMIT

1. **Has a Development Permit application or request for DP exemption been submitted to the Planning Department? Y/N**

YES : Proceed to question 2

NO : Building permit application cannot be processed at this time. Contact Planning regarding a Development Permit application and associated requirements.

2. **Has a request for a Development Permit exemption been granted by the Planning Department? Y/N**

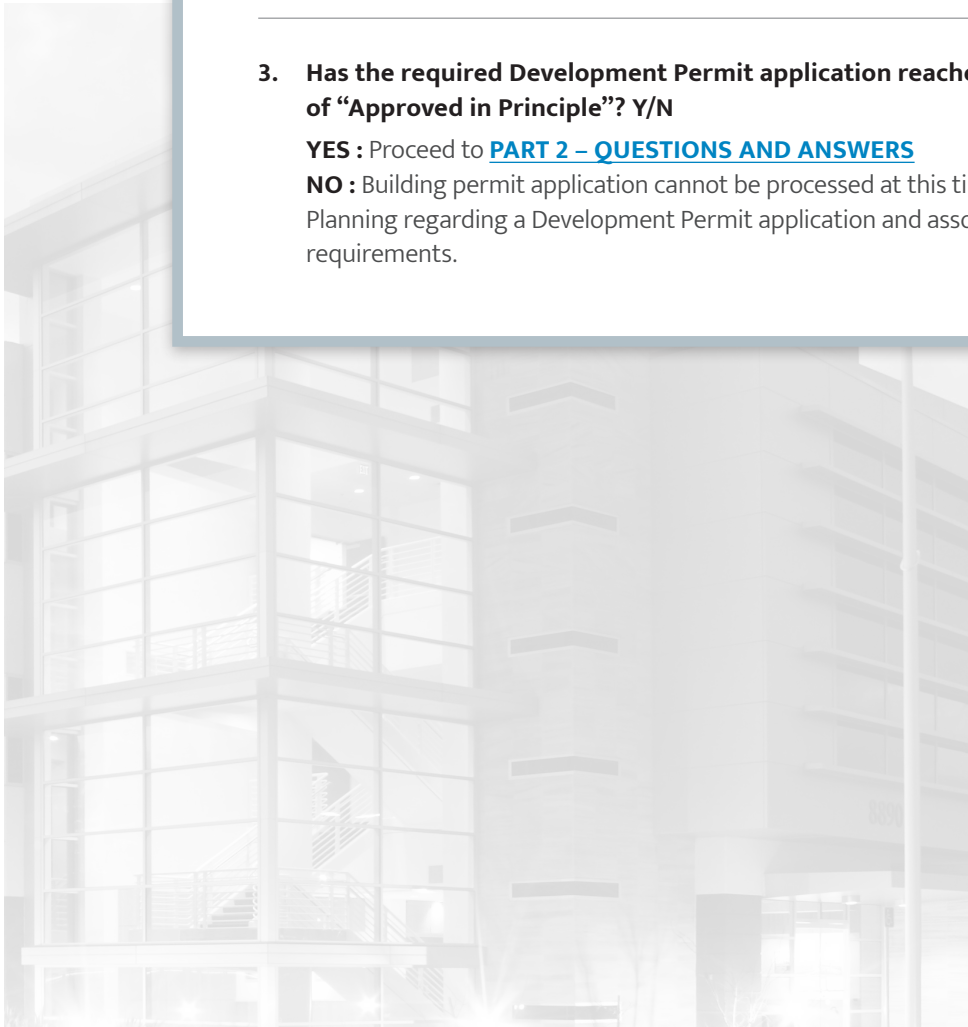
YES : Proceed to [PART 2 – QUESTIONS AND ANSWERS.](#)

NO : Proceed to question 3

3. **Has the required Development Permit application reached a status of “Approved in Principle”? Y/N**

YES : Proceed to [PART 2 – QUESTIONS AND ANSWERS](#)

NO : Building permit application cannot be processed at this time. Contact Planning regarding a Development Permit application and associated requirements.



PART 2 QUESTIONS AND ANSWERS

Review all sections and questions below that apply to your project to ensure you are aware and/or have addressed all requirements to avoid delays or redesigns later in the process.



SERVICING

This section will assist to determine the servicing submission requirements (water, storm, and sewer) for your project.

1. Is this project for a New Building? Y/N

YES : (New) A full civil design submission including a storm water management plan from a Civil Engineer is required.

NO : (Addition) A storm water management plan from a Civil Engineer is required to address detention requirements for any additional impermeable surfaces proposed.

2. Will this business include any of the following processes or uses? Y/N

- | | |
|---|--|
| <input type="checkbox"/> Food Processing | <input type="checkbox"/> Hazardous Material Processing |
| <input type="checkbox"/> Alcohol Production | <input type="checkbox"/> Metal Plating / Finishing |
| <input type="checkbox"/> Cannabis Production | <input type="checkbox"/> Stone Grinding or Cutting |
| <input type="checkbox"/> Dental Office | <input type="checkbox"/> RV Sanitary Dump Station |
| <input type="checkbox"/> Automotive Operations | <input type="checkbox"/> Photo Imaging Operation |
| <input type="checkbox"/> Vehicle Wash Operation | |
| <input type="checkbox"/> Dry Cleaning | |

YES : Additional requirements will be determined during the building permit review and provided to the applicant once confirmed. These additional requirements could include a Wastewater Discharge Permit from Source Control.

NO : Proceed to [SPRINKLERS](#)

PART 2 QUESTIONS AND ANSWERS (continued...)



SPRINKLERS

- ➔ Architect to ensure design complies with any Sprinkler requirements of the BC Building Code.
- ➔ Separate Sprinkler Permit application must be submitted prior to issuance of the Building Permit.
- ➔ Proceed to FIRE ALARM



FIRE ALARM



1. Does the project propose to install a sprinkler system? Y/N

YES : A fire alarm system is required. Provide a signed and sealed Fire Alarm and Annunciator panel submission from an Electrical Engineer with a Schedule B.

NO : Architect to ensure design complies with any Fire Alarm requirements of the BC Building Code.

Proceed to [GAS AND ELECTRICAL](#)

PART 2 QUESTIONS AND ANSWERS *(continued...)*



GAS AND ELECTRICAL

- ➔ All gas and electrical installations are regulated by the province. All required gas and/or electrical permits must be obtained through Technical Safety BC.
- ➔ Proceed to [HEATING](#)



HEATING

- ➔ Architect to ensure design complies with any requirements or exemptions listed in the BC Building Code for mechanical heating and ventilation (HVAC).
- ➔ Proceed to [ACCESSIBILITY FOR PERSONS WITH DISABILITIES](#)



PART 2 QUESTIONS AND ANSWERS *(continued...)*



ACCESSIBILITY FOR PERSONS WITH DISABILITIES

This section will assist to determine whether accessible design considerations are required for your proposed project.

1. **Does this business provide service where it can reasonably be expected that customers could include persons with disabilities? Y/N**

YES : Architect to ensure design complies with the Accessibility requirements of the BC Building Code.

NO : Proceed to question 2

2. **Does this business include any areas where work functions can reasonably be expected to be performed by persons with disabilities? Y/N**

YES : Architect to ensure design complies with the Accessibility requirements of the BC Building Code.

NO : Proceed to [AIRPORT FLIGHT PATH](#)

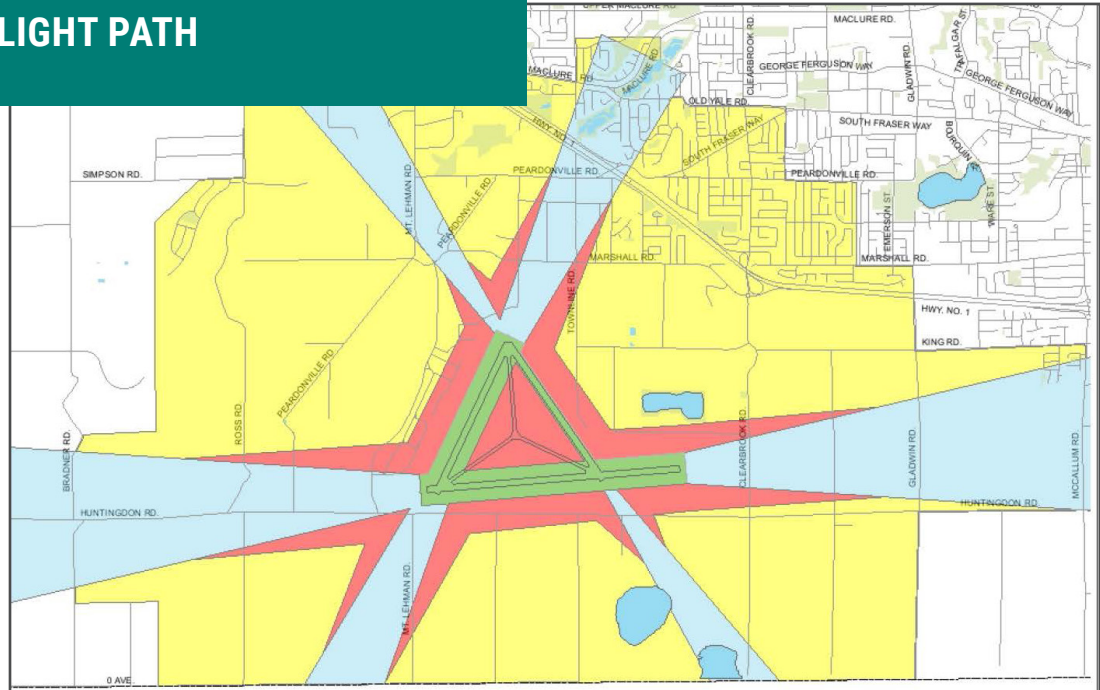
NOTE: The BC Building Code requires most businesses that serve the public or may reasonably have employees with disabilities to comply with the accessibility requirements of the code. Please have your Architect or Designer review the requirements and any potential exemptions before submitting your application.



PART 2 QUESTIONS AND ANSWERS (continued...)



AIRPORT FLIGHT PATH



1. Is the property located in one of the designated Airport Flight Path Zones? Y/N

YES : Additional applications to NavCan and Transport Canada are required. Have your designer refer to the Maximum permitted heights as stated in the Airport Zoning Map.

NO : Proceed to [SOIL DEPOSITS OR REMOVALS](#)



SOIL DEPOSITS OR REMOVALS

1. Are you proposing to deposit or remove any soils and/or fills to the property? Y/N

YES : Soil Deposit or Removal Permit is required, contact [Engineering](#).

NO : Proceed to [STORAGE RACKING](#)

PART 2 QUESTIONS AND ANSWERS (continued...)



STORAGE RACKING

Storage Racking 8'-6" or greater in height will require a separate permit using the Tenant Improvement Guide plus all applicable checklists.

➔ Proceed to [RETAINING WALLS](#)



RETAINING WALLS

- ➔ Retaining Walls will require a separate permit
- ➔ Retaining Walls must be located as indicated on the approved Lot Grading Plan for the Development Permit
- ➔ Any additional retaining walls will be subject to all Zoning requirements and setbacks for accessory structures
- ➔ Proceed to [PROJECT SCOPE](#)



PROJECT SCOPE

1. Is this project for an Addition to an existing building? Y/N

YES : Proceed to [PART 3 – ADDITIONS](#)

NO : Proceed to [PART 4 – NEW BUILDINGS](#)

PART 3 ADDITIONS

ALL ADDITIONS

Requirements for your application submission(s):



- ➔ **OWNER'S AUTHORIZATION**
- ➔ Submission Checklist – **COMPLEX BUILDING – NEW AND ADDITION**
- ➔ Refer to additional headings below that most closely match your proposed project scope for other applicable requirements, forms and/or checklists.

MEZZANINES

In addition to the other forms specified for **ALL ADDITIONS**, the following is also required:

- ➔ Architect shall confirm any floor area limits for a mezzanine stated in the BC Building Code are met.
- ➔ If the proposed mezzanine exceeds the floor area limits listed in the BC Building Code, the floor will be considered an additional storey. Refer to **ADDITIONAL FLOOR LEVEL**.
- ➔ Refer to **ALL ADDITIONS** section above for remaining requirements.

PART 3 ADDITIONS (*continued...*)

ADDITIONAL FLOOR LEVEL

In addition to the other forms specified for [ALL ADDITIONS](#), the following is also required:

- ➔ Design drawings from Architect showing all required exits for the new floor level in compliance with the BC Building Code.
- ➔ Parking calculations required to be provided in compliance with the Abbotsford Zoning Bylaw (Section 150).
- ➔ Refer to [ALL ADDITIONS](#) section above for remaining requirements.

EXTERIOR ADDITIONS

In addition to the other forms specified for [ALL ADDITIONS](#), the following is also required:

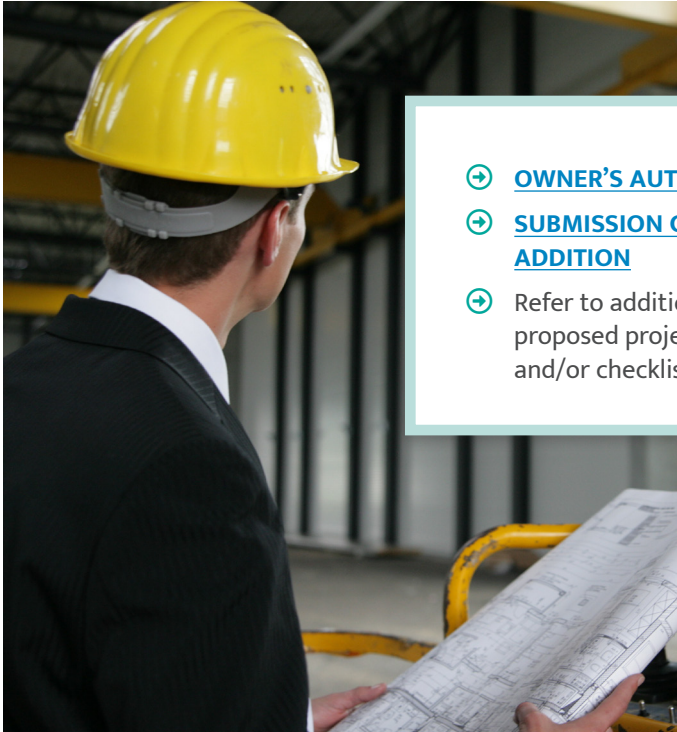
- ➔ Architect shall confirm any change in Building Code requirements resulting from the increased Building Area.
- ➔ Architect shall confirm all required exits have been provided in compliance with the BC Building Code.
- ➔ Parking calculations required to be provided in compliance with the Abbotsford Zoning Bylaw (Section 150).
- ➔ Refer to [ALL ADDITIONS](#) section above for remaining requirements.



PART 4 NEW BUILDINGS

ALL NEW BUILDINGS

Requirements for your application submission(s):



- ➔ [OWNER'S AUTHORIZATION](#)
- ➔ [SUBMISSION CHECKLIST – COMPLEX BUILDING – NEW AND ADDITION](#)
- ➔ Refer to additional headings below that most closely match your proposed project scope for other applicable requirements, forms and/or checklists.

MULTI-FAMILY BUILDINGS

In addition to the other documentation specified for [ALL NEW BUILDINGS](#), the Developer must either:

- ➔ Register for New Home Warranty through BC Housing for new strata properties; or
- ➔ Obtain the required exemption from BC Housing for a rental complex and register the applicable covenant on title.
- ➔ Refer to [ALL NEW BUILDINGS](#) section above for remaining requirements.

PART 4 NEW BUILDINGS (continued...)

SHELL ONLY BUILDINGS

In addition to the other documentation specified for [ALL NEW BUILDINGS](#), the following is also required:

- ➔ At least one 2-piece accessible washroom shall be provided in the Shell Building. Additional washroom requirements will be determined during subsequent required tenant improvement applications.
- ➔ Proposed suite unit numbers must be provided for review and acceptance by the Building Department when suite demising walls are established under building permit.
- ➔ Refer to [ALL NEW BUILDINGS](#) section above for remaining requirements.

FOOD PROCESSING

In addition to the other documentation specified for [ALL NEW BUILDINGS](#), the following is also required:

- ➔ [FRASER HEALTH](#) approval required.
- ➔ Refer to [ALL NEW BUILDINGS](#) section above for remaining requirements.

CARE AND TREATMENT FACILITIES

In addition to the other documentation specified for [ALL NEW BUILDINGS](#), the following is also required:



- ➔ [FRASER HEALTH](#) unless the business is already regulated under a recognized higher level governing authority.
- ➔ Refer to [ALL NEW BUILDINGS](#) section above for remaining requirements.

PART 5 RESOURCE LINKS

Printed Version Note: Some of the links provided below can only be accessed through the online version available through the City's website at www.abbotsford.ca/buildingpermits.

PROJECT PLANNING

BC Building Code Online: [BC Codes](#)

Development Inquiry Meeting (DIM): [Development Inquiry Meetings | City of Abbotsford](#)

Planning Division: planning-info@abbotsford.ca

Environmental Coordinators: planning-info@abbotsford.ca

Parks, Recreation and Culture: prcoffice@abbotsford.ca

Development Engineering: planning-info@abbotsford.ca

Engineering Division: eng-info@abbotsford.ca

Source Control: eng-info@abbotsford.ca

APPLICATION RESOURCES

WebMap: [Abbotsford Map Viewer](#)

[Application Forms](#)

[Plumbing Permits](#)

[Sprinkler Permits](#)

[Sign Permits](#)

[Application Checklists](#)

[Bulletins and Updates](#)

OTHER AGENCIES

Technical Safety BC (Gas and Electrical permits): [Home | TSBC \(technicalsafteybc.ca\)](#)

WorkSafe: [WorkSafeBC](#)

Fraser Health (Food Safety): [Food Safety Program - Fraser Health Authority](#)

Fraser health (Childcare): [Community Care Facilities Licensing - Fraser Health Authority](#)

Fraser Health: [Home - Fraser Health Authority](#)

Architects Institute of BC (AIBC): [AIBC – Architectural Institute of British Columbia](#)

Engineers and Geoscientists of BC (EGBC): [Engineers and Geoscientists BC \(egbc.ca\)](#)

Building and Safety Standards Branch (BSSB): [Contact Us - Province of British Columbia \(gov.bc.ca\)](#)

Ministry of Environment and Climate Change Strategy: [Ministry of Environment and Climate Change Strategy - Province of British Columbia \(gov.bc.ca\)](#)

BC Housing: [Home | BC Housing](#)

Agricultural Land Commission (ALC): [Home - Provincial Agricultural Land Commission \(gov.bc.ca\)](#)