

Civic Address:

INCOMPLETE SUBMISSIONS CANNOT BE ACCEPTED

The items stated below are minimum submission requirements for all new residential 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 and located in close proximity to the proposed building. 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"/> |
| Topographic Survey from a BCLS is required for all infill and rural properties. | <input type="checkbox"/> |
| PDF of Architectural 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). <ul style="list-style-type: none"> <input type="checkbox"/> Site Plan showing all existing and proposed structure(s) <input type="checkbox"/> Floor Plans <input type="checkbox"/> Elevations <input type="checkbox"/> Cross Section <p>*Note: Emails exceeding 10MB must be sent through eft.abbotsford.ca/dropoff*</p> | <input type="checkbox"/> |
| Energy Step Code Supporting Documentation including the Completed Pre-Construction BC Energy Compliance Report and EnerGuide Homeowner Information Sheet. | <input type="checkbox"/> |

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

RESIDENTIAL NEW BUILDING SUBMISSION CHECKLIST

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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 |
|---|--------------------------|--------------------------|
| <p>PDF of Structural Drawings (uncertified and digitally sealed), where the structural design exceeds Part 9 of the BCBC and is not included on the Architectural Drawings, 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).</p> <p>*Note: Emails exceeding 10MB must be sent through eft.abbotsford.ca/dropoff*</p> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Original Sealed Letter(s) of Assurance (Schedule B & A) for all engineers and architects involved in the project.</p> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Geotechnical Supporting Documentation is required if you are submitting a Schedule B – Geotechnical.</p> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>PDF of Shoring Plans (uncertified and digitally sealed), when excavation exceeds 1.2m in depth and excavation is within Steep Slope Development Permit Area and/or is in close proximity to adjacent properties, 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).</p> <p>*Note: Emails exceeding 10MB must be sent through eft.abbotsford.ca/dropoff*</p> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Storm Infiltration/Detention Design is required for all building projects located in urban areas, and all projects exceeding an aggregate lot coverage 10% or greater in agricultural areas.</p> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Record of Sewerage System - Fraser Health confirmation of acceptance required where septic systems are proposed.</p> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>All proposed buildings and driveways in the ALR requiring fill or soil deposits and in excess of any ALC Bill 52 regulation limitations must apply to the Agricultural Land Commission (ALC) for a "Notice of Intent" (NOI). Building Permits are not permitted to be issued prior to the ALC granting an exemption to these Provincial regulations (Bill 52). Sand and gravel required for the underslab aggregate material also counts as "fill" for these regulations.</p> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>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.</p> | <input type="checkbox"/> | <input type="checkbox"/> |

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

May 8, 2024

