

Civic Address:

INCOMPLETE SUBMISSIONS CANNOT BE ACCEPTED

The items stated below are minimum submission requirements for all residential addition 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 addition. 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 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"/>
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
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>*Note: Emails exceeding 10MB must be sent through eft.abbotsford.ca/dropoff*</p>	<input type="checkbox"/>
	Included

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

RESIDENTIAL ADDITION SUBMISSION CHECKLIST

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Original Sealed Letter(s) of Assurance (Schedule B & A) for all engineers and architects involved in the project.	<input type="checkbox"/>	<input type="checkbox"/>
All proposed additions, 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.	<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

