

Civic Address:

## INCOMPLETE SUBMISSIONS CANNOT BE ACCEPTED

The items stated below are minimum submission requirements for all swimming pool 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	
<b>Completed Application Form and Fees</b> <ul style="list-style-type: none"> <li>Application fees are due at application submission.</li> <li><a href="#">Building Permit Portal</a> (<a href="http://services.abbotsford.ca/portal">services.abbotsford.ca/portal</a>) account must be created prior to application submission.</li> </ul>	<input type="checkbox"/>	
<b>Completed Letter of Authorization</b> – Each owner of the property must sign this form.	<input type="checkbox"/>	
<b>Title Search (retrieved within the last 30 days)</b> for each property involved must be submitted with this application. A <b>\$25 fee</b> for document retrieval will be required if the application does not include this document at time of submission.	<input type="checkbox"/>	
<b>Identification of Contaminated Sites Form</b> (where submission to Ministry of Environment and Climate Change Strategy is required, a \$100 processing fee is applicable).	<input type="checkbox"/>	
<b>PDF of a Site Plan (uncertified and digitally sealed, if applicable)</b> emailed to <a href="mailto:building-info@abbotsford.ca">building-info@abbotsford.ca</a> 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).	<input type="checkbox"/>	
<b>PDF of Structural Drawings (uncertified and digitally sealed)</b> emailed to <a href="mailto:building-info@abbotsford.ca">building-info@abbotsford.ca</a> 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). <b>*Note: Emails exceeding 10MB must be sent through <a href="http://eft.abbotsford.ca/dropoff">eft.abbotsford.ca/dropoff</a>*</b>	<input type="checkbox"/>	
<b>Original Sealed Letters of Assurance – Schedule B:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Structural</li> <li><input type="checkbox"/> Geotechnical (and Geotechnical Report) – required for sloping sites and projects located in the floodplain.</li> </ul>	<input type="checkbox"/>	
<b>Note:</b> 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.	<b>N/A</b>	<b>Included</b>
<b>Geotechnical Report</b> – If you’re submitting a Schedule B-Geotechnical, you require either signed and sealed Geotechnical drawings or a Geotechnical Report at time of application ( <i>must be originals</i> ).	<input type="checkbox"/>	<input type="checkbox"/>
Application 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"/>