

Civic Address:

INCOMPLETE SUBMISSIONS CANNOT BE ACCEPTED

The items stated below are minimum submission requirements for all tenant improvement 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"/>
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) <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 (<i>refer to applicable Consultant Checklist</i>): <ul style="list-style-type: none"> <input type="checkbox"/> Coordinating Registered Professional – Schedule A <input type="checkbox"/> Architectural – Schedule B <input type="checkbox"/> Structural – Schedule B <input type="checkbox"/> Mechanical – Schedule B <input type="checkbox"/> Plumbing – Schedule B <input type="checkbox"/> Electrical – Schedule B <input type="checkbox"/> Fire Suppression (Sprinkler) – Schedule B 	<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
Separate Sprinkler Permit Submission (if required)	<input type="checkbox"/>
Building Code Analysis Report	<input type="checkbox"/>
Strata Authorization Letter	<input type="checkbox"/>