

This form is for requesting an amendment to Building Permit application information only and is not required when submitting Plan Revisions.

INCOMPLETE SUBMISSIONS WILL NOT BE PROCESSED

1. Complete this form and include applicable additional requirements listed below.
2. Submit complete application package in-person at City Hall – Building Permits & Licences Division.
3. Pay the \$75 administrative fee and any other applicable fees.

Building Permit Number(s): _____

Civic Address: _____

Change(s) to Application:

Change of Applicant

Change of Registered Owner(s)

Change of Contractor

Additional Requirements:

- **Applicant:** Letter of Authorization (enclosed) may be required.
- **Registered Owner(s):**
 - Letter of Authorization (enclosed) may be required.
 - A \$25 fee for document retrieval will be required if a current Land Title Document (retrieved within the last 30 days) is not submitted with this application.
- **Contractor:**
 - Letter of Authorization (enclosed) may be required.
 - New Home Warranty (proof of Licencing and Consumer Services Registration from BC Housing which specifies Owner Builder or Licenced Residential Builder).
 - Amendments to plumbing permits require a photocopy (front and back) of the Plumber's trade qualification card and photo identification.

Complete the applicable sections with amended information:

APPLICANT INFORMATION

Owner

Owner's Authorized Agent (completed Letter of Authorization required)

Name: _____

Business Name (if applicable): _____

Mailing Address: _____

City: _____ Postal Code: _____

Phone: _____ Email: _____

REGISTERED OWNER(S) OF THE PROPERTY

Name(s): _____

Mailing Address: _____

City: _____ Postal Code: _____

Phone: _____ Email: _____

CONTRACTOR INFORMATION

(City of Abbotsford requires that all businesses have a valid City of Abbotsford or Intermunicipal Business Licence.)

Name: _____

Business Name: _____

Mailing Address: _____

City: _____ Postal Code: _____

Phone: _____ Email: _____

City of Abbotsford or Intermunicipal Business Licence No.: _____

I hereby make an application for an amendment to the above building permit in accordance with the information stated above and declare that the information provided is complete. I further agree to comply with all bylaws now in force or which hereafter may come into force in the City of Abbotsford.

This form is completed by (please print)

Agent Owner

Signature

Date



BUILDING PERMIT AMENDMENT APPLICATION

ACKNOWLEDGEMENT OF NOTICE OF COLLECTION OF PERSONAL INFORMATION

Personal information collected within this building permit and application file is collected for the purpose of processing this application and for administration and enforcement. The personal information is collected under the authority of the Local Government Act, the City's bylaws and Section 26 of the Freedom of Information and Protection of Privacy Act (the "Act"). Under the Act, personal information cannot be used or disclosed other than for the purpose for which it was collected, except with the consent of the individual whom the information is about or otherwise in accordance with law.

By initialing this application I hereby consent that all information, including my personal information, within this building permit and application file, may be made available to the public upon request.

Initials of Applicant: _____

If you have any questions about this collection and use of your personal information, contact the Information and Privacy Coordinator at 604-864-5575 or FOI@abbotsford.ca or mail to: City of Abbotsford, 32315 South Fraser Way, Abbotsford BC V2T 1W7

CONSENT TO RELEASE PERSONAL INFORMATION

Pursuant to Section 22 of the Freedom of Information and Protection of Privacy Act, I understand that all information provided to the City of Abbotsford is subject to the provision of the Freedom of Information and Protection of Privacy Act. I consent to the City of Abbotsford releasing my personal information related to this application.

Initials of Applicant: _____

The owner/applicant is responsible for ensuring compliance with the BC Heritage Conservation Act, including steps to determine whether or not a site is an archaeological site. It is against the law to alter an archaeological site without first obtaining a permit to do so from the Archaeology Branch, Ministry of Tourism, Sport and the Arts.

WAIVER, RELEASE AND INDEMNIFICATION AGREEMENT

BY SUBMITTING THIS PERMIT APPLICATION, YOU, OR THE PARTY ON WHOSE BEHALF YOU ACT, ARE GIVING UP CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE, AND ASSUMING CERTAIN OBLIGATIONS, SUCH AS THE OBLIGATION TO INDEMNIFY THE CITY OF ABBOTSFORD

PLEASE READ THE FOLLOWING PROVISIONS CAREFULLY

In consideration and as a condition of the City of Abbotsford (the "City") granting the permit applied for, each of the Owner, the Owner's Authorized Agent (for himself and on behalf of and with instructions from the Owner and any other party on behalf of whom the Authorized Agent acts) and the Applicant (if not Owner of the Owner's Authorized Agent), jointly and severally agree as follows:

Waiver - I/we hereby waive any and all claims whatsoever that I/we may have, or may have in the future, against the City, its directors, officers, elected officials and employees (collectively, the "Releasees") as a result of the issuance of this permit or any work undertaken pursuant to this permit or for any inspection or other action undertaken as a result of this permit, due to any cause whatsoever, including but not limited to negligence or breach of any statutory or other duty of care.

Release - I/we hereby remise, release and forever discharge the Releasees from any and all claims, actions, demands, obligations, liabilities, costs and expenses whatsoever, whether direct or indirect, including without limitation with respect to any damage to person or property, that I/we may suffer or incur, due to any cause whatsoever including negligence or breach of any statutory or other duty of care, as a result of the issuance of this permit or any inspection or action undertaken by the City as a result of this permit..

Indemnity - I/we hereby agree to indemnify and hold harmless the Releasees from and against any and all claims, actions, demands, obligations, liabilities, costs or expenses whatsoever and howsoever arising, including arising out of or with respect to any damage to any person or property incurred by myself, the party for whom I act as agent, or any other party, which may in any way arise or accrue against the Releasees as a result of or incidental to the issuance of this permit.

No Representations, Warranties or Guarantees -The City has not made any representations, warranties or guarantees with respect to any matter relating to this permit or any work to be undertaken pursuant to this permit, including without limitation compliance with City bylaws or any other provincial or federal act or regulation in force in the City. I/we hereby agree that I/we will be solely responsible for ensuring that all work carried out pursuant to this permit is in compliance with all applicable City bylaws and any other provincial or federal act or regulation in force in the City. I/we further agree that I/we do not rely on the City to notify me/ us of any defects in this permit Application or supporting documentation and that any inspection or other actions undertaken by the City are not intended to ensure and will not ensure that any work complies with the applicable City bylaws or any other provincial or federal act or regulation in force in the City.

I agree to conform to all applicable requirements of City of Abbotsford bylaws and all other applicable provincial or federal statutes in force in the City of Abbotsford.

Initials of Applicant: _____



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

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

LETTER OF AUTHORIZATION (BUILDING PERMITS)

Civic Address: _____

Legal Description (if civic address not available): _____

Brief Description of Work: _____

This document shall serve to notify the City of Abbotsford that I am/we are the legal owners(s) of the property described above and do authorize the person indicated below (Authorized Agent) to act on my/our behalf on all matters pertaining to the referenced Permit Application(s) for the above referenced property, including the authority to endorse application documents on my/our behalf.

It is understood that until the City is advised in writing that the Authorized Agent no longer acts on behalf of the Owner, the City will deal with the Authorized Agent with respect to all matters pertaining to the Permits referred to in this Authorization Form. This authorization supersedes any previous agent authorization.

REGISTERED OWNER(S)

Name(s): _____

*(List **all owners** as they appear on title. All Owners must sign this section.)*

Signature of owner _____ Owner's name (print) _____

Email _____ Phone Number _____ Date _____

Signature of 2nd owner (if applicable) _____ Owner's name (print) _____

Email _____ Phone Number _____ Date _____

Signature of 3rd owner (if applicable) _____ Owner's name (print) _____

Email _____ Phone Number _____ Date _____

Signature of 4th owner (if applicable) _____ Owner's name (print) _____

Email _____ Phone Number _____ Date _____

AUTHORIZED AGENT (person acting on behalf of another person or group)

Name: _____

Business Name (if applicable): _____

Mailing Address: _____

City: _____ Postal Code: _____

Phone: _____ Email: _____

Signature of Authorized Agent _____ Agent's Name (print) _____ Date _____

BUILDING PERMITS & LICENCES

604-864-5525

building-info@abbotsford.ca

www.abbotsford.ca

May 25, 2023

