

Civic Address:

INCOMPLETE SUBMISSIONS CANNOT BE ACCEPTED

The items stated below are minimum submission requirements for all secondary suite 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
<p>Completed Application Form and Fees</p> <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"/>
<p>Completed Letter of Authorization – <u>Each</u> owner of the property must sign this form.</p>	<input type="checkbox"/>
<p>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.</p>	<input type="checkbox"/>
<p>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).</p> <ul style="list-style-type: none"> <input type="checkbox"/> Site Plan showing all required off-street parking stalls and path to suite entrance <input type="checkbox"/> Floor Plans <p>*Note: Emails exceeding 10MB must be sent through eft.abbotsford.ca/dropoff*</p>	<input type="checkbox"/>