

RESIDENTIAL NEW & ADDITIONS

Application Guide

PURPOSE

Building projects today have a wide range of requirements and complexity beyond simply providing a set of blue prints. The purpose of this guide is to assist you with these requirements. While this guide is not required to be submitted with your application, it is recommended to review the contents early in the planning stage for your project. Understanding the requirements will help ensure your application is successful and avoid many unanticipated costs and/or delays. If you are not familiar with building construction, we would encourage you to engage the services of a construction and/or home design professional to guide you through your project.



IDENTIFICATION OF PROJECT SCOPE

Review the questions below to confirm which section of this guide applies to your project.

1. Does this project propose less than 75% new construction (excluding foundation) when completed? Y/N

YES : Proceed to [PART 1 – ADDITIONS](#)

NO : Proceed to [PART 2 – NEW](#)

NOTE: Throughout this application guide, you may encounter references to contact other City Departments or references to other forms and checklists. In all cases, the applicable links to these other documents or departments may be found in the [RESOURCE LINK](#) section located at the back of this guide.

- **SUBMISSION CHECKLISTS** - Used to assist in determining the documents required to be submitted.
- **DRAWING CHECKLISTS** - Used to determine information required to be included on the drawings.
- **ZONING COMPLIANCE CHECKLIST** - Used to assist in determining project limits of the Zoning Bylaw.

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PART 1 ADDITIONS

Only projects that will be less than 75% new construction (excluding foundation) after completion may use Part 1 - Additions. All projects proposing more than 75% new construction (excluding foundation) are considered new buildings and must meet all applicable Bylaws, Codes, and Regulations (refer to [PART 2 – NEW](#)).

ALL ADDITIONS

Requirements, Documentation, Forms and Checklists for your application:

- ➔ Owner's Authorization - See [FORMS](#)
- ➔ Zoning Compliance (Residential) [CHECKLIST](#)
- ➔ Submission [CHECKLIST – RESIDENTIAL - ADDITION](#)
- ➔ Drawing [CHECKLIST – RESIDENTIAL - ADDITION](#)
- ➔ Refer to headings below that most closely match your proposed project scope(s) for other applicable requirements, forms and/or checklists.
- ➔ All gas and electrical installations are regulated by the province. All required gas and/or electrical permits must be obtained through Technical Safety BC.
- ➔ Refer to [PART 3 – ADDITIONAL REQUIREMENTS](#) for other applicable requirements.

DECK ADDITIONS

In addition to the other forms specified for ALL ADDITIONS, the following is also required:



- ➔ Site [CONTAMINATION FORM](#)
- ➔ Refer to [PART 3 – ADDITIONAL REQUIREMENTS](#) for other applicable requirements, specifically:
 - AGRICULTURAL LAND COMMISSION
 - PLANNING (Watercourses)
 - TREES
 - ENGINEERING DEPARTMENT (Soil deposits and removals)

PART 1 ADDITIONS (continued..)

ADDITIONS INCREASING THE BUILDING FOOTPRINT

In addition to the other forms specified for [ALL ADDITIONS](#), the following is also required:

- ➔ Site [CONTAMINATION FORM](#)
- ➔ Refer to [PART 3 – ADDITIONAL REQUIREMENTS](#) for other applicable requirements, specifically:
 - SERVICING
 - AGRICULTURAL LAND COMMISSION
 - PLANNING
 - TREES
 - AIRPORT FLIGHT PATH
 - FLOODPLAIN
 - DEVELOPMENT COST CHARGES
 - ENGINEERING DEPARTMENT



VERTICAL ADDITIONS (No Increase In Building Footprint)

In addition to the other forms specified for [ALL ADDITIONS](#), the following is also required:

- ➔ Refer to [PART 3 – ADDITIONAL REQUIREMENTS](#) for other applicable requirements, specifically:
 - SERVICING
 - AGRICULTURAL LAND COMMISSION
 - AIRPORT FLIGHT PATH
 - FLOODPLAIN
 - DEVELOPMENT COST CHARGES



PART 1 ADDITIONS (continued...)

INTERIOR FLOORSPACE ADDITIONS (No Exterior Additions)

In addition to the other forms specified for [ALL ADDITIONS](#), the following is also required:

- ➔ Refer to [PART 3 – ADDITIONAL REQUIREMENTS](#) for other applicable requirements, specifically:
 - SERVICING
 - AGRICULTURAL LAND COMMISSION
 - DEVELOPMENT COST CHARGES





PART 2 NEW BUILDINGS

ALL NEW BUILDINGS

Requirements, Documentation, Forms and Checklists for your application:

- ➔ Submission [CHECKLIST – RESIDENTIAL - ADDITION](#)
- ➔ Drawing [CHECKLIST – RESIDENTIAL - ADDITION](#)
- ➔ Site [CONTAMINATION FORM](#)
- ➔ Owner's Authorization - See [FORMS](#)
- ➔ Zoning Compliance (Residential) [CHECKLIST](#)
- ➔ Refer to headings below that most closely match your proposed project scope(s) for other applicable requirements, forms and/or checklists.
- ➔ Refer to [PART 3 – ADDITIONAL REQUIREMENTS](#) for other applicable requirements, specifically:
 - SERVICING
 - AGRICULTURAL LAND COMMISSION
 - PLANNING
 - TREES
 - AIRPORT FLIGHT PATH
 - FLOODPLAIN
 - DEVELOPMENT COST CHARGES
 - ENGINEERING DEPARTMENT



 **PART 2** NEW BUILDINGS *(continued...)*

NEW DWELLINGS

In addition to the other requirements specified for [ALL NEW BUILDINGS](#), the following is also required:

- ➔ Energy Step Code - BC Energy Compliance Report - See [FORMS](#)
- ➔ [BC HOUSING APPROVAL](#)



PART 2 NEW BUILDINGS (continued...)

SHIPPING CONTAINER BUILDINGS

Shipping container buildings may not be permitted in some areas. Please review the following section before purchasing a Shipping Container or submitting an application. The BC Building Code may require additional upgrades depending on the proposed use of the building.

1. Does the Abbotsford Zoning Bylaw designate the principal use of this property as a Residential Use? Y/N

YES : A shipping container is not permitted to be used as a storage building in any RR, CR, SR, RS or N zones where a Single Detached Dwelling or Duplex is the Principal Use.

NO : Proceed to apply as follows:

Requirements, Documentation, Forms and Checklists for your application:

- ➔ [SUBMISSION CHECKLIST – RESIDENTIAL - NEW](#)
- ➔ [OWNER’S AUTHORIZATION](#)
- ➔ Refer to [PART 3 – ADDITIONAL REQUIREMENTS](#) for other applicable requirements, specifically:
 - AGRICULTURAL LAND COMMISSION
 - TREES
 - FLOODPLAIN
 - DEVELOPMENT COST CHARGES
- ➔ 2 Copies of Floorplan drawings (to include):
 - Door sizes
 - Window sizes
 - Location and size of air vents to provide the required natural ventilation (top and bottom)
- ➔ 2 Copies of Elevation drawings (to include):
 - Calculations to confirm proposed unprotected area for windows and doors in the building face does not exceed the maximum permitted under the BC Building Code.





PART 3 ADDITIONAL REQUIREMENTS

Review all sections and questions below that apply to your property and project to ensure you are aware and/or have addressed all requirements to avoid delays or redesigns later in the process.

SERVICING

This section applies to projects for new buildings and additions and will assist to determine submission requirements.

Water

Water meters and water service connections older than 20 years are occasionally required to be updated prior to construction of any new serviced buildings. Contact the City of Abbotsford Engineering Department for the required application.

1. Is this property serviced by a well? Y/N

YES : Location of well must be shown on the Site Plan.

NO : Proceed to question 2 ([SEPTIC](#)).

Septic

2. Is this property serviced by a septic system? Y/N

YES : Proceed to question 3

NO : Proceed to question 4 ([STORM](#))

3. Is this project proposing to use an existing septic system? Y/N

YES : Provide signed and sealed report from a Registered Onsite Wastewater Practitioner (ROWP) confirming that existing field is functioning properly and sized adequately for the new septic loads.

NO : Provide Fraser Health documentation and a copy of the engineered septic design, Proceed to question 4 ([STORM](#))

NOTE: Where a sanitary pump is proposed, a registered covenant indemnifying the City from damages related to any failure of the system will be required.

PART 3 ADDITIONAL REQUIREMENTS *(continued...)*

SERVICING *(continued...)*

Storm

4. Is this property located in the Agricultural Land Reserve? Y/N

YES : Refer to chart below referencing storm water detention requirements and the triggering requirements.

NO : Proceed to **PLANNING** section for other requirements as applicable.

Where the total area of all buildings and driveways (impermeable surfaces) on the property is:	The Level of Storm water detention required:
Less than 10% of the lot area with no in-ground basements or crawlspaces proposed	No detention required
Less than 10% of the lot area with in-ground basements or crawlspaces proposed	Engineered Infiltration System required
Between 10% and 20% of the lot area	Engineered Infiltration System required
Greater than 20% of the lot area	Engineered Storm Water Management and Detention plan from a Civil Engineer
Greater than 3,700m ²	Engineered Storm Water Management and Detention plan from a Civil Engineer



**PART 3** ADDITIONAL REQUIREMENTS (*continued...*)**SERVICING** (*continued...*)**Service Reconnection or Upgrades****UTILITY RECONNECT/UPGRADE** (Engineering Dept.)

Your property may require reconnection or upgrading of the utility services. Below is a table with the fees required under the City of Abbotsford, Waterworks Regulation Bylaw, 2017 and the City of Abbotsford, Sewer Regulations Bylaw, 2017.

Sanitary Service Reconnect	At Cost - Services will be billed to the customer once City services works are complete.
Storm Service Reconnect	At Cost - Services will be billed to the customer once City services works are complete.
Plumbing Inspection	\$75.00 (\$100.00 for both)
Water Service Reconnect	\$63.00 + \$250.00 (Sec. Dep.) = \$313.00
Water Service Upgrade - 18mm (Three (3) bathrooms -)	\$4,225.00 + \$250.00 (Sec. Dep.) = \$4,475.00
Water Service Upgrade - 25mm (Four (4) bathrooms +)	\$4,570.00 + \$250.00 (Sec. Dep.) = \$4,820.00

If your property includes Water, Sanitary and (or) Storm connection(s), you will be required to have an inspection completed during demolition, this may result in repairs or replacements being required. If required, replacement would be completed under a recoverable work order (SM02#). You will receive a phone call and permits authorizing this work.



PART 3 ADDITIONAL REQUIREMENTS *(continued...)*

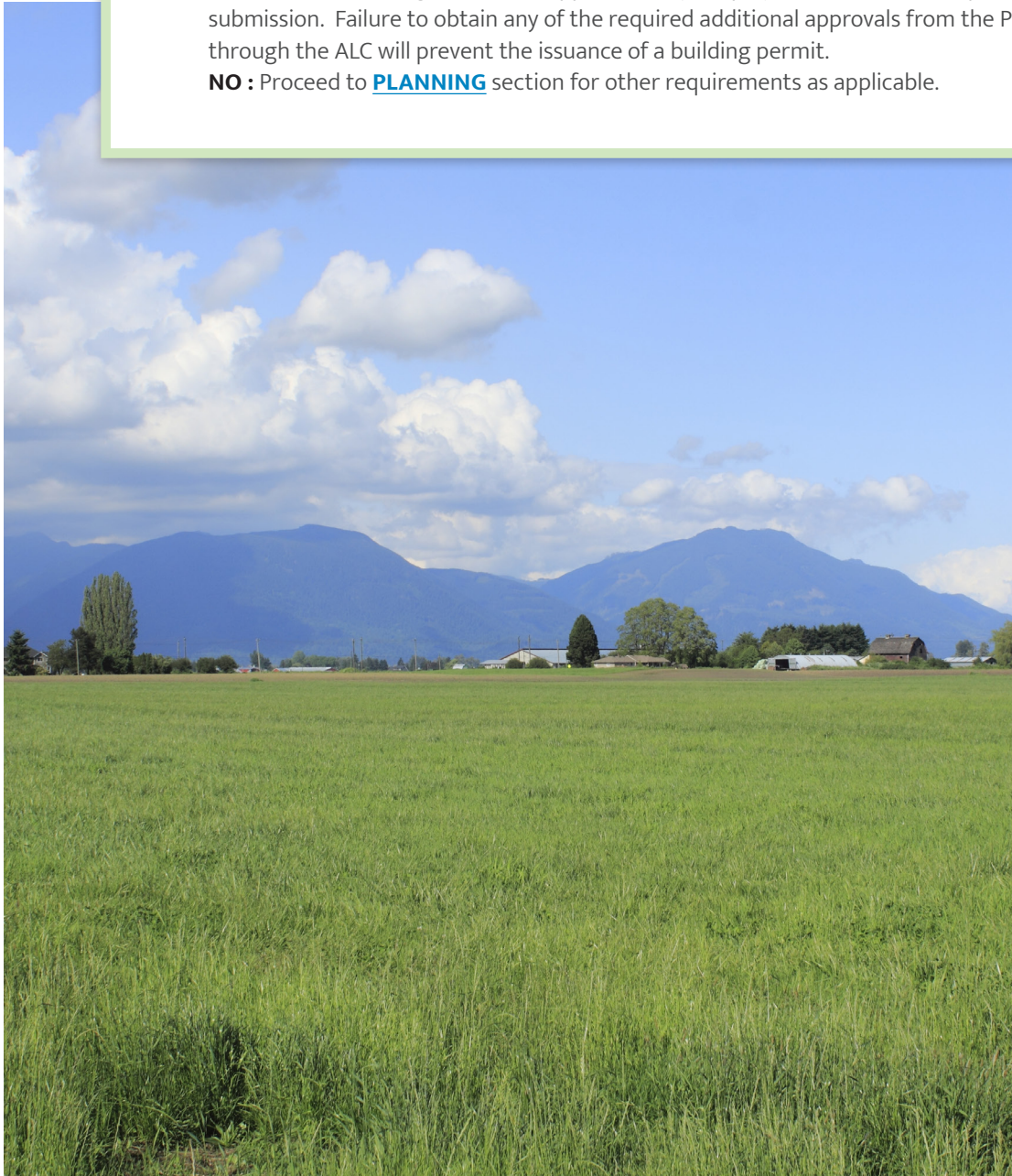
AGRICULTURAL LAND COMMISSION

This section applies to projects for new buildings and additions in the Agricultural Land Reserve (ALR) and will assist to determine the Agricultural Land Commission (ALC) requirements for your property and project.

1. Is this project located in the Agricultural Land Reserve? Y/N

YES : Per the ALC, additional approvals may be required based on the proposed scope of work. Review each following sections as applicable to your project to ensure a complete application submission. Failure to obtain any of the required additional approvals from the Province through the ALC will prevent the issuance of a building permit.

NO : Proceed to [PLANNING](#) section for other requirements as applicable.





PART 3 ADDITIONAL REQUIREMENTS *(continued...)*

AGRICULTURAL LAND COMMISSION *(continued...)*

Principle Residence

Non-Adhering Residential Use (NARU) application

- ➔ Floor area is limited to maximum 500m². Open attic spaces and staircases to the lower floors are included in the design floor area.
- ➔ An additional 42m² for an attached garage or carport is permitted.
- ➔ Basement floor areas that are minimum 50% below the surrounding finished grades are excluded.
- ➔ Projects that do not comply with all of the above will require a NARU application through both the Planning Department and the ALC.
- ➔ Refer to the ALC's Bulletin 5 (see link below) for more information.

Notice of Intent (NOI) application

- ➔ Maximum permitted lot coverage of principle residence plus the driveway necessary to serve the residence (not to exceed 6m wide) is limited to maximum 1,000m².
- ➔ This permitted area does not include any other additional buildings, structures, or driveways.
- ➔ Projects that do not comply will require a Notice of Intent application (NOI) for the proposed soils and/or fills through the ALC.
- ➔ Refer to the ALC's FAQ and Bulletin 7 (see link below) for more information.

Second Dwelling

Non-Adhering Residential Use (NARU) application

- ➔ For parcels less than 40 hectares (400,000m²), the maximum floor area is limited to 90m² (968 sq.ft.).
- ➔ For parcels greater than 40 hectares (400,000m²), the maximum floor area is limited to 186m² (2,002 sq.ft.).
- ➔ Projects that do not comply will require a NARU application through both the Planning Department and the ALC.
- ➔ Refer to the ALC's Bulletin 5 (see link below) for more information.

Notice of Intent (NOI) application

- ➔ In all cases you require a Notice of Intent application (NOI) for the proposed soils and/or fills through the ALC.
- ➔ Refer to the ALC's FAQ and Bulletin 7 (see link below) for more information.

PART 3 ADDITIONAL REQUIREMENTS (continued...)

Accessory Buildings, Structures, and Driveways

Notice of Intent (NOI) application

- ➔ In all cases you require a Notice of Intent application (NOI) for the proposed soils and/or fills through the ALC, unless the proposed building is designated for Farm Use only.
- ➔ Refer to the ALC’s FAQ and Bulletin 7 (see link below) for more information.

Refer to the ALC website information bulletins for more information: [BULLETIN 5](#) and [BULLETIN 7](#)

PLANNING

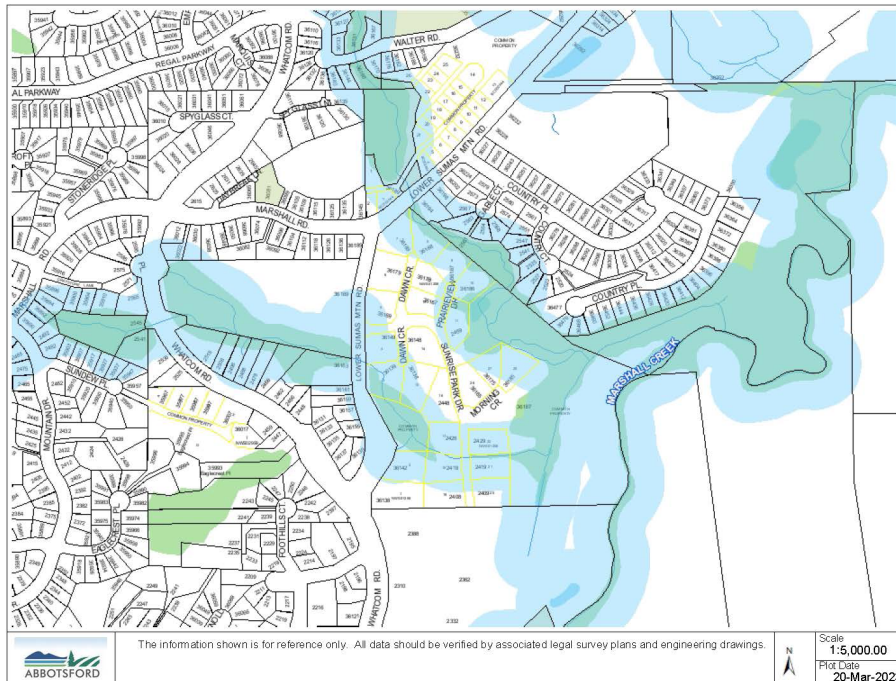
This section applies to projects for new buildings and additions and will assist to determine if additional considerations are required during the project design stage.

Development Permits

Ensure you have reviewed each of the following sections as they may pertain to your property and affect your proposed project.

- ➔ Natural Environment Development Permit (NEDP)
- ➔ Steep Slope Development Permit (SSDP)

Refer to [WEBMAP](#). If your property and/or project is located in the mapped area there will be additional limits or approvals pertaining to your project. Contact the Planning Department for more information at planning-info@abbotsford.ca.



PART 3 ADDITIONAL REQUIREMENTS (continued...)

PLANNING (continued...)

Watercourses

This section applies to projects for new buildings and additions and will assist to determine the fish habitat considerations required for your property and project.

For the purpose of this section, a watercourse is defined as any ditch, stream, creek, river, or other body of water connected to protected fish habitats. It includes watercourses that may periodically be dry during portions of the year.

1. Are there any streams, ditches, or other watercourses on or adjacent to the property? Y/N

YES : Have your designer refer to the Streamside Protection Bylaw for required minimum building setbacks measured to the top of bank for the watercourse.

NO : Proceed to [WILDLIFE HABITATS](#) section for other requirements as applicable.





PART 3 ADDITIONAL REQUIREMENTS (continued...)

PLANNING (continued...)

Wildlife Habitats

Ensure you have reviewed your property for the existence of any protected wildlife including:

- ➔ Critical Habitats
- ➔ Nests

Refer to [WEBMAP](#). If your property has a protected nest or habitat identified there may be additional limits or approvals pertaining to your project. Contact the Planning Department (Environmental Coordinators) for more information on any protected species at planning-info@abbotsford.ca.



TREES

This section applies to projects for new buildings and additions and will assist to determine the requirements for additional permits from the Parks, Recreation and Culture Department (PRC).

1. **Are there any trees with trunk diameter of 8" or greater on or adjacent to the property? Y/N**

YES : Proceed to question 2

NO : Proceed to [AIRPORT FLIGHT PATH](#) section for other requirements as applicable.

2. **Are any of the trees proposed to be removed? Y/N**

YES : Tree Cutting Permit required (Contact [Parks, Recreation and Culture](#)).

NO : Tree Protection Fencing required to be placed and verified by PRC prior to permit issuance.

PART 3 ADDITIONAL REQUIREMENTS (continued...)

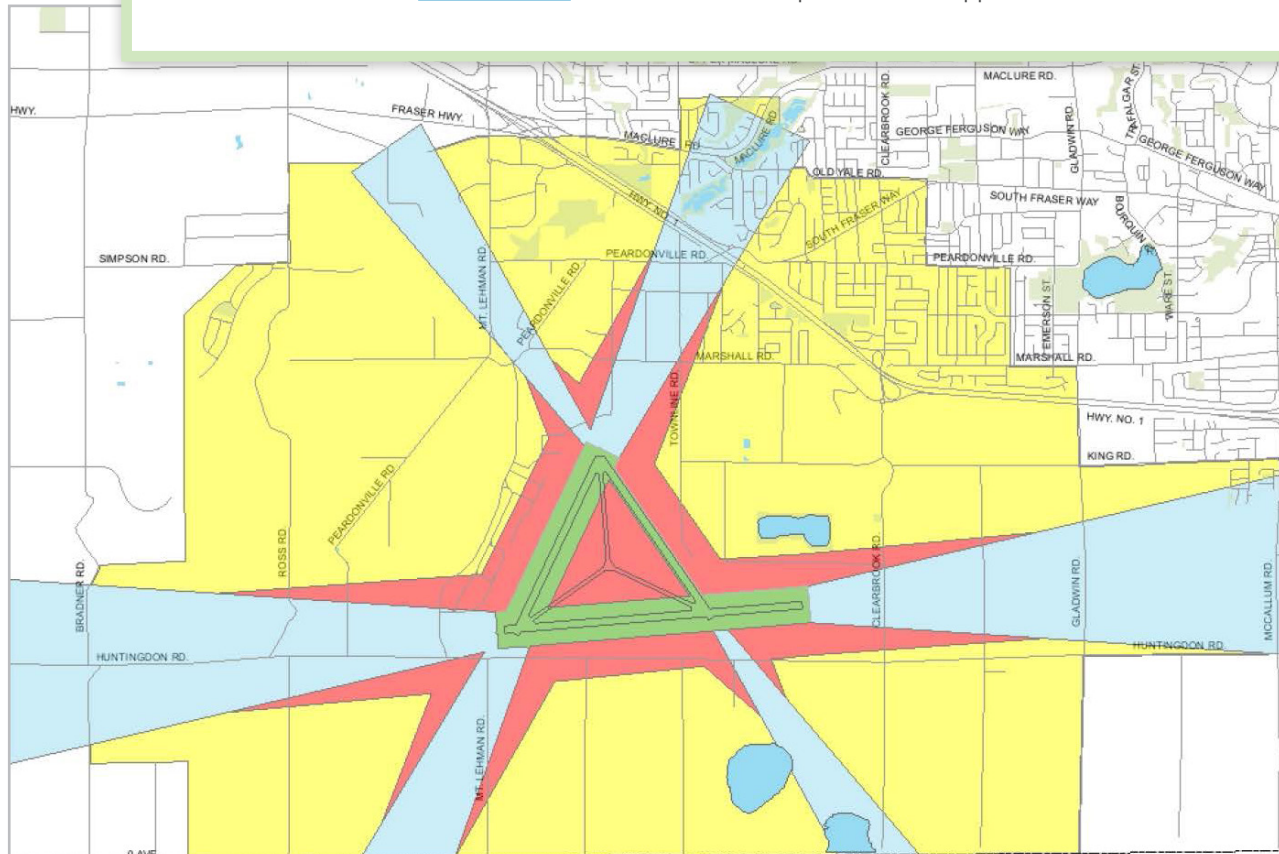
AIRPORT FLIGHT PATH

This section applies to projects for new buildings and additions and will assist to determine the airport flight path considerations required by the Federal Government for your property and project.

1. Is the property located in one of the designated Airport Flight Path Zones? Y/N

YES : Additional applications to NavCan and Transport Canada are required. Have your designer refer to the maximum permitted heights as stated in the Airport Zoning. These required approvals are required by these federal agencies even if the proposed project is below the maximum permitted height.

NO : Proceed to [FLOODPLAIN](#) section for other requirements as applicable.



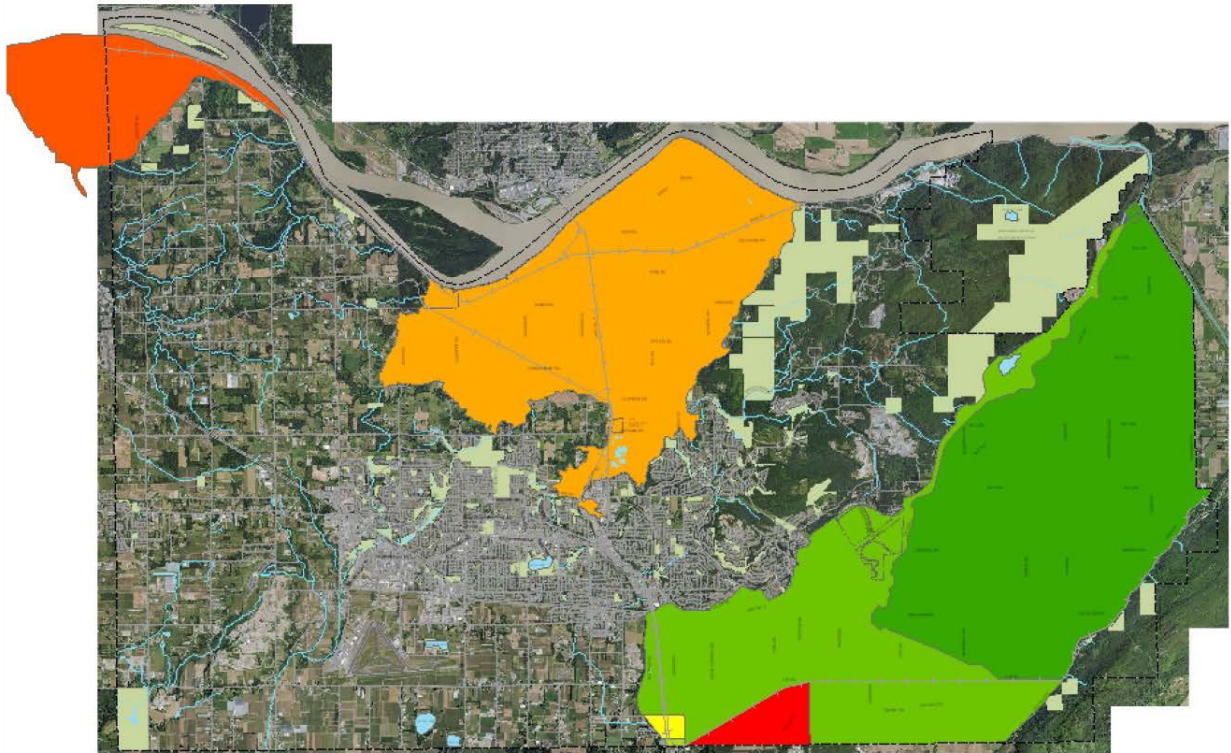
PART 3 ADDITIONAL REQUIREMENTS *(continued...)*

FLOODPLAIN

This section applies to projects for new buildings and additions and will assist to determine if flood elevations should be considered during the project design stage.

Refer to [WEBMAP](#). If your property and/or project is located in one of the mapped flood zone areas, the following will apply:

- ➔ **Covenant on Title** – A registered flood proofing covenant will be required to be registered on title for your property.
- ➔ **Flood Hazard Assurance (Appendix J)** – This document may be requested during the plan review stage (to be completed by a qualified Engineer) for projects deemed to be at a higher risk of damage from a flood event.
- ➔ **Minimum flood elevations** – Your designer will need to review the Zoning Bylaw to determine required minimum floor elevations during the design stage.



PART 3 ADDITIONAL REQUIREMENTS *(continued...)*

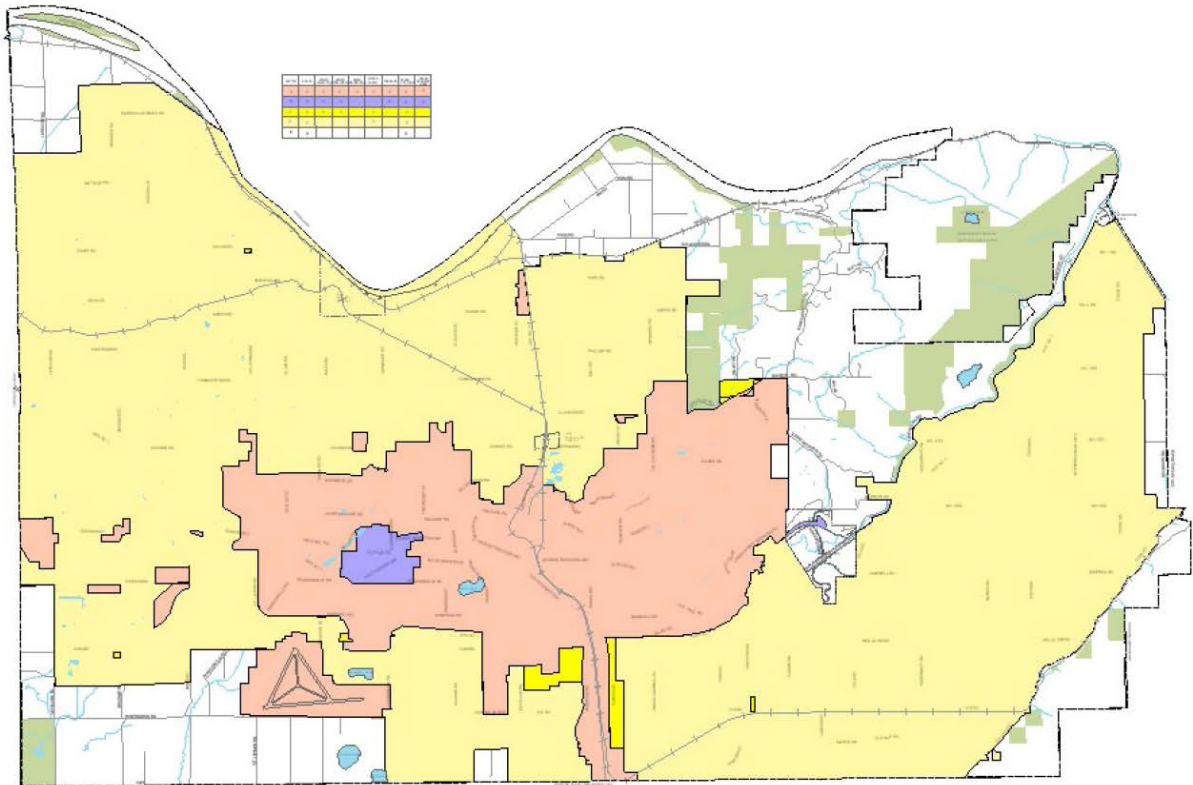
DEVELOPMENT COST CHARGES

Development Cost Charges (DCC's) are generally collected during the Subdivision phase for projects in the urban areas. However DCC's may also be required for projects located on older properties or those located outside the urban areas such as those zoned for Agricultural Use, or in the Huntingdon Village area.

DCC's will be required for properties zoned for Agricultural Use where:

- ➔ A new residential building is proposed;
- ➔ Any new building serviced by City water is proposed;
- ➔ Additional floor area is proposed to an existing dwelling; or
- ➔ Additional floor area is proposed to any building serviced by City water.

Some projects in the Huntingdon Village area (located near the Sumas border crossing) will also have DCC's required. Please contact [DEVELOPMENT ENGINEERING](#) for more information regarding proposed projects in this area.





PART 3 ADDITIONAL REQUIREMENTS *(continued...)*

ENGINEERING DEPARTMENT

This section applies to projects for new buildings and additions and will assist to determine the requirements for additional permits from the Engineering Division.

Soil Deposits Or Removals

1. Are you proposing to deposit or remove soils and/or fill to the property? Y/N

YES : Soil Deposit or Removal Permit is required, contact [Engineering](#).

NO : Proceed to question 2

Driveways

2. Are you proposing to install a new driveway? Y/N

YES : Highway Excavation Permit (HEP) is required, contact [Engineering](#).

NO : Proceed to next question

3. Are you proposing to alter, relocate, or repave an existing driveway? Y/N

YES : Highway Excavation Permit (HEP) is required, contact [Engineering](#).

NO : Proceed to apply for your project as outlined in all applicable sections above.





PART 4 RESOURCE LINKS

Printed Version Note: Some of the links provided below can only be accessed through the online version available through the City's website at www.abbotsford.ca/buildingpermits.

PROJECT PLANNING

BC Building Code Online: [BC Codes](#)

Development Inquiry Meeting (DIM): [Development Inquiry Meetings | City of Abbotsford](#)

Planning Division: planning-info@abbotsford.ca

Environmental Coordinators: planning-info@abbotsford.ca

Parks, Recreation and Culture: prcoffice@abbotsford.ca

Development Engineering: planning-info@abbotsford.ca

Engineering Division: eng-info@abbotsford.ca

APPLICATION RESOURCES

WebMap: [Abbotsford Map Viewer](#)

[Application Forms](#)

[Plumbing Permits](#)

[Sprinkler Permits](#)

[Application Checklists](#)

[Bulletins and Updates](#)

OTHER AGENCIES

Technical Safety BC (Gas and Electrical Permits): [Home | TSBC \(technicalafetybc.ca\)](#)

WorkSafe: [WorkSafeBC](#)

Fraser Health (Childcare): [Community Care Facilities Licensing - Fraser Health Authority](#)

Architects Institute of BC (AIBC): [AIBC – Architectural Institute of British Columbia](#)

Engineers and Geoscientists of BC (EGBC): [Engineers and Geoscientists BC \(egbc.ca\)](#)

Building and Safety Standards Branch (BSSB): [Contact Us - Province of British Columbia \(gov.bc.ca\)](#)

Ministry of Environment and Climate Change Strategy: [Ministry of Environment and Climate Change Strategy - Province of British Columbia \(gov.bc.ca\)](#)

BC Housing: [Home | BC Housing](#)

Agricultural Land Commission (ALC): [Home - Provincial Agricultural Land Commission \(gov.bc.ca\)](#)