

Civic Address:

## INCOMPLETE SUBMISSIONS CANNOT BE ACCEPTED

The items stated below are minimum submission requirements for all new residential 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> – Application fees are due at application submission.	<input type="checkbox"/>
<b>Completed Letter of Authorization</b> – <u>Each</u> 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>Hardcopy of all covenants, easements and right-of-ways</b> registered on the subject property as a charge or listed as a legal notation and modification to those and located in close proximity to the proposed building. A <b>\$25 fee</b> for document retrieval will be required per document if the application does not include these 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>Topographic Survey</b> from a BCLS is required for all infill and rural properties.	<input type="checkbox"/>
<b>2 Complete Sets of Architectural Drawings</b> to an appropriate scale (the maximum drawing size accepted is A1 or 24"x36"). <input type="checkbox"/> Site Plan showing all existing and proposed structure(s) <input type="checkbox"/> Floor Plans <input type="checkbox"/> Elevations <input type="checkbox"/> Cross Section	<input type="checkbox"/>
<b>Energy Step Code Supporting Documentation</b> including the Completed Pre-Construction BC Energy Compliance Report and EnerGuide Homeowner Information Sheet.	<input type="checkbox"/>
<b>New Home Warranty</b> (new dwellings only, except for CSA-labelled manufactured homes) – Proof of Licencing and Consumer Services Registration, which specifies Owner Builder or Licenced Residential Builder for the address of the dwelling being applied for. Contact BC Housing Licencing and Consumer Services for more information.	<input type="checkbox"/>
<b>PDF of All Drawings</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). <u>Failure to provide will result in your application being incomplete.</u> <b>*Note: Emails exceeding 10MB must be sent through <a href="mailto:eft.abbotsford.ca/dropoff">eft.abbotsford.ca/dropoff</a>*</b>	<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>2 Original Sealed Sets of Structural Drawings</b> where the structural design exceeds Part 9 of the BCBC and is not included on the Architectural Drawings.	<input type="checkbox"/>
	<b>Included</b>

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

# RESIDENTIAL NEW BUILDING SUBMISSION CHECKLIST

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<b>Original Sealed Letter(s) of Assurance (Schedule B &amp; A)</b> for all engineers and architects involved in the project.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Geotechnical Supporting Documentation</b> is required if you are submitting a Schedule B – Geotechnical.	<input type="checkbox"/>	<input type="checkbox"/>
<b>2 Original Sealed Shoring Plans</b> when excavation exceeds 1.2m in depth and excavation is within Steep Slope Development Permit Area and/or is in close proximity to adjacent properties.·	<input type="checkbox"/>	<input type="checkbox"/>
<b>Storm Infiltration/Detention Design</b> is required for all building projects located in urban areas, and all projects exceeding an aggregate lot coverage 10% or greater in agricultural areas.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Record of Sewerage System</b> - Fraser Health confirmation of acceptance required where septic systems are proposed.	<input type="checkbox"/>	<input type="checkbox"/>
All proposed buildings and driveways in the ALR requiring fill or soil deposits and in excess of any ALC Bill 52 regulation limitations must apply 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"/>
Application has been made to Transport Canada and NAV Canada. This is needed if the property is located within the Airport Flight Zoning. Please visit the City's <a href="#">Web Map</a> to confirm and the City's <a href="#">Development Guidelines</a> for additional information.	<input type="checkbox"/>	<input type="checkbox"/>

**BUILDING PERMITS & LICENCES**  
604-864-5525  
[building-info@abbotsford.ca](mailto:building-info@abbotsford.ca)  
[www.abbotsford.ca](http://www.abbotsford.ca)

February 26, 2024

