

Civic Address:

INCOMPLETE SUBMISSIONS CANNOT BE ACCEPTED

The items stated below are minimum submission requirements for all residential alteration 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 – Application fees are due at application submission.	<input type="checkbox"/>	
Completed Letter of Authorization – <u>Each</u> owner of the property must sign this form.	<input type="checkbox"/>	
2 Complete Sets of Drawings to an appropriate scale (<i>the maximum drawing size accepted is A1 or 24"x36"</i>): <input type="checkbox"/> Site Plan showing all existing and proposed structure(s) <input type="checkbox"/> Floor Plans <input type="checkbox"/> Cross Section	<input type="checkbox"/>	
PDF of Drawings 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). Failure to provide will result in your application being incomplete. *Note: Emails exceeding 10MB must be sent through eft.abbotsford.ca/dropoff*	<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	Included
2 Original Sealed Sets of Structural Drawings to an appropriate scale (<i>the maximum drawing size accepted is A1 or 24"x36"</i>).	<input type="checkbox"/>	<input type="checkbox"/>
Original Sealed Letter(s) of Assurance (Schedule B) for all engineers involved in the project.	<input type="checkbox"/>	<input type="checkbox"/>