

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

RESIDENTIAL SUITE REMOVAL SUBMISSION CHECKLIST

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Civic Address:

INCOMPLETE SUBMISSIONS CANNOT BE ACCEPTED

The items stated below are minimum submission requirements for all suite removal 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 Copies of Floor Plans to an appropriate scale (<i>the maximum drawing size accepted is A1 or 24"x36"</i>).	<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). <u>Failure to provide will result in your application being incomplete.</u> *Note: Emails exceeding 10MB must be sent through eft.abbotsford.ca/dropoff*	<input type="checkbox"/>