

CHECK LIST FOR APPLICANTS

The following items must be submitted with your application.

City of Abbotsford

BUILDING PERMIT APPLICATION APPENDIX AGRICULTURAL CHECKLIST

Civic Address: _____

- Application Form
- Completed Owner's Authorization Form (each owner of the Land must sign this Authorization Form)
- Drawing Checklist
- Zoning Compliance
- 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 at the time of issuance if the application does not include this document at time of submission
- Hard copy of legal documents** as well as copies of all covenants, easements and rights-of-way registered on the subject property(ies) as a charge or listed as a legal notation. Note: this does not include mortgages, priority agreements, liens, statutory building schemes, undersurface rights, or assignment of rents
- BC Company Summary (*retrieved within the last 30 days*)** (if property owner is an incorporated company or society), **A \$20 fee for document retrieval** will be required at the time of issuance if the application does not include this document at time of submission
- 2 complete sets of drawings to an appropriate scale:
 - Site plan showing all existing and proposed structure(s)
 - Floor plans
 - Elevations
 - Cross section
 - ***The maximum drawing size accepted is A1 or 24"x36"***
- PDF of architectural drawings emailed to: building-info@abbotsford.ca (re: address in subject line)
- 2 complete sets of signed and sealed structural drawings (if applicable)
- Letters of Assurance (if applicable) - Schedule B:
 - Structural
 - Geotechnical
- Geotechnical Report (if applicable)
- Septic approval from Fraser Valley Health (if applicable).
- Geodetic elevations shown on all drawings (finished and existing grades)
- Topographical Survey required (to include all watercourses within 30m of proposed construction)

APPLICATIONS WILL BE ACCEPTED
BETWEEN 8:30 AM – 4:00 PM.
Incomplete applications will not be accepted.

City of Abbotsford

AGRICULTURAL BUILDING PERMIT APPLICATION

Page 1 of 3

PROPERTY INFORMATION

Civic Address: _____

Legal Description: _____

Value of Construction: \$ _____ Number of Drawings per set: _____

Refund Information For Performance Security Deposit (Please refund deposit to)

Applicant Registered Property Owner Primary Contact Contractor

APPLICANT INFORMATION

The APPLICANT information will be attached to all invoices, payments and refunds. If fees for this permit are to be paid by another party, please inform staff before proceeding and (complete Refund Performance Section above)

Name: _____

Mailing Address: _____

City: _____ Postal Code: _____

Phone: _____ Email: _____

REGISTERED OWNER(S) of the property

Name: _____

Mailing Address: _____

City: _____ Postal Code: _____

Phone: _____ Email: _____

PRIMARY CONTACT INFORMATION *If not the same as applicant

Name: _____

Mailing Address: _____

City: _____ Postal Code: _____

Phone: _____ Email: _____

CONTRACTOR INFORMATION

City of Abbotsford requires that all businesses have a valid City of Abbotsford or Intermunicipal Business Licence.

Name: _____

Business Name: _____

Mailing Address: _____

City: _____ Postal Code: _____

Phone: _____ Email: _____

City of Abbotsford Business Licence #: _____ Intermunicipal: _____

BUILDING PERMITS & LICENCES

604-864-5525

building-info@abbotsford.ca

www.abbotsford.ca



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AGRICULTURAL BUILDING PERMIT APPLICATION

Page 2 of 3

<u>APPLICATION TYPE</u>	<input type="checkbox"/> New	<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration
<input type="checkbox"/> Machine Shed (Farm Storage)		<input type="checkbox"/> Manure Storage Bunker	
<input type="checkbox"/> Machine Shed (Farm Vehicles)		<input type="checkbox"/> Silo	
<input type="checkbox"/> Barn (Poultry)		<input type="checkbox"/> Greenhouse	
<input type="checkbox"/> Barn (Dairy / Cattle)		<input type="checkbox"/> Mushroom Growing Facility	
<input type="checkbox"/> Barn (Other)		<input type="checkbox"/> Mushroom Composting Facility	
<input type="checkbox"/> Description: _____		<input type="checkbox"/> Accessory Processing Building	

Are there any watercourses or ditches on the property? Yes No

<u>PLUMBING FIXTURES</u>		
Indicate number of fixtures (including new, relocated and rough-in's).		
___ Toilets	___ Laundry Tub	___ Floor Drains
___ Basins (bathroom sinks)	___ Clothes Washer	___ Roof Drains
___ Sinks	___ Oil/Grease	___ Hose Bibs
___ Shower	___ Manhole	___ Sump
___ Hot Water Tanks	___ Catch Basin	___ Other(specify): _____

<u>SERVICE INFORMATION</u>				
Water Source	<input type="checkbox"/> City New	<input type="checkbox"/> City Existing	<input type="checkbox"/> Well	
Sewer	<input type="checkbox"/> City New	<input type="checkbox"/> City Existing	<input type="checkbox"/> Lift Pump	<input type="checkbox"/> Septic
Drainage	<input type="checkbox"/> City New	<input type="checkbox"/> City Existing	<input type="checkbox"/> Storm Sewer	<input type="checkbox"/> Rock Pit (*Schedule B & geotechnical report)

NOTE: Any applicable development cost charges (DCCs) will be calculated during the plan review. Payment of any additional fees calculated during the plan review will be required prior to issuance.

Signature: _____ Date: _____

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ACKNOWLEDGEMENT OF NOTICE OF COLLECTION OF PERSONAL INFORMATION

Personal information collected within this building permit and application file is collected for the purpose of processing this application and for administration and enforcement. The personal information is collected under the authority of the Local Government Act, the City's bylaws and Section 26 of the Freedom of Information and Protection of Privacy Act (the "Act"). Under the Act, personal information cannot be used or disclosed other than for the purpose for which it was collected, except with the consent of the individual whom the information is about or otherwise in accordance with law.

By initialing this application I hereby consent that all information, including my personal information, within this building permit and application file, may be made available to the public upon request.

Initials of Applicant: _____

If you have any questions about this collection and use of your personal information, contact the Information and Privacy Coordinator at 604-864-5575 or FOI@abbotsford.ca or mail to: City of Abbotsford, 32315 South Fraser Way, Abbotsford BC V2T 1W7

CONSENT TO RELEASE PERSONAL INFORMATION

Pursuant to Section 22 of the Freedom of Information and Protection of Privacy Act, I understand that all information provided to the City of Abbotsford is subject to the provision of the Freedom of Information and Protection of Privacy Act. I consent to the City of Abbotsford releasing my personal information related to this application.

Initials of Applicant: _____

The owner/applicant is responsible for ensuring compliance with the BC Heritage Conservation Act, including steps to determine whether or not a site is an archaeological site. It is against the law to alter an archaeological site without first obtaining a permit to do so from the Archaeology Branch, Ministry of Tourism, Sport and the Arts.

WAIVER, RELEASE AND INDEMNIFICATION AGREEMENT

BY SUBMITTING THIS PERMIT APPLICATION, YOU, OR THE PARTY ON WHOSE BEHALF YOU ACT, ARE GIVING UP CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE, AND ASSUMING CERTAIN OBLIGATIONS, SUCH AS THE OBLIGATION TO INDEMNIFY THE CITY OF ABBOTSFORD

PLEASE READ THE FOLLOWING PROVISIONS CAREFULLY

In consideration and as a condition of the City of Abbotsford (the "City") granting the permit applied for, each of the Owner, the Owner's Authorized Agent (for himself and on behalf of and with instructions from the Owner and any other party on behalf of whom the Authorized Agent acts) and the Applicant (if not Owner of the Owner's Authorized Agent), jointly and severally agree as follows:

Waiver - I/we hereby waive any and all claims whatsoever that I/we may have, or may have in the future, against the City, its directors, officers, elected officials and employees (collectively, the "Releasees") as a result of the issuance of this permit or any work undertaken pursuant to this permit or for any inspection or other action undertaken as a result of this permit, due to any cause whatsoever, including but not limited to negligence or breach of any statutory or other duty of care.

Release - I/we hereby remise, release and forever discharge the Releasees from any and all claims, actions, demands, obligations, liabilities, costs and expenses whatsoever, whether direct or indirect, including without limitation with respect to any damage to person or property, that I/we may suffer or incur, due to any cause whatsoever including negligence or breach of any statutory or other duty of care, as a result of the issuance of this permit or any inspection or action undertaken by the City as a result of this permit.

Indemnity - I/we hereby agree to indemnify and hold harmless the Releasees from and against any and all claims, actions, demands, obligations, liabilities, costs or expenses whatsoever and howsoever arising, including arising out of or with respect to any damage to any person or property incurred by myself, the party for whom I act as agent, or any other party, which may in any way arise or accrue against the Releasees as a result of or incidental to the issuance of this permit.

No Representations, Warranties or Guarantees - The City has not made any representations, warranties or guarantees with respect to any matter relating to this permit or any work to be undertaken pursuant to this permit, including without limitation compliance with City bylaws or any other provincial or federal act or regulation in force in the City. I/we hereby agree that I/we will be solely responsible for ensuring that all work carried out pursuant to this permit is in compliance with all applicable City bylaws and any other provincial or federal act or regulation in force in the City. I/we further agree that I/we do not rely on the City to notify me/ us of any defects in this permit Application or supporting documentation and that any inspection or other actions undertaken by the City are not intended to ensure and will not ensure that any work complies with the applicable City bylaws or any other provincial or federal act or regulation in force in the City.

I agree to conform to all applicable requirements of City of Abbotsford bylaws and all other applicable provincial or federal statutes in force in the City of Abbotsford.

Initials of Applicant: _____

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OWNER'S AUTHORIZATION / ACKNOWLEDGEMENT FORM

City of Abbotsford

BUILDING PERMIT APPLICATION APPENDIX

OWNER'S AUTHORIZATION FORM

Civic Address: _____

Legal Description: _____

This document shall serve to notify the City of Abbotsford that I am/we are the legal owners(s) of the property described above and do authorize the person indicated below (Authorized Agent) to act on my/our behalf on all matters pertaining to any of the Permit Application(s) indicated below for the property described above, including the authority to endorse on my/our behalf application documents.

Name of property owner(s): _____

Mailing Address: _____

City: _____ Postal Code: _____

Email: _____ Fax: _____

Phone (business): _____ Phone (mobile): _____

The following section needs to be completed if the Registered Property Owners are not the applicant for this building permit.

Name of Authorized Agent: _____

Company Name: _____

Mailing Address: _____

City: _____ Postal Code: _____

Email: _____ Fax: _____

Phone (business): _____ Phone (mobile): _____

Description of work: _____

It is understood that until the City is advised in writing that the Authorized Agent no longer acts on behalf of the Owner, the City will deal with the Authorized Agent with respect to all matters pertaining to the Permits referred to in this Authorization Form. I/we hereby authorize the Authorized Agent to act on our behalf in accordance with the terms of this Owner's Authorization Form. This authorization supersedes any previous agent authorization. **Initials of Owner** _____

Signature of owner	Owner's name (print)	Date
Signature of owner	Owner's name (print)	Date
Signature of owner	Owner's name (print)	Date
Signature of owner	Owner's name (print)	Date
Signature of Authorized Agent	Agent's name (print)	Date

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DRAWING CHECKLIST

The following items to be filled out by
Designer

Project Address: _____

Company: _____ Phone: _____

Designer: _____ Email: _____

New / Addition / Alteration (specify): _____

Date: _____ Signature: _____

Topographical Survey of Building Site

Completed Zoning Compliance Checklist

Structural Design (Required for any of the following)

Second Floor or Loft

Wall Height > 12'-0"

Truss Span > 40'-0"

Foundation Plan

Footing sizes / location

Slab / Wall thickness spec

Site Plan

Zoning compliance summary

North arrow

Correct lot size with dimensions

Proposed building location and dimensions

Location of all existing buildings

Zoning setbacks

SROW / Easements shown

Watercourses and required setbacks

Location and dimension of driveway

Existing and finished grade elevations at corners of building and lot

Retaining wall locations and proposed heights (T.O.W & B.O.W.)

Location of rock-pit and/or septic field (where applicable)

Floor Plans

Truss layout (location and reactions of point loads)

Joist spans / sizes / spacing

Beam / lintel sizes

Bearing for point loads to foundation

Landings (where required) and dimensions

Stairs (rise / run / tread / headroom)

Door sizes

Hallways (minimum width)

Handrails (locations)

Guards (location / heights)

Ceiling heights (difference in ceiling heights to be noted)

Elevations

Spatial calculations (not applicable to greenhouses)

Window and door locations/sizing consistent with floor plans

Wall and roof finish specified

Stairs identified

Construction Assemblies

All required assemblies listed

Verified Code compliant materials

Windows (size)

Fire separations (rating / assembly details / compliant listing)

Exterior wall rating / construction

Exits

Plumbing fixture locations

Rooms labeled

Fully dimensioned

Building height and floor elevations (MFE / Flood)

Guards (location / heights)

Lot grading and design consistent with Topographic Survey

Geodetic Elevations

Cross Sections

Wall ceiling heights

Consistent with floor and foundation plans

ZONING COMPLIANCE CHECKLIST

The following items to be filled out by Designer

City of Abbotsford

ZONING COMPLIANCE CHECKLIST

AGRICULTURAL

ZONING INFORMATION

Staff reviewed (initials) _____

Zone (specify) _____ Lot Area (m²) _____

DVP or DP required? (Y/N): _____ Specify DP or DVP number: _____

Completed? (Y/N):

FLOOR AREA CALCULATION			INITIAL
Main Floor Area	+	m ²	
Upper Floor Area	+	m ²	
Gross Floor Area (GFA)	=	m ²	

ZONING COMPLIANCE	PERMITTED	PROPOSED	INITIAL
Lot Coverage Horizontal coverage of all buildings and structures divided by the lot size			
Greenhouse operations (ZB S.210.3) Aggregate Lot Coverage for all buildings exceeding 20% requires that full storm water detention requirements are met as per the Development Bylaw. Civil Engineered design required.			
Greenhouse operations (ZB S.210.3) Aggregate Lot Coverage for all buildings exceeding 60% to a maximum of 75% requires that irrigation water recirculation systems are employed in the entire greenhouse operation in addition to the storm water detention requirements. Civil Engineered design required.			
Setbacks Identify projections, Easements and Statutory Right-of-Ways on Site Plan			
Interior Side	m	m	
Exterior Side	m	m	
Front	m	m	
Rear	m	m	
Watercourse Horizontal Setback (ZB S.140.7.7) If using fill to achieve an elevation, the landfill slope shall not encroach upon horizontal setback	m	m	

Please direct any inquiries regarding watercourses to env-info@abbotsford.ca

ZONING COMPLIANCE CHECKLIST

The following items to be filled out by Designer

ZONING COMPLIANCE	PERMITTED	PROPOSED	INITIAL
m Floodplain Area (ZB Sec. 140.7)			
Full floodproofing (where applicable)	m	m	
Reduced floodproofing (where applicable)	m	m	
Underside of main floor elevation	m	m	
Ground level elevation (for reduced)	m	m	
Crown of nearest road (for reduced)	m	m	

OTHER	REQUIRED (CHECK ONE)			INITIAL
Steep Slope DP Area DP Boundary to be shown on Site Plan	YES	NO		
Natural Environment DP Area DP Boundary to be shown on Site Plan	YES	NO		
Development Permits Copy of Approval in Principle (AIP) or DP Issuance Letter	YES	NO		
Watercourse, ditches or unidentified drainage channels on site	YES	NO		
Top of Bank Survey	YES	NO		
Streamside Protection Bylaw (SPB) Setback shown on Site Plan	YES	NO		
	REVIEWED (CHECK ONE)			Staff Reviewed (Initial)
Topographical Survey with proposed building location / elevations	N/A	YES	NO	
Design Compiles with Charges on Title	N/A	YES	NO	
Fraser Health Approval	N/A	YES	NO	
Driveway Access Required?	Culvert Required	YES	NO	
	Location per Civil Plan?	YES	NO	

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