

CHECK LIST FOR APPLICANTS

The following items must be submitted with your application.

City of Abbotsford BUILDING PERMIT APPLICATION APPENDIX NEW & ADDITIONS COMPLEX BUILDINGS CHECKLIST

Civic Address: _____

- Application Form
- Development Permit has reached **“Approved in Principle”**
- Completed Owner’s Authorization Form
- 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, easements, 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
- 4 complete sets of drawings to an appropriate scale:
 - Architectural
 - Structural
 - Mechanical / Plumbing
 - Electrical
 - Civil
 - **The maximum drawing size accepted is A1 or 24”x36”**
- Building Code Analysis and Code Compliance Drawing
- Zoning Analysis and Parking Calculations
- PDF of architectural drawings emailed to: building-info@abbotsford.ca (re: address in subject line)
- Letters of Assurance (if applicable) –
 - Schedule A (CRP)
 - Schedule B – Architectural
 - Schedule B - Structural
 - Schedule B – Mechanical / Plumbing
 - Schedule B - Electrical
 - Schedule B - Geotechnical
 - Schedule B - Civil
- Geotechnical Report (if applicable)
- Alternative Solution Report(s) and Proposal(s) (if Proposed)
- Separate Sprinkler Permit submission (if required)
- Value of Construction

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

City of Abbotsford

COMPLEX BUILDINGS

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



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

City of Abbotsford

COMPLEX BUILDINGS

Page 2 of 3

APPLICATION TYPE	<input type="checkbox"/> New	<input type="checkbox"/> Addition
<input type="checkbox"/> Multi Family	<u>Where applicable</u>	
<input type="checkbox"/> Commercial	<input type="checkbox"/> Development Permit # _____	
<input type="checkbox"/> Industrial	<input type="checkbox"/> Development Variance Permit # _____	
<input type="checkbox"/> Institutional	<input type="checkbox"/> Rezoning # _____	
<input type="checkbox"/> Special Case – Residential Use	<input type="checkbox"/> Subdivision # _____	

HAS CONSTRUCTION STARTED: (Check and complete appropriate box)

Yes (complete / explain the scope of work in detail: _____)

No

<u>Sprinkler System</u>	<u>Fire Alarm System</u>	<u>Heating System</u>
(Is there a sprinkler system?)	(Is there a fire alarm system?)	
<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	Heating Type: _____
<input type="checkbox"/> No	<input type="checkbox"/> No	Fuel: _____
<input type="checkbox"/> Existing	<input type="checkbox"/> Existing	<u>Other Work</u>
<input type="checkbox"/> Proposed	<input type="checkbox"/> Proposed	New Plumbing <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Voluntary / Required	<input type="checkbox"/> Voluntary / Required	New Electrical <input type="checkbox"/> Yes <input type="checkbox"/> No

Floor Area

Area of: _____ Floor (sq. ft.): _____

Area of: _____ Floor (sq. ft.): _____

Area of: _____ Floor (sq. ft.): _____

Area of Mezzanine (sq. ft.): _____

Total Floor Area (sq. ft.): _____

Please note this is a pre-application review only and NOT a Building Permit Application. We will evaluate your submission to verify if the application can be accepted. We will contact you within five (5) business days. **INITIALS:** _____

Signature: _____ Date: _____

BUILDING PERMITS & LICENCES

604-864-5525

building-info@abbotsford.ca

www.abbotsford.ca



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

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: _____

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