

## CHECK LIST FOR APPLICANTS

The following items must be submitted with your application.

## City of Abbotsford BUILDING PERMIT APPLICATION APPENDIX RESIDENTIAL 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, 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). **A \$25 fee per document search** will be required at the time of issuance if the application does not include copies of all non-financial charges registered on the title of the subject property(ies).
  - Hard copy of legal documents
  - BC Company Summary  
(retrieved within the last 30 days) (if property owner is an incorporated company or society)
  - 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](mailto: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)
  - Proof of Licensing and Consumer Services Registration which specifies Owner Builder or Licensed Residential Builder (if applicable).
  - Septic approval from Fraser Valley Health (if applicable).
- If your property is located in an A or RR zone, and you are replacing an existing house, or for an infill lot:**
- 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 RESIDENTIAL BUILDING PERMIT APPLICATION

FILE:

DATE:

## PROPERTY INFORMATION

Civic Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Cost of Construction: \$ \_\_\_\_\_

Number of Drawings per set: \_\_\_\_\_

**APPLICATION TYPE** Please select one.  NEW

ADD  ALTER

Dwelling

Secondary Suite

Dwelling with SUITE

Modular Home CSA A277

Replacement Dwelling

Mobile Home CSA Z240

Replacement Dwelling with Suite

NEW  USED ) CSA Number: \_\_\_\_\_

Secondary Dwelling

Seasonal Farm Workers' Accommodation

Coach House

Duplex/Triplex/Quad

Show Home

Accessory Building

Are there any Accessory Buildings on the Property?  Yes  No

## 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 below)

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

City: \_\_\_\_\_

Email: \_\_\_\_\_

Phone (business): \_\_\_\_\_ Cell: \_\_\_\_\_

Owner/Builder HPO Registration #: \_\_\_\_\_

Signature: \_\_\_\_\_

## PRIMARY CONTACT INFORMATION \*If not the same as applicant

Name: \_\_\_\_\_ Postal Code: \_\_\_\_\_

City: \_\_\_\_\_

Email: \_\_\_\_\_

Phone (business): \_\_\_\_\_ Cell: \_\_\_\_\_

### BUILDING PERMITS & LICENCES

604-864-5525

building-info@abbotsford.ca

www.abbotsford.ca



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### 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: \_\_\_\_\_

Email: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

City of Abbotsford Business Licence (BL Number):

Licenced Building HPO Registration #

Intermunicipal: \_\_\_\_\_ Issuing Municipality: \_\_\_\_\_

### REFUND INFORMATION FOR PERFORMANCE SECURITY DEPOSIT

Please refund deposit to:  Applicant  Primary Contact  
 Registered Property Owner  Contractor

### DWELLING INFORMATION

Plumbing indicate number of fixtures (including new, relocated and rough-in's).

_____ Toilets	_____ Bidet	_____ Floor Drains	_____ Catch Basin
_____ Basins (bathroom sinks)	_____ Laundry Tub	_____ Roof Drains	_____ Sump
_____ Sinks	_____ Clothes Washers	_____ Hot Water Tanks	_____ Oil/Grease
_____ Shower	_____ Dishwashers	_____ Hose Bibs	_____ Manhole
_____ Bath		Other (specify): _____	

#### Heating

Forced Air  HRV  
 Baseboard  CRV  
 Radiant  Other: \_\_\_\_\_

#### Service Information

Water Source  Well  City New  City Existing  
Sewer  City New  City Existing  Lift Pump  Septic  
Drainage  City New  City Existing  Storm Sewer  Rock Pit (\*Schedule B & geotechnical report)  
Electrical  Underground Electrical  Overhead Electrical Service

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.

APPLICATIONS WILL BE ACCEPTED  
BETWEEN 8:30 AM – 4:00 PM.  
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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 initiating 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 : \_\_\_\_\_

## BUILDING PERMITS & LICENCES

604-864-5525  
building-info@abbotsford.ca  
www.abbotsford.ca



# 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 Applicant:** \_\_\_\_\_

_____ 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

# DRAWING CHECKLIST

The following items to be filled out by  
Designer

## City of Abbotsford DRAWING CHECKLIST RESIDENTIAL

Project Address: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Designer: \_\_\_\_\_ Email: \_\_\_\_\_

New Home, Addition, or Infill (specify): \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

- Completed Zoning Compliance Checklist
- Topographical Survey (for infill lots or additions)

### Seismic Design

- Part 9 Prescriptive or
- Part 4 Structural (Engineered)

### 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
- Boulevard objects to be shown and identified (ie. hydrants, trees, street lights, etc.)
- No excavation is permitted under the drip line of any trees (including trees on an adjacent property), or removal of trees without a Tree Removal Permit issued by the City of Abbotsford's Parks Department."
- Location and dimension of driveway (per approved servicing plans and zoning requirements)
- Existing and finished grade elevations at corners of building and lot
- Retaining wall locations and proposed heights (T.O.W & B.O.W.)
- Deck, stairs and sidewalk locations
- Projections / cantilevered areas indicated
- Location of rock-pit and/or septic field (where applicable)

### Foundation Plan

- Footing sizes / location
- Slab / Wall thickness spec
- Insulation
- Window wells

# DRAWING CHECKLIST

The following items to be filled out by  
Designer

## 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)

- Windows (size / egress and safety glass)
- Smoke / CO's (locations)
- Window wells (sizing / protection)
- Attic / crawl access (indicated / sizing)
- Fire separations (rating / assembly details / compliant listing)
- Exterior wall rating / construction
- Protected soffit locations / alternate roof venting (where required)
- Exits
- Plumbing fixture locations
- Rooms labeled
- HWT and furnace locations
- Fully dimensioned

## Elevations

- Spatial calculations shown
- Window and door locations/sizing consistent with floor plans
- Wall and roof finish specified
- Stairs identified

- Building height and floor elevations (MBE / GPE / Flood)
- Guards (location / heights)
- Lot grading and design consistent with approved lot grading plan (new lots) or Topographic survey (infill lots)

## Cross Sections

- Wall ceiling heights
- Protected soffit detail
- Consistent with floor and foundation plans
- Perimeter drainage shown and specified

- Crawlspace / attic venting specified
- Damp proofing indicated
- Insulation values (RSI)
- Geodetic Elevations

## Construction Assemblies

- All required assemblies listed
- Verified Code compliant materials
- RSI Calculations (9.36 Requirements)

# ZONING COMPLIANCE CHECKLIST

The following items to be filled out by Designer

## City of Abbotsford ZONING COMPLIANCE CHECKLIST RESIDENTIAL

### ZONING INFORMATION

Zone (specify) \_\_\_\_\_ Lot Area (m<sup>2</sup>) \_\_\_\_\_

Land Use Contract (Y/N): \_\_\_\_\_ Specify LUC number: \_\_\_\_\_

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

### CHECKED BY

Completed? Y/N): \_\_\_\_\_

LOT GRADING		INITIAL
	m	
4 extreme corner elevations of the house (m), as shown on the site plan	+	m
	+	m
Add up, divide by 4	+	m
	Total/4 =	m
<b>Average Finished Grade (AFG)</b> Required for calculation of height and determining if basement is exempt from FSR	<b>AFG =</b>	<b>m</b>
Top of Main Floor elevation	+	m
Top of Basement slab	+	m
<b>Midpoint elevation of Basement (MoB)</b>	Total / 2 =	m
	<b>MoB =</b>	m
<b>Calculate Basement Below Grade</b> Positive value means basement is exempt in FSR Negative value means basement is included in FSR	<b>AFG - MoB + 0.35 =</b>	<b>m</b>
<b>Basement Exempt from FSR? (Y/N)</b>		

Please direct any inquiries regarding watercourses to [env-info@abbotsford.ca](mailto:env-info@abbotsford.ca)



**ZONING COMPLIANCE CHECKLIST**  
 The following items to be filled out by Designer

FLOOR AREA CALCULATION			INITIAL
Basement Floor Area (If not exempt)		m <sup>2</sup>	
Main Floor Area	+	m <sup>2</sup>	
Upper Floor Area	+	m <sup>2</sup>	
Garage Floor Area	+	m <sup>2</sup>	
Gross Floor Area (GFA)	=	m <sup>2</sup>	

ZONING COMPLIANCE	PERMITTED	PROPOSED	INITIAL
<b>Floor Space Ratio (FSR)</b> Gross Floor Area / Lot Area (Express as %)			
<b>Secondary Suite / Coach House</b> Area of Dwelling Unit			
<b>Lot Coverage</b> Horizontal coverage of all buildings and structures divided by the lot size			
<b>Setbacks</b> Identify projections, Easements and Statutory Right-of-Ways on Site Plan			
<b>Principal Building</b>			
Front	m	m	
Rear	m	m	
Interior Side	m	m	
Exterior Side	m	m	
<b>Accessory Building / Coach House</b>			
Front	m	m	
Rear	m	m	
Interior Side	m	m	
Exterior Side	m	m	
<b>Between Principal / Accessory</b>	m	m	
<b>Between Principal / Coach</b>	m	m	
<b>Between Accessory / Coach</b>	m	m	
<b>Watercourse Horizontal Setback</b> (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](mailto:env-info@abbotsford.ca)*

# ZONING COMPLIANCE CHECKLIST

The following items to be filled out by Designer

ZONING COMPLIANCE	PERMITTED	PROPOSED	INITIAL
<b>Building Height</b> Measured from AFG to midpoint between roof peak and eaves			
Principal Building	m	m	
Coach House	m	m	
<b>m Floodplain Area (ZB Sec. 140.7)</b>			
Full floodproofing (where applicable)	m	m	
Reduced floodproofing (where applicable)		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
<b>Steep Slope DP Area</b> DP Boundary to be shown on Site Plan	YES	NO		
<b>Natural Environment DP Area</b> DP Boundary to be shown on Site Plan	YES	NO		
<b>Development Permits</b> Copy of Approval in Principle (AIP) or DP Issuance Letter	YES	NO		
<b>Watercourse, ditches or unidentified drainage channels on site</b>	YES	NO		
Top of Bank Survey	YES	NO		
<b>Streamside Protection Bylaw (SPB)</b> Setback shown on Site Plan	YES	NO		
<b>Rockpit for Rainwater leaders</b>	YES	NO		
<b>Rockpit for Perimeter draintile</b>	YES	NO		
	REVIEWED (CHECK ONE)			CHECKED BY
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	
Subdivision Complete	N/A	YES	NO	
Driveway Access Required?	Culvert Required	YES	NO	
	Location per Civil Plan?	YES	NO	

Please direct any inquiries regarding watercourses to [env-info@abbotsford.ca](mailto:env-info@abbotsford.ca)