



Documentation Submission for Projects with a Coordinating Registered Professional (CRP)

Prior to final inspection:

Documentation is reviewed at City Hall to ensure they are complete and accurate.

Complete the "Documentation Submission" request form online at abbotsford.ca/docsubmission. Staff will confirm your request by email within 3 days. Submissions are generally scheduled for 3:30 p.m., Monday through Friday.

The submission request must include the following:

- proposed submission date;
- address of each building;
- permit number for each building;
- date of final inspection request; and

The required documents must be original and signed and sealed.

Documents may include (as applicable): Please refer to our [checklist](#).

- Schedule C-A
- Schedules C-B for all registered professionals of record
- Fire Alarm Monitoring Certificate
- Fire Alarm Verification
- Fraser Health approval documents
- Fire Sprinklers – Contractor's Material Test Certificate for above ground piping
- Fire Department Connection – Contractor's Material and Test Certificate for above ground piping and/or for underground piping – by installing contractor
- Fire Main from property line into building – Contractor's Material and Test Certificate for underground piping – by installing contractor
- Backflow Test Reports
- Sanitary Test Reports for Civil files
- Water Main Chlorination and Bug Tests results for Civil files
- Well Water Potability Test report
- Septic Certification from Fraser Health.
- Legal Site Survey

Help us to ensure a successful review by confirming that the documents are completed correctly, and include CRP initials. Please note that in the event the review is postponed, a fee of \$75.00 will be applied prior to rescheduling.