

APPLICATIONS WILL BE ACCEPTED  
BETWEEN 8:30 AM – 4:00 PM  
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

# GENERAL APPLICATION

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## **PROPERTY INFORMATION**

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

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

Value of Construction: \$ \_\_\_\_\_ Number of Sheets per Drawing 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 where applicable)**

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

Business Name (if applicable): \_\_\_\_\_

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 Licence: \_\_\_\_\_

**APPLICATION TYPE**

- |   |  |
|---|--|
| <input type="checkbox"/> Accessory Building < 40m <sup>2</sup> ** | <input type="checkbox"/> Retaining Wall*                         |
| <input type="checkbox"/> Cell Tower*                              | <input type="checkbox"/> Secondary Suite Removal                 |
| <input type="checkbox"/> Deck Addition (residential)              | <input type="checkbox"/> Storage Racking*                        |
| <input type="checkbox"/> Modular Building CSA A277                | <input type="checkbox"/> Temporary Structure ( ex. Atco trailer) |
| <input type="checkbox"/> Oil Tank Removal (residential)           | <input type="checkbox"/> Underground Fuel Tank Removal           |
| <input type="checkbox"/> Parking Lot                              | <input type="checkbox"/> Other (Specify): _____                  |

\*Sealed Engineered Drawings required with these application types

\*\*PDF of architectural drawings required with this application type (email to [building-info@abbotsford.ca](mailto:building-info@abbotsford.ca))

**SCOPE OF WORK**

Briefly Describe Scope of Work: \_\_\_\_\_

Area of Proposed Work (sq.ft.): \_\_\_\_\_

Length of Structure: \_\_\_\_\_ Height of Structure: \_\_\_\_\_

**Requirement for Registered Professional Design**

*Requirement for Architects and/or Professional Engineers is based on the proposed scope of work and the Building Bylaw, BC Building Code, and other applicable enactments.*

**Permit Submission Requirements:**

- Completed Application Form and Fees. **Applications will not proceed into permit queue until application fees have been paid in full.**
- 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 if the application does not include this document at time of submission.
- Hard copy of covenants, easements and rights-of-way** registered on the subject property(ies) as a charge or listed as a legal notation and modification to those. A **\$25 fee for document retrieval** will be required per document if the application does not include these at time of submission.
- Site Disclosure Statement** and \$100 processing fee (if applicable)
- Completed Letter of Authorization** (each owner of the property must sign the Authorization Form).
- 2 original sealed shoring and excavation plans by the geotechnical engineer of record. Required if the excavation exceeds 4' (1.2m) in-depth and is within the mapped Steep Slopes Development Permit (SSDP) Area. To determine if your project is with the SSDP please review on the City's [Web Map](#). (if applicable)
- Application has been made to Transport Canada and NAV Canada. This is needed if the property is located within the Airport Flight Zoning. Please visit the City's [Web Map](#) to confirm and the City's [Development Guidelines](#) for additional information. (if applicable)

(Continued)

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**Submit 3 copies of the following drawings: The maximum drawing size accepted is A1 or 24" x 36"**

*(All scope of work must be detailed where required to an appropriate scale.)*

- SITE PLAN** – Detail and dimension the location of any buildings and /or structures to adjacent buildings and property lines. (Not required for Racking Permits)
- FLOOR PLAN** — Fully detail all proposed work, layouts and assemblies (where applicable)
- CROSS SECTION** — Provide all elevations (heights), assembly specifications and applicable drainage details if required. (where applicable)

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

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

**IDENTIFICATION OF CONTAMINATED SITES**

Provincial provisions in the [Environmental Management Act and Contaminated Sites Regulation](#) require contaminated sites to be identified for all Building Permit applications where there will be soil disturbance.

A [Site Disclosure Statement](#) is required for properties that have a history of specified 'Schedule 2' industrial and commercial uses. Visit the Ministry of Environment's [Site Identification Page](#) to determine if the subject site(s) will require the completion of a Site Disclosure Statement.

1. Will this building permit application result in soil disturbance in any way or extent? (i.e. excavating, grading, stripping, etc.)	
<input type="checkbox"/> <b>NO</b>	The form is now complete; no further action is required.
<input type="checkbox"/> <b>YES</b>	Continue to Question 2.
2. Has the subject property been used for any industrial or commercial purposes or activities described in <a href="#">Schedule 2</a> of the Contaminated Sites Regulation?	
<input type="checkbox"/> <b>NO</b>	The form is now complete; no further action is required.
<input type="checkbox"/> <b>YES</b>	Provide a completed <a href="#">Site Disclosure Statement</a> together with your application submission and continue to Question 3. (Note: only the site owner or operator can sign the Site Disclosure Statement)
3. Have you declared an Exemption on the Site Disclosure Statement? ( <b>complete only if you answered "YES" to questions 1 and 2</b> )	
<input type="checkbox"/> <b>NO</b>	Provide the \$100 processing fee. The Site Disclosure Statement will be forwarded to the Ministry of Environment for review. The building permit cannot be issued until approval has been given by the Ministry.
<input type="checkbox"/> <b>YES</b>	Provide documentation confirming the exemption.

The person completing this application states that the above information is true, based on their current knowledge as of the date completed.

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

Name of Signee: \_\_\_\_\_

For further information or clarification contact the Ministry of Environment:

Phone: 1-604-582-5200 Email: [siteID@gov.bc.ca](mailto:siteID@gov.bc.ca)

Website: [www.gov.bc.ca/gov/content/environment/air-land-water/site-remediation/identifying-sites-that-may-be-contaminated](http://www.gov.bc.ca/gov/content/environment/air-land-water/site-remediation/identifying-sites-that-may-be-contaminated)

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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 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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# LETTER OF AUTHORIZATION (BUILDING PERMITS)

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

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

Brief Description of Work: \_\_\_\_\_

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 the referenced Permit Application(s) for the above referenced property, including the authority to endorse application documents on my/our behalf.

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. This authorization supersedes any previous agent authorization

## **REGISTERED OWNER(S)**

Name(s): \_\_\_\_\_

*(List **all owners** as they appear on title. All Owners must sign this section)*

Signature of owner	Owner's name (print)	Date
Signature of 2 <sup>nd</sup> owner (if applicable)	Owner's name (print)	Date
Signature of 3 <sup>rd</sup> owner (if applicable)	Owner's name (print)	Date
Signature of 4 <sup>th</sup> owner (if applicable)	Owner's name (print)	Date

## **AUTHORIZED AGENT** (person acting on behalf of another person or group)

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

Business Name (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

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

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