

**INCOMPLETE SUBMISSIONS WILL NOT BE ACCEPTED**

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

**Permit Submission Requirements:**

- Completed Application Form and Fees. **Applications will not proceed into permit queue until application fees have been paid in full.**
- Completed Letter of Authorization (**Each** owner of the property must sign this 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 if the application does not include this document at time of submission
- Hard copy of all covenants, easements and rights-of-way** applicable to the scope of work that are 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.

**For New, Alteration or Re-Registering: Submit 2 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** — Show all buildings, off-street parking (min. 3 spots), and at least 1 hard surface pathway from parking area to suite entrance
- FLOOR PLAN** — Show entire floor (i.e. basement) and fully detail suite layout as follows: (see attached example)
  - all rooms labelled and dimensioned
  - suite floor area indicated
  - show compliance with Zoning Bylaw (max. size, and permitted use)
  - exit door shown swinging on vertical axis
  - all bedrooms to have a code compliance egress window
  - all required fire separations between dwelling units shown
  - fire resistance rating and specifications of fire separations indicated
  - all required smoke detectors shown
  - all required CO detectors shown
  - Sound Transmission Classification (STC) assemblies shown (where required by BC Building Code)
  - alterations – show existing layout and proposed

Note: This form is for putting a suite in an existing building. When applying for a Secondary Suite in conjunction with a new building or new addition, please use the Residential Application Package.

## NEW SUITE REQUIREMENTS

**Heating Type:** Forced Air  Electric  Radiant – Floor  Baseboard

**Fireplace:** Gas  Electric

**Ceiling Height:** minimum ceiling height required is 2.1m

**Woodstove/Fireplace:** **WETT** Cert. Required: Yes  No

- **Parking** In addition to the two off-street parking spaces required for the house, one additional off-street parking space is required for the secondary suite. Tandem parking (one vehicle behind the other) is acceptable and garage space counts towards the off-street parking requirements; however, the City strongly encourages providing a non-tandem parking space for the tenant;
- **Access from driveway to suite** entry must be via a hard surface (gravel, pavers or concrete) no tripping hazards; stairs, handrails, guards and landings must meet current code requirements.
- **Exit from suite** must lead directly to the exterior, protected exit required. The exit path must not to be affected by windows in another fire compartment - this requirement is exempt if using 15-minute Construction Option.
- **Door viewer** is required. Looking through glass, can you recognize the person at the door? If not a viewer is required.
- **Furnace Rooms:** Walls between House and Suite/Suite and House, require a 30 Minute Fire Resistance Rating (FRR). Required FRR are rated from both sides. **Connecting door(s)** and furnace room door require 20 min FRR or 1 3/4" solid core (slab) door, self-closing and weather-stripped. If the Furnace stands alone it must be enclosed in its own room and have a 1-hour FRR and a 45 min. rated door.

### New Construction Options:

**15 Minute Fire Resistance Rating (FRR) Suite to House/House to Suite.**

**Floor:** Joist space filled with sound absorbing material i.e. batt insulation, Roxul or equivalent;

**Resilient Metal Channel** with not less than 12.7mm (½") Gypsum Board.

**Walls:** Stud space filled with sound absorbing material;

**Resilient Metal Channel:** (one side) spaced 400 or 600mm o.c; with not less than 12.7mm (½") Gypsum Board both sides of wall.

**Smoke Alarms:** Interconnected Photoelectric Smoke Alarms **throughout**; including Common Areas, i.e. Laundry Rooms.

**30 Minute (FRR) Suite to House/House to Suite.**

**Floor:** Joist space filled with sound absorbing material i.e. Mineral Fibre thermal Insulation; Wet Blown Cellulose; Roxul or equivalent;

**Resilient Metal Channel:** with not less than 12.7mm (½") Gypsum Board.

**Walls:** Stud space filled with sound absorbing material, Glass Fibre Batt Insulation; Roxul or equivalent.

**Resilient Metal Channel:** (one side) spaced 400 or 600mm o.c; with not less than 12.7mm (½") Gypsum Board both sides of wall.

**Smoke Alarms:** Interconnected Ionized Smoke Alarms with 1-Photoelectric in the Suite interconnected with 1- on the uppermost floor of the house and Common Areas, i.e. Laundry Rooms. Smoke Alarms in Common Areas must be interconnected to house and suite.

# SECONDARY SUITE PROJECT CHECKLIST

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APPLICATIONS WILL BE ACCEPTED  
BETWEEN 8:30 AM – 4:00 PM

**45 Minute (FRR) Suite to House/House to Suite.**

**Floor:** Joist space filled with sound absorbing material i.e. batt insulation, Roxul or equivalent;

**Steel Furring Channel:** 600mm o.c. with 2-Layers of 12.7mm (½") Type 'C' Gypsum Board.

**Walls:** Stud space filled with sound absorbing material;

**Resilient Metal Channel:** (one side) spaced 400 or 600mm o.c; with not less than 12.7mm (½") Type 'C' Gypsum Board both sides of wall.

**Smoke Alarms:** Ionized or Photoelectric Smoke Alarms; including Common Areas, i.e. Laundry Rooms. (Smoke Alarms in Common Areas must be interconnected to house and suite). Need not be interconnected, suite to house, but are interconnected within the suite and within the house.

**1 Hour (FRR) Suite to House/House to Suite.**

**Floor:** Joist space; No Sound Absorbing Material

**Resilient Metal Channel:** 400mm o.c. with 2-Layers of 12.7mm (½") Type 'C' Gypsum Board.

**Walls:** Stud space filled with sound absorbing material;

**Resilient Metal Channel:** (one side) spaced 400 or 600mm o.c; with not less than 12.7mm (½") Type 'C' Gypsum Board both sides of wall.

**Smoke Alarms:** Ionized or Photoelectric Smoke Alarms; including Common Areas i.e Laundry Room. Need not be interconnected, suite to house, but are interconnected within the suite and within the house. Smoke Alarms in Common Areas must be interconnected to house and suite.

**Existing Construction:**

**30 Minute (FRR) Suite to House/House to Suite.**

**Walls and Ceiling:** Existing Gypsum Board may remain in place. **Resilient Metal Channel:** Required on ceiling and one side of wall, spaced 400 or 600mm o.c; with not less than 12.7mm (½") Gypsum Board. Ceiling and walls may have sound absorbing material installed if feasible.

**Smoke Alarms:** Interconnected Ionized Smoke Alarms with 1-Photoelectric in the Suite interconnected with 1- on the uppermost floor of the house and Common Areas, i.e. Laundry Rooms. Smoke Alarms in Common Areas must be interconnected to house and suite.

**Notes:**

**Temperature Control:** Occupants of the Secondary Suite must have their own temperature controls: this may require a separate Heating System.

All penetrations of the fire separation shall be fire-stopped and Gypsum Board shall be mudded and taped; screws shall be mudded over.

Supporting Structural elements must have a Fire Resistance Rating equal to that required for walls.

Metal Furring – Hat Track: Resilient Channel – Sound Bar or Rez Bar

- **Carbon Monoxide Detectors:** Are required in a suite or house that has an attached garage; a fuel fired or a solid fuel burning appliance. CO detectors shall be installed in the room having a solid fuel burning appliance and in each bedroom or within 5m of the bedroom doors. CO detectors installed throughout the house and the suite shall be interconnected. If the Furnace Room opens into the Common Area a Carbon Monoxide Detector shall be installed in the Common Area and the Furnace Room.

- **Ventilation – Forced Air:** a 4" Dia. duct must bring fresh air into the system via the return air duct, downstream from the return air grille and a continuously running bathroom fan, with a sound rating not to exceed 1.0 sone and a minimum flow rate of 30 Cubic Feet/Minute (CFM or 14 L/s) for 1- bedroom or 45 CFM (21 L/s) for 2- bedrooms shall be installed. Also the furnace fan (low speed) shall run continuously.
- **Ventilation Electric Heat:** A continuously running bathroom fan, with a sound rating not to exceed 1.0 sone and a minimum flow rate of 30 Cubic Feet/Minute (CFM or 14 L/s) for 1- bedroom or 45 CFM (21 L/s) for 2- bedrooms shall be installed. The fan shall have a dedicated on/off switch in a remote location. A minimum 4 sq. inch passive relief air duct shall be installed in each bedroom and in the common area, in a manner not to disturb the occupants. Discuss with your plan examiner or building inspector.
- **NAFFA Appliances:** Provide a 5" dia. smooth metal duct from the exterior to the furnace room to provide combustion-air for the furnace and hot water tank. The first 10' of the duct, from the exterior wall is to be insulated to R20.
- **'C'-vent – 6" of clearance** is required to combustible material; and 1" clear to a 'B' vent. Combustible material includes gypsum board.
- **Kitchen hood fans:** must be vented to the exterior using smooth metal non-combustible ducting.
- **Bedroom Windows:** must provide egress. The minimum height or width of opening portion is 15". The aggregate area of the unobstructed opening portion must not be less than 3.77 ft<sup>2</sup>.
- **Plumbing inspection** required. Do not cover without an inspection. Separate Shut offs Required in Suite
- **The 'E1' form** must be completed by a licensed electrician and shall include a valid business licence number.

APPLICATIONS WILL BE ACCEPTED  
BETWEEN 8:30 AM – 4:00 PM

# SECONDARY SUITE APPLICATION

Page 1 of 3

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

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# SECONDARY SUITE APPLICATION

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## **APPLICATION TYPE**

New Suite

Finished Basement with Suite

## **SCOPE OF WORK**

Briefly Describe Scope of Work

Basement Floor Area (ft<sup>2</sup>): \_\_\_\_\_

Suite Floor Area (ft<sup>2</sup>): \_\_\_\_\_

Zoning: \_\_\_\_\_

Confirm zoning permits secondary suite:  Yes  No

Land Use Contract:  Yes  No

**Note: If 'Yes' apply to Planning Division for LUC Discharge.**

## **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.*

## **UTILITY RECONNECT/UPGRADE (Engineering Dept.)**

Your property may require reconnection or upgrading of the utility services. Below is a table with the fees required under the City of Abbotsford, Waterworks Regulation Bylaw, 2017 and the City of Abbotsford, Sewer Regulations Bylaw, 2017.

Sanitary Service Reconnect	\$50.00 + \$2.50 (GST) = \$52.50
Storm Service Reconnect	\$50.00 + \$2.50 (GST) = \$52.50
Plumbing Inspection	\$75.00 (\$100.00 for both)
Water Service Reconnect	\$63.00 + \$250.00 (Sec. Dep.) = \$313.00
Water Service Upgrade - 18mm (Three (3) bathrooms -)	\$4,225.00 + \$250.00 (Sec. Dep.) = \$4,475.00
Water Service Upgrade - 25mm (Four (4) bathrooms +)	\$4,570.00 + \$250.00 (Sec. Dep.) = \$4,820.00

If your property includes Water, Sanitary and (or) Storm connection(s), you will be required to have an inspection completed during demolition, this may result in repairs or replacements being required. If required, replacement would be completed under a recoverable work order (SM02#). You will receive a phone call and permits authorizing this work

NOTE: Payment of any additional fees calculated during the plan review will be required prior to issuance. By signing this Agreement, you acknowledge that you understand that the Engineering department will generate any invoices and permits required for upgrades, reconnection, or upgrades to the utility services on this property. You will receive an invoice via email, payment is required prior to processing the request.

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

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

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# SECONDARY SUITE APPLICATION

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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:** \_\_\_\_\_



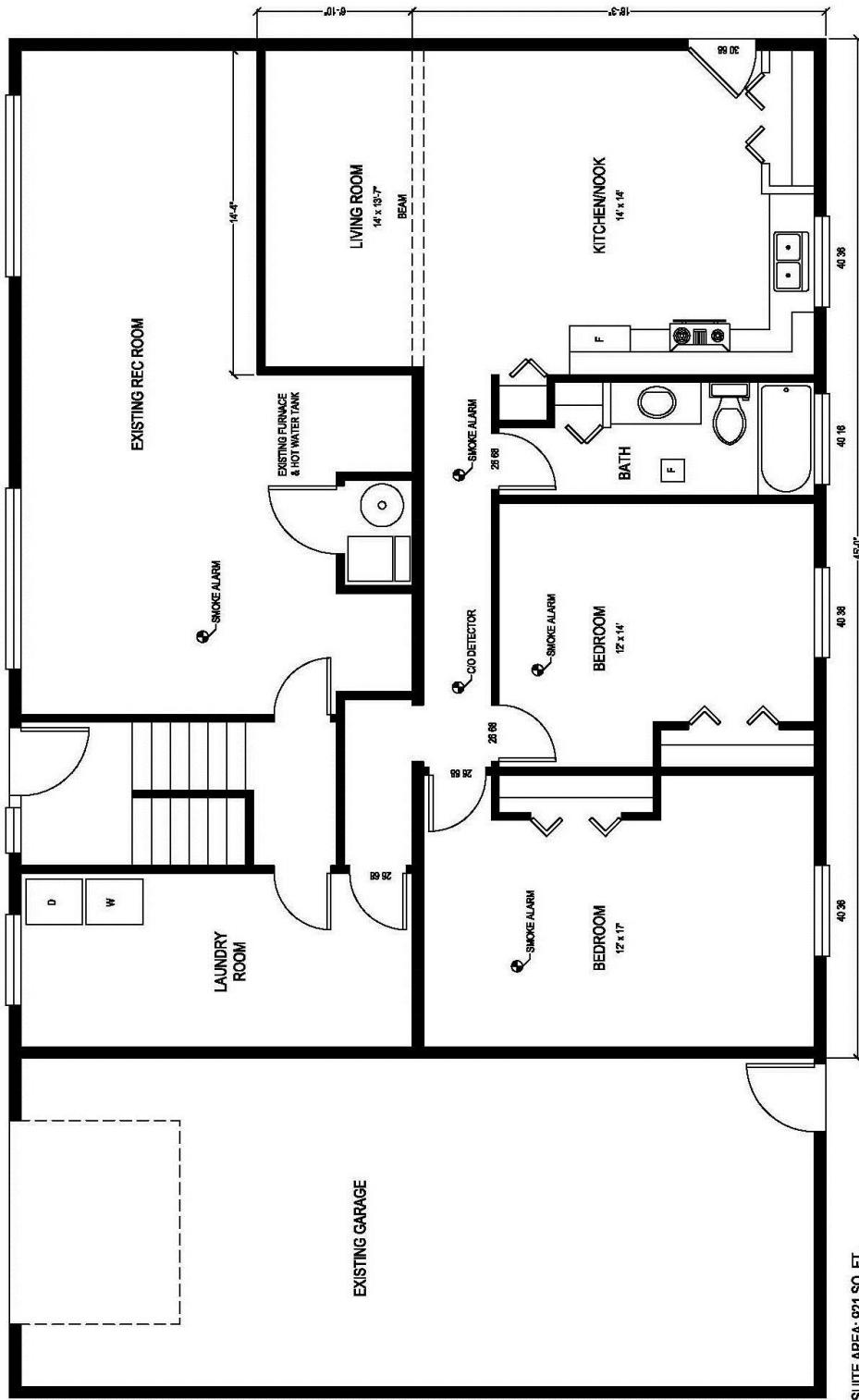
APPLICATIONS WILL BE ACCEPTED  
BETWEEN 8:30 AM – 4:00 PM

# SECONDARY SUITE SAMPLE FLOOR PLAN

## Sample Floor Plan

### ACCESSORY SECONDARY SUITE

- Two copies of floor plans showing the entire basement (in ink not pencil)
- Two copies of site plans showing the required parking spaces,pp
- Drawings must be to scale in metric 1:100 or imperial 1/4"=1'-0".
- Drawings must have all dimensions, windows, doors and room sizes.
- Suite area must be indicated on the drawings in square feet or square metres. The maximum allowable area for secondary suite is 40% of the net floor area of the house up to 90 sq. metres or 968 sq. feet.



BUILDING PERMITS & LICENCES  
604-864-5525  
Building-info@abbotsford.ca  
www.abbotsford.ca

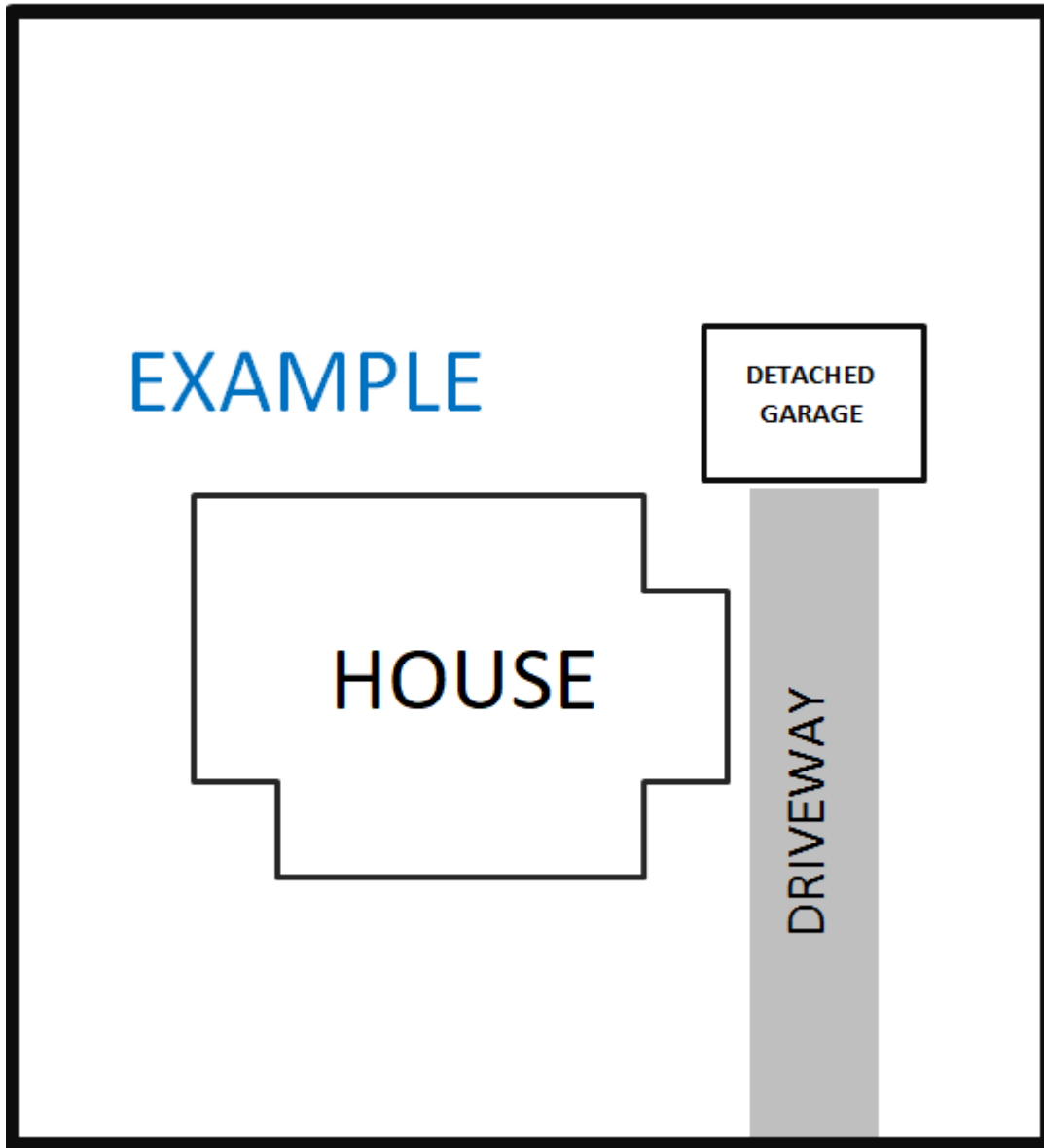




APPLICATIONS WILL BE ACCEPTED  
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# SECONDARY SUITE SAMPLE SITE PLAN

Show all buildings, off-street parking (min. three spots), and at least one hard surface pathway from parking area to suite entrance.



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

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Incomplete applications will not be accepted

# 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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