

**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)
- Drawing Checklist
- Zoning Compliance - For new buildings or additions
- Title search (retrieved within the last 30 days)** for each property involved. 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** 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)
- 2 complete sets of drawings to an appropriate scale: **The maximum drawing size accepted is A1 or 24" X 36"**
  - Site plan showing all existing and proposed structure(s)
  - Floor plans
  - Elevations
  - Cross section
- PDF of architectural drawings emailed to: [building-info@abbotsford.ca](mailto:building-info@abbotsford.ca) prior to or at time of application (re: address in subject line). File naming convention: unit number (if applicable), civic number and street – all CAPS (Example: 12 2345 EASY ST). **Failure to provide will result in your application being incomplete.** \*Note: emails exceeding 10MB must be sent through [eft.abbotsford.ca/dropoff](mailto:eft.abbotsford.ca/dropoff)\*
- 2 complete sets of signed and sealed structural drawings (where applicable; must be originals)
- Letters of Assurance (if applicable; must be originals) - Schedule B:
  - Structural
  - Geotechnical and Geotechnical Report — if you are submitting a Schedule B Geotechnical, A Geotechnical Report is required at time of submission (must be an original)

(Continued)

- Septic approval from Fraser Valley Health (if septic is selected on page 2 of this application form)
- 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.
- Geodetic elevations shown on all drawings (finished and existing grades)
- Topographical Survey required (to include all watercourses within 30m of proposed construction)
- All proposed buildings, additions, and driveways in the ALR requiring fill or soil deposits in excess of 1000 sq.m. must apply to the Agricultural Land Commission (ALC) for a "Notice of Intent" (NOI). Building Permits are not permitted to be issued prior to the ALC granting an exemption to these Provincial regulations (Bill 52). Sand and gravel required for the underslab aggregate material also counts as "fill" for these regulations.

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

# AGRICULTURAL APPLICATION

Page 1 of 4

## **PROPERTY INFORMATION**

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

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

Value of Construction: \$ \_\_\_\_\_ Number of Sheets per Drawings 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: \_\_\_\_\_

<b>APPLICATION TYPE</b>	<input type="checkbox"/> New	<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration
<input type="checkbox"/> Accessory Farm Use (Farm Storage)		<input type="checkbox"/> Manure Storage Bunker	
<input type="checkbox"/> Accessory Farm Use (Farm Vehicles)		<input type="checkbox"/> Silo	
<input type="checkbox"/> Barn (Poultry)		<input type="checkbox"/> Greenhouse	
<input type="checkbox"/> Barn (Dairy / Cattle)		<input type="checkbox"/> Mushroom Growing Facility	
<input type="checkbox"/> Barn (Other)		<input type="checkbox"/> Mushroom Composting Facility	
<input type="checkbox"/> Other: _____		<input type="checkbox"/> Accessory Processing Building	

<b>SERVICE INFORMATION</b>			
Water Source	<input type="checkbox"/> City New	<input type="checkbox"/> City Existing	<input type="checkbox"/> Well (Show location on drawing)
Sewer	<input type="checkbox"/> City New	<input type="checkbox"/> City Existing	<input type="checkbox"/> Lift Pump (Covenant required) <input type="checkbox"/> Septic (Fraser Health Approval Req'd)
Drainage	<input type="checkbox"/> City New	<input type="checkbox"/> City Existing	<input type="checkbox"/> Infiltration System (Sealed Design Required)

<b>UTILITY RECONNECT/UPGRADE (Engineering Dept.)</b>	
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	

**Are there any watercourses or ditches on the property?**  Yes  No

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. 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: \_\_\_\_\_

## **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)

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

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

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

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

New

Addition

Alteration

Topographical Survey of Building Site

Completed Zoning Compliance Checklist

### **Structural Design (Required for any of the following)**

- Second Floor or Loft
- Wall Height > 12'-0"
- Truss Span > 40'-0"

### **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
- Location and dimension of driveway
- Existing and finished grade elevations at corners of building and lot
- Locations and proposed heights of Retaining Walls (T.O.W & B.O.W.)
- Location of rock-pit and/or septic field (where applicable)

### **Cross Sections**

- Wall and ceiling heights
- Consistent with floor and foundation plans
- Geodetic Elevations



## **Elevations**

- Spatial calculations (not applicable to greenhouses)
- Wall and roof finish specified
- Stairs identified
- Window and door locations/sizing consistent with floor plans
- Building height and floor elevations (MFE / Flood)
- Lot grading and design consistent with Topographic Survey

## **Foundation Plan**

- Footing sizes / location
- Slab / Wall thickness specified

## **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)
- Exits
- Fully Dimensioned
- Plumbing Fixture Locations
- Rooms Labelled

## **Construction Assemblies**

- All required assemblies listed
- Verified Code compliant materials
- Fire separations (rating / assembly details / compliant listing)
- Exterior wall rating / construction

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BETWEEN 8:30 AM – 4:00 PM  
Incomplete applications will not be accepted

# AGRICULTURAL DRAWING CHECKLIST

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## **Geotechnical**

- 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 within the SSDP please review on the City's [Web Map](#).

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

**ZONING INFORMATION**

**Staff reviewed by (initials)** \_\_\_\_\_

Zone (specify): \_\_\_\_\_

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

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

Specify DVP or DP Number: \_\_\_\_\_

**Completed? (Y/N)**

FLOOR AREA CALCULATION			INITIAL
Main Floor Area		m <sup>2</sup>	
Upper Floor Area	+	m <sup>2</sup>	
Gross Floor Area (GFA)	=	m <sup>2</sup>	

ZONING COMPLIANCE	PERMITTED	PROPOSED	INITIAL
<b>Lot Coverage</b> Horizontal coverage of all buildings and structures divided by the lot size			
<b>Detention/Infiltration</b> is required if proposed total impermeable surface area after Development, including building footprints, driveways, parking, storage and other impermeable surfaces, exceeds 3700m <sup>2</sup> or covers more than 10% of the Parcel area, whichever is less. (DB Sched. "C" – Buildings outside the Urban Dev. Boundary)			
<b>Setbacks:</b> Identify projections, Easements and Statutory Rights-of-Way on Site Plan			
Interior Side	m	m	
Exterior Side	m	m	
Front	m	m	
Rear	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	PERMITTED	PROPOSED	INITIAL
Floodplain Area (ZB Sec. 140.7)			
Full flood proofing (where applicable)	m	m	
Reduced flood proofing (where applicable)	m	m	
Of underside of main floor or top of slab on grade	m	m	
Ground level elevation (for reduced flood proofing)	m	m	
Crown of nearest road (for reduced flood proofing)	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	YES	NO		
Watercourse, ditches or unidentified drainage channels on site	YES	NO		
Top of Bank Survey	YES	NO		
Streamside Protection Bylaw (SPB) Setback shown on Site Plan	YES	NO		
	REVIEWED (CHECK ONE)			Staff Reviewed
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	
Driveway Access Required?	Culvert Over Watercourse Required?	YES	NO	
	Location Matches Approved Civil Plan?	YES	NO	