

**INCOMPLETE SUBMISSIONS WILL NOT BE ACCEPTED**

### STRUCTURE TYPE

- Building  Fuel Tank Removal  Mobile Home

### CURRENT USE (if 'Building' selected above)

- Residential (specify current use): \_\_\_\_\_  
 Agricultural (specify current use): \_\_\_\_\_  
 Commercial  Industrial  Institutional  Multi-Family

### UTILITY DISCONNECT

Number of Buildings to Remove: \_\_\_\_\_ Building(s) will be Vacant by: \_\_\_\_\_

### PROPERTY INFORMATION

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

**CAUTION FOR FUTURE DEVELOPMENTS** – I acknowledge that if any portion of the property has been identified in the Official Community Plan as within proximity to a steep slope (Steep Slope Development Permit (SSDP)) and/or within proximity to a mapped watercourse or sensitive ecosystem (Natural Environment Development Permit (NEDP)), any proposed new construction or addition may be limited or prohibited.

**Initials of Applicant:** \_\_\_\_\_

### APPLICANT INFORMATION

- Owner  Owner's Authorized Agent (completed Letter of Authorization required)

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

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

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 or Intermunicipal Business Licence No.: \_\_\_\_\_

### PERMIT SUBMISSION REQUIREMENTS

- Completed Application Form and Fees. **Applications will not proceed into the permit queue until all application fees have been paid in full.**
- Complete Letter of Authorization (**each** owner of the property must sign this 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.
- Site Plan showing all building(s) and/or structure(s) on property and clearly indicating which building(s) and/or structure(s) are to be demolished and their current use.

## **TERMS & CONDITIONS: READ THE FOLLOWING PROVISIONS CAREFULLY**

### **ADDITIONAL FEES**

1. I acknowledge that any applicable development cost charges will be calculated during plan review and that the City of Abbotsford (the "City") will issue invoices to you for required upgrades or reconnection to utility services on this property. Payment of all fees is required prior to permit issuance.

### **COLLECTION AND RELEASE OF PERSONAL INFORMATION**

2. 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 City may also use the contact information contained in this application to contact you about other matters, such as information sessions or customer feedback surveys. The personal information is collected under the authority of the City's bylaws, the *Local Government Act*, and the *Freedom of Information and Protection of Privacy Act* (the "Act").
3. I hereby consent to the collection, use, and disclosure of all information, including your personal information, within this building permit and application file, and acknowledge that this information may be made available by the City to the public upon request in compliance with the Act.

### **WAIVER, RELEASE, AND INDEMNIFICATION**

4. BY SUBMITTING THIS APPLICATION, YOU AND 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.
5. In consideration and as a condition of the City granting the permit applied for, each of the Owners, the Owner's Authorized Agents (for herself and on behalf of and with instructions from the Owners and any other party on behalf of whom the Authorized Agents act), and the Applicants (if not an Owner or the Owner's Authorized Agent), jointly and severally agree as follows:
  - a. Waiver - I hereby waive any and all claims whatsoever that I 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.
  - b. Release - I 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 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.
  - c. Indemnity - I 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.
  - d. 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 hereby agree that I 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 further agree that I do not rely on the City to notify me of any defects in this 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.
  - e. I agree to conform to all applicable requirements imposed by City bylaws and all other applicable provincial or federal statutes, including the *Heritage Conservation Act* (the "HCA").

**I agree to the above and hereby make an application for a building permit in accordance with the information stated herein and all required supporting documents. I confirm that the information provided in support of this application is true and correct, I understand that acceptance of this application and payment of application fees does not guarantee that a building permit will be issued, and I acknowledge that the building permit application fee is non-refundable.**

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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 (if civic address not available): \_\_\_\_\_

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) \_\_\_\_\_

Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Date \_\_\_\_\_

Signature of 2<sup>nd</sup> owner (if applicable) \_\_\_\_\_ Owner's name (print) \_\_\_\_\_

Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Date \_\_\_\_\_

Signature of 3<sup>rd</sup> owner (if applicable) \_\_\_\_\_ Owner's name (print) \_\_\_\_\_

Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Date \_\_\_\_\_

Signature of 4<sup>th</sup> owner (if applicable) \_\_\_\_\_ Owner's name (print) \_\_\_\_\_

Email \_\_\_\_\_ Phone Number \_\_\_\_\_ 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 \_\_\_\_\_

**BUILDING PERMITS & LICENCES**

604-864-5525

building-info@abbotsford.ca

www.abbotsford.ca

May 25, 2023

