

Civic Address:

INCOMPLETE SUBMISSIONS CANNOT BE ACCEPTED

The items stated below are minimum submission requirements for all new home applications. For a complete list of submission requirements for your project, refer to the [Application Guide](#). Additional requirements may be identified during the subsequent application & plan reviews.

| Required Documents: | Included |
|---|--------------------------|
| Completed Application Form and Fees – Application fees are due at application submission. | <input type="checkbox"/> |
| Completed Letter of Authorization – <u>Each</u> owner of the property must sign this form. | <input type="checkbox"/> |
| 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. | <input type="checkbox"/> |
| Hardcopy of all covenants, easements and right-of-ways registered on the subject property 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. | <input type="checkbox"/> |
| Identification of Contaminated Sites Form (\$100 processing fee applicable where submission to Ministry of Environment and Climate Change Strategy required). | <input type="checkbox"/> |
| Topographic Survey from a BCLS is required for all infill and rural properties. | <input type="checkbox"/> |
| 2 Complete Sets of Architectural Drawings to an appropriate scale (<i>the maximum drawing size accepted is A1 or 24"x36"</i>). <input type="checkbox"/> Site Plan showing all existing and proposed structure(s) <input type="checkbox"/> Floor Plans <input type="checkbox"/> Elevations <input type="checkbox"/> Cross Section | <input type="checkbox"/> |
| Energy Step Code Supporting Documentation including the Completed Pre-Construction BC Energy Compliance Report and EnerGuide Homeowner Information Sheet. | <input type="checkbox"/> |
| New Home Warranty (<i>new dwellings only, except for CSA-labelled manufactured homes</i>) – Proof of Licencing and Consumer Services Registration, which specifies Owner Builder or Licenced Residential Builder for the address of the dwelling being applied for. Contact BC Housing Licencing and Consumer Services for more information. | <input type="checkbox"/> |
| PDF of Architectural Drawings emailed to 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 name – ALL CAPS (e.g. 12 2345 EASY ST). <u>Failure to provide will result in your application being incomplete.</u> *Note: Emails exceeding 10MB must be sent through eft.abbotsford.ca/dropoff* | <input type="checkbox"/> |
| Note: The following documents are typically needed for most projects. If applicable to your project, they must be included in your submission. If not included, your application may be rejected and the application fee forfeited. | N/A |
| 2 Original Sealed Sets of Structural Drawings where the structural design exceeds Part 9 of the BCBC and is not included on the Architectural Drawings. | <input type="checkbox"/> |
| Original Sealed Letter(s) of Assurance (Schedule B & A) for all engineers and architects involved in the project. | <input type="checkbox"/> |
| 2 Original Sealed Shoring Plans when excavation exceeds 1.2m in depth and excavation is within Steep Slope Development Permit Area. | <input type="checkbox"/> |