

Civic Address: _____

The items stated below are minimum submission requirements for all complex building 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.

INCOMPLETE SUBMISSIONS WILL NOT BE ACCEPTED

- Completed Application Form and Fees** - Applications will not proceed into the permit queue until application fees have been paid in full.
- Completed 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.
- Hard copy if 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.
- Identification of Contaminated Sites Form** (*\$100 processing fee applicable where submission to Ministry of Environment and Climate Change Strategy required*)
- 4 Complete Sets of Drawings** to an appropriate scale:
 - Architectural
 - Structural
 - Mechanical
 - Plumbing
 - Electrical
 - Fire Suppression (Sprinkler)
 - Civil

- Letters of Assurance** from the following as applicable:
 - Coordinating Registered Professional – Schedule A
 - Architectural – Schedule B (*not required for Part 9 buildings*)
 - Structural – Schedule B
 - Mechanical – Schedule B (*not required for Part 9 buildings*)
 - Plumbing – Schedule B (*not required for Part 9 buildings*)
 - Electrical – Schedule B (*not required for Part 9 buildings*)
 - Geotechnical – Schedule B
 - Fire Suppression (Sprinkler) – Schedule B
 - Civil – Schedule B

- Geotechnical Site Report**

- Alternative Solutions Report(s) and Proposal(s)** (if proposed)

- Separate Sprinkler Permit submission** (if required)

- 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 (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