

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

**The items stated below are minimum submission requirements for all residential addition 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*)
- 2 Complete Sets of Drawings** to an appropriate scale (*the maximum drawing size accepted is A1 or 24"x36"*):
  - 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 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](mailto:eft.abbotsford.ca/dropoff)\***