

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

**The items stated below are minimum submission requirements for all tenant improvement 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.
- 3 Complete Sets of Drawings** to an appropriate scale as applicable (refer to applicable Consultant Checklist):
  - Architectural
  - Structural
  - Mechanical
  - Plumbing
  - Electrical
  - Fire Suppression (Sprinkler)
- Letters of Assurance** from the following as applicable (refer to applicable Consultant Checklist):
  - Coordinating Registered Professional (CRP) – Schedule A
  - Architectural – Schedule B
  - Structural – Schedule B
  - Mechanical – Schedule B
  - Plumbing – Schedule B
  - Electrical – Schedule B
  - Fire Suppression (Sprinkler) – Schedule B
- Separate Sprinkler Permit submission** (required for all new installations or alterations to existing systems)
- 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](http://eft.abbotsford.ca/dropoff)\***