

PERMIT APPLICATION FORM

DEMOLITION OR RELOCATION OF A BUILDING

PROCEDURE		
1) Complete this form; 2) Attach all documents required for the application (see reverse); 3) Submit your application to the Town Planning and Environment Department at the Town hall or by email; 4) Pay the applicable fees when the permit is issued (see reverse).		
WORK SITE LOCATION		
Address		Lot N°
Current use: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Mixed <input type="checkbox"/> Other: _____		
Waterfront property adjacent to a lake, watercourse or wetland: <input type="checkbox"/> YES <input type="checkbox"/> NO		
APPLICANT'S IDENTIFICATION AND CORRESPONDENCE ADDRESS		
Applicant's first and last name		
Postal address		Postal code
City		
Cell N°		Other phone N°
Email		
The applicant is the owner*: <input type="checkbox"/> YES <input type="checkbox"/> NO		*If not: JOIN A PROXY FORM
WORK DESCRIPTION (DEMOLITION)		
Type of work	<input type="checkbox"/> Complete voluntary demolition <input type="checkbox"/> Partial demolition <input type="checkbox"/> Other: _____	
Construction affected by the work	<input type="checkbox"/> Main building <input type="checkbox"/> Accessory Building (please specify): _____ <input type="checkbox"/> Other: _____	
Location	<input type="checkbox"/> Front yard <input type="checkbox"/> Back yard <input type="checkbox"/> Side yard	
Dimensions to be demolished (if partial demolition)	Length: _____ Width: _____	
WORK DESCRIPTION (RELOCATION OF A BUILDING)		
Construction affected by the work	<input type="checkbox"/> Main building <input type="checkbox"/> Accessory Building (please specify): _____ <input type="checkbox"/> Other: _____	
Current location	<input type="checkbox"/> Front yard <input type="checkbox"/> Back yard <input type="checkbox"/> Side yard	
Projected location	<input type="checkbox"/> Front yard <input type="checkbox"/> Back yard <input type="checkbox"/> Side yard	
Additional details useful to the understanding of the project:		
_____ _____		
Work start date (YYYY/MM/DD)	Work end date (YYYY/MM/DD)	Estimated cost

WORK EXECUTANT	
<input type="checkbox"/> Contractor (if checked, fill in the section below)	<input type="checkbox"/> Self-construction
Company name	Company phone N°
Company address	
Company email	RBQ License N°

REQUIRED DOCUMENTS AND VARIOUS REQUIREMENTS
<p>The required documents may vary depending on the type of project. Additional documents or information may be required when analyzing the application.</p> <p><input type="checkbox"/> A site plan identifying the position of the building to be demolished from the certificate of location or a property plan;</p> <p><input type="checkbox"/> A site plan prepared, signed and sealed by a land surveyor identifying the projected position of the building to be moved may be required;</p> <p><input type="checkbox"/> A photo montage of the four sides of the building to be demolished;</p> <p><input type="checkbox"/> The name and location of the landfill or dry material disposal site planned for the disposal of demolition waste;</p> <p><input type="checkbox"/> A written commitment from the owner that a sanitation plug be installed on the sewer line no later than two (2) days after the end of the demolition work.</p> <p>The treatment system, sump or receptacle, must be emptied and removed or filled with gravel, sand, earth or an inert material, in accordance with article 5 of the Regulation respecting the evacuation and treatment of isolated residential wastewater.</p> <p>The water intake system must be blocked and dismantled, in accordance with Article 20 of the Regulation respecting water withdrawals and their protection.</p> <p>It is the responsibility of the owner of the building to obtain all the required authorizations from public service companies or government authorities regarding the wires survey, guarantee of road strength, etc.</p> <p>In addition, without prejudice to its rights, the Municipality may institute any recourse for recovery if damage to public property is caused due to the transport or the demolition of the building.</p>

PERMIT FEES (the permit is valid for six (6) months starting on the approval date)	
Demolition or relocation of an accessory building	\$35
Demolition or relocation of a main building	\$50
Demolition of a main building – Guarantee Deposit	\$1,000 Reimbursable upon site clean-up and inspection upon completion of work
Relocation of a main building – Guarantee Deposit	\$500 Reimbursable at the end of the work and required only for a building relocation using the public road
Renewal	Same cost as the original permit

IMPORTANT

Please note that an incomplete application may delay the issuance of the permit.
The inspector will only process the application when it is complete, and all required documentation has been provided. The inspector on file reserves the right to request any other documents, quotes, reports, or plans needed in order to ensure compliance.

PROCESSING TIME

You must allow a maximum of thirty (30) days after the date of your complete application to receive the permit. However, if the project is subject to approval of a Site Planning and Architectural Integration Program (SPAIP), an additional period of approximately two (2) months is needed to complete the application process.

APPLICANT’S SIGNATURE	
<p>The undersigned states that the previous information is accurate, complete and undertakes to provide all documents required for the analysis of the present application. The undersigned also states that he or she is aware of the applicable municipal procedures and regulations currently in effect.</p> <p><u>Finally, the undersigned understands that this form does not constitute at any time, a permit or certificate of authorization allowing for construction to begin.</u></p>	
Applicant’s signature	Date (YYYY/MM/DD)