



TOWN PLANNING AND ENVIRONMENT
MUNICIPALITÉ DE MORIN-HEIGHTS
567, CHEMIN DU VILLAGE
MORIN-HEIGHTS (QUÉBEC) J0R 1H0
TELEPHONE : 450 226-3232, EXT. 115
E-MAIL : service.urbanisme@morinheights.com

PERMIT APPLICATION FORM

MAIN BUILDING EXTENSION

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		
Projected use	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Mixed <input type="checkbox"/> Other: _____	
Number of housings/units	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Other: _____	
Number of rooms	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> More than 6: _____ <input type="checkbox"/> Non applicable	
Building area	Gross floor area: _____m ² Floor area: _____ m ²	
Exterior finish	Roof: _____ Walls: _____	
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
<p>The required documents may vary depending on the type of project. Additional documents or information may be required when analyzing the application. ***Signed and sealed documents must be sent digitally as well as physically in original versions***</p> <p><input type="checkbox"/> A project site implantation plan (certificate) prepared, signed and sealed by a land surveyor indicating the size of the land, the projected location of the buildings, the margins of implantation as well as any current or projected elements, which could affect the construction, including topography, easements, high water line, wetlands, etc.;</p> <p><input type="checkbox"/> For the extension of a main building, a projected site plan prepared by a land surveyor is not required if: The building to extend is shown on a certificate of location and that the distances between the boundaries of the land, including the high water line of lakes, streams and wetlands and the proposed expansion exceeds the minimum setbacks required in the bylaw by at least three (3) meters;</p> <p><input type="checkbox"/> Construction plans prepared, signed, and sealed by a professional having legal competence are required for a new construction or expansion, showing the elevations, floor plans and specifications of the work subject to the building permit; **It is the responsibility of the applicant for a permit or certificate to prepare and submit plans that comply with the Quebec Construction Code, the Quebec Safety Code and other codes in force under the Building Act (RLRQ, c. B-1.1). When the author of the plans is not a technologist, architect or engineer, the applicant or author of the plans must attach a signed letter attesting that the plans submitted comply with the codes in force.**</p> <p><input type="checkbox"/> If the project is subject to a Site Planning and Architectural Integration Program (SPAIP), additional information will have to be provided, such as: samples or leaflets of materials, color sketches and photographs of other buildings in the neighborhood;</p> <p><i>It is the owner's responsibility to consult an architect or engineer when The Architects and Engineers Act is applicable.</i></p>

PERMIT FEES (the permit is valid for one (1) year starting on the approval date)	
Extension (residential)	\$100
Additional Unit – Extension (residential)	\$100 / Unit
Extension (non residential)	\$100 + \$2 / \$1,000 Work value
Renewal	Same cost as the original permit
Site Planning and Architectural Integration Program (SPAIP)	\$200

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	
The undersigned states that the previous information is accurate, complete and undertakes to file all documents required for the analysis of this application. The undersigned also states that he or she is aware of the applicable and current municipal procedures and regulations. <u>Finally, the undersigned understands that this form does not constitute at any time a permit or certificate of authorization to carry out work.</u>	
Applicant’s signature	Date (YYYY/MM/DD)