



**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**

**ABOVE AND IN-GROUND POOL**

<b>PROCEDURE</b>		
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).		
<b>WORK SITE LOCATION</b>		
Address		Lot N°
Current use: <input type="checkbox"/> Residential <input type="checkbox"/> Other : _____		
Waterfront property adjacent to a lake, watercourse or wetland: <input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>APPLICANT'S IDENTIFICATION AND CORRESPONDENCE ADDRESS</b>		
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
<b>WORK DESCRIPTION</b>		
Pool type	<input type="checkbox"/> In-ground <input type="checkbox"/> Above-ground <input type="checkbox"/> Tubular <input type="checkbox"/> Inflatable	
Location of the pool	<input type="checkbox"/> Front yard <input type="checkbox"/> Back yard <input type="checkbox"/> Side yard	
Projected dimensions	In-ground pool: Dimensions: _____ Depth: _____ Above-ground pool: Diameter: _____ Height of the wall: _____	
Wall type:	<input type="checkbox"/> Rigid <input type="checkbox"/> Semi-rigid <input type="checkbox"/> Non-rigid (for inflatable pool)	
Other planned work	<input type="checkbox"/> Patio <input type="checkbox"/> Fence <input type="checkbox"/> Other: _____ * A fence is mandatory for any in-ground swimming pool (please provide details of the fence in the section below); * A non-slip sidewalk is mandatory for any in-ground pool (please provide details of the sidewalk in the section below).	
Additional details useful to the understanding of the project: _____ _____ _____ _____		
Work start date (YYYY/MM/DD)	Work end date (YYYY/MM/DD)	Estimated cost

<b>WORK EXECUTANT</b>	
<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°
<b>REQUIRED DOCUMENTS</b>	
<p style="text-align: center;"><b>The required documents may vary depending on the type of project. Additional documents or information may be required when analyzing the application.</b></p> <p><input type="checkbox"/> <b>A site plan for the installation of the proposed pool</b> on which the information below appears. To do this, we suggest you use a copy of your certificate of location:</p> <ul style="list-style-type: none"><li>• The projected location of the pool and its accessories (patio, gallery, fence, filter, heat pump, etc.);</li><li>• The position of existing buildings, fences, retaining walls and other accessories;</li><li>• The distance between the pool and the following elements: all property boundaries, existing buildings, pool accessories, septic system and artesian well.</li></ul> <p><input type="checkbox"/> <b>The descriptive brochure</b> or the exact model of the pool to be installed;</p> <p><input type="checkbox"/> <b>Details of the security fence</b> controlling access to the pool including:</p> <ul style="list-style-type: none"><li>• The height of the fence or railing;</li><li>• The spacing between the bars;</li><li>• Mechanisms for door closing and locking and all other safety devices.</li></ul> <p><input type="checkbox"/> <b>For an in-ground swimming pool</b>, we ask that you provide us with the complete quote and scaled plan provided by the professional.</p>	
<b>PERMIT FEES</b> (the permit is valid for six (6) months starting on the approval date)	
Above-ground, tubular or inflatable swimming pool	\$50
In-ground pool	\$50
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.

<b>APPLICANT’S SIGNATURE</b>	
<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>	
<b>Applicant’s signature</b>	<b>Date</b> (YYYY/MM/DD)