

PERMIT APPLICATION REQUEST

RENOVATION, BALCONY, PATIO AND VERANDA

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		
Type of work	<input type="checkbox"/> Electricity <input type="checkbox"/> Isolation <input type="checkbox"/> Plumbing <input type="checkbox"/> Flooring <input type="checkbox"/> Roofing <input type="checkbox"/> Foundation <input type="checkbox"/> Inside Wall <input type="checkbox"/> Exterior siding <input type="checkbox"/> Balcony <input type="checkbox"/> Veranda, Solarium (3 seasons) <input type="checkbox"/> Replacement of windows: Number: _____ <input type="checkbox"/> New dimensions: _____ <input type="checkbox"/> Replacement of exterior doors: Number: _____ <input type="checkbox"/> New dimensions: _____	
Level	<input type="checkbox"/> Basement <input type="checkbox"/> Ground floor <input type="checkbox"/> 2 nd Floor <input type="checkbox"/> Other: _____	
Room	<input type="checkbox"/> Kitchen <input type="checkbox"/> Bedroom <input type="checkbox"/> Living room <input type="checkbox"/> Bathroom <input type="checkbox"/> Other: _____	
Number of bedrooms	Before the work: _____ After the work: _____	
Number of units	Before the work: _____ After the work: _____	
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"/> Indoor work: Attach a scaled interior design plan showing interior division, specifications for work to be done and construction details. If the work affects the structure of the building or involves the addition of a dwelling, we inform you that construction plans, prepared, signed and sealed by a professional are mandatory;</p> <p><input type="checkbox"/> Outdoor work: Attach a scaled plan detailing the exterior work, including specifications on materials, dimensions, location of the work, including distances from property boundaries and when applicable, from the septic system;</p> <p><input type="checkbox"/> Copy of the certificate of location on which the projected location of the deck or patio is identified;</p> <p><input type="checkbox"/> Recent photographs of the building if the work affects the outside of the building;</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)	
Renovation (residential)	\$75
Renovation (non residential)	\$200
Gallery, Balcony, Patio, 3-season Veranda	\$50
Renewal	Same cost as the original permit
Site Planning and Architectural Integration Program (SPAIP)	\$200
<p>IMPORTANT</p> <p>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.</p> <p>PROCESSING TIME</p> <p>You must allow a maximum of <u>thirty (30) days</u> 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 <u>two (2) months</u> is needed to complete the application process.</p>	
APPLICANT'S SIGNATURE	
<p>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.</p> <p><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></p>	
Applicant's signature	Date (YYYY/MM/DD)