



**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 REQUEST FORM**

**NON-RESIDENTIAL OCCUPATION OR ACTIVITY**

<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"/> 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	
<b>APPLICANT'S IDENTIFICATION</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>USE DESCRIPTION</b>	
Projected use	<input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Mixed <input type="checkbox"/> Other: _____
Is this a change of the existing occupation use?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Specific use	
Company name	
Phone number	
Opening hours	
Number of employees	
Display or outdoor storage area required?	<input type="checkbox"/> Yes (see below) <input type="checkbox"/> No <input type="checkbox"/> Front yard <input type="checkbox"/> Back yard <input type="checkbox"/> Side yard
Quebec Enterprise Number (NEQ)	
Date of commencement of occupation (AAAA/MM/DD)	
<b>CONTACT INFORMATION OF PERSON IN CHARGE</b>	
Name, First name	Phone N°
E-mail address	

**REQUIRED DOCUMENTS**

**The required documents may vary depending on the type of project.  
Additional documents or information may be required when analyzing the application.**

- An interior design** plan for the existing or projected unit showing the following information:
  - Divisions and uses of interior spaces;
  - Identification of exits and entry points;

**Attention!** For any change in the use or layout of the premises, a certificate of compliance or a plan prepared and stamped by an architect may be required.

- An outdoor layout and parking area** plan showing the following information:
  - Number of parking spaces and their dimensions;
  - Green spaces and the location of existing or projected trees;
  - Loading and delivery area;
  - Outdoor storage or display area;

- A photo montage** of the existing premises;

- If renovation work is required**, you must apply for a renovation permit;

**Attention!** For any renovation work, a plan prepared and stamped by an architect may be required.

**PERMIT FEES** (the permit is valid for one (1) year starting on the approval date)

New use	\$50
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.

**APPLICANT’S SIGNATURE**

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.

Finally, the undersigned understands that this form does not constitute at any time, a permit or certificate of authorization allowing for construction to begin.

<b>Applicant’s signature</b>	<b>Date</b> (YYYY/MM/DD)
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Updated September 2020