

PERMIT APPLICATION FORM

FENCE, DECORATIVE WALL OR HEDGE

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		
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"/> Fence <input type="checkbox"/> Decorative wall <input type="checkbox"/> Hedge	
Location	<input type="checkbox"/> Front yard <input type="checkbox"/> Side yard <input type="checkbox"/> Back yard <input type="checkbox"/> Distance from the road : _____ <input type="checkbox"/> Distance from property lines : _____	
Height	<input type="checkbox"/> Front yard : _____ <input type="checkbox"/> Back yard : _____ <input type="checkbox"/> Side yard : _____	
Approximate length	Length: _____	
Material	<input type="checkbox"/> Wood (painted or stained) <input type="checkbox"/> Prepainted Metal <input type="checkbox"/> Tempered glass <input type="checkbox"/> PVC or vinyl <input type="checkbox"/> Other : _____	
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

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

A project site plan identifying the position of the fence, decorative wall or hedge in relation to property lines, the main building and other existing accessory buildings on the site (you can use a copy of your certificate of location);

Description and model of the fence, join either a photo montage of the projected fence or the manufacturer's brochure;

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 vicinity.

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

Fence, Decorative wall or hedge	\$35
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 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.

Applicant's signature	Date (YYYY/MM/DD)

Updated September 2020