



URBAN PLANNING AND ENVIRONMENT
MUNICIPALITÉ DE MORIN-HEIGHTS
567, CHEMIN DU VILLAGE
MORIN-HEIGHTS (QUÉBEC) J0R 1H0
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APPLICATION FORM FOR A PERMIT OR AN AUTHORIZATION CERTIFICATE

F-Urb-03

ACCESSORY BUILDING

CONSTRUCTION – EXTENSION – RENOVATION -TRANSFORMATION

WORK SITE LOCATION		
Adress and/or street name		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		
Applicants first and last name		
Postal address		Postal address
City		
☎ Cell N°		☎ Cell N°
✉ Email		
The applicant is the owner* : <input type="checkbox"/> YES <input type="checkbox"/> NO *If no: please complete the AUTHORIZATION section on the back.		
WORK DESCRIPTION		
Type of work	<input type="checkbox"/> New construction <input type="checkbox"/> Extension <input type="checkbox"/> Renovation <input type="checkbox"/> Transformation	
Type of accessory building	<input type="checkbox"/> Detached garage <input type="checkbox"/> Guest house <input type="checkbox"/> Pool house <input type="checkbox"/> Shed <input type="checkbox"/> Home greenhouse <input type="checkbox"/> Accessory buildings for additional uses: _____	
Location	<input type="checkbox"/> Front yard <input type="checkbox"/> Back yard <input type="checkbox"/> Side yard	
Distance between the accessory building and:	Main building: _____ Other accessory buildings: _____ Septic system : _____ Other : _____	
Projected dimensions	Length _____ Width: _____ Height including the roof: _____	
Type of foundation	<input type="checkbox"/> Concrete slab <input type="checkbox"/> Concrete foundation <input type="checkbox"/> Other : _____	
Exterior cladding	<input type="checkbox"/> Engineered wood siding (Canexel) <input type="checkbox"/> wood siding <input type="checkbox"/> Stone <input type="checkbox"/> Brick <input type="checkbox"/> Other: _____	
Roofing material	<input type="checkbox"/> Asphalt shingles <input type="checkbox"/> Architectural metal roofing Slope : _____	
Dimensions of doors and windows	Door(s) : _____ Window(s): _____	
Additional information to support project understanding: _____ _____		
Work start date (DD/MM/YYYY)	Work end date (DD/MM/YYYY)	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 licence N°

REQUIRED DOCUMENTS The application and all required documents must be submitted as one (1) printed copy to scale and one digital copy (PDF format)
<div><input type="checkbox"/> An implementation plan prepared and signed by a land surveyor indicating the proposed location for accessory buildings with a footprint greater than 25 m² (269 ft²) and located less than 1 meter from the required setback.</div> <div><input type="checkbox"/> For accessory buildings with a floor area less than 25 m² (269 ft²), the site plan may be replaced by a sketch of the accessory building’s location (use your certificate of location as a reference), indicating the following measurements: distance from the main building, other structures, sanitary installations, property boundaries, lakes, watercourses, and wetlands (where applicable).</div> <div><input type="checkbox"/> Construction plan for an accessory building with a floor area greater than 25 m², prepared, signed, and sealed by a professional legally authorized to do so. <small>** It is the responsibility of the applicant for a permit or authorization certificate to prepare and submit plans that comply with the Quebec Construction Code, the Quebec Safety Code, and other applicable codes under the Building Act (CQLR, c. B-1.1). If the plan author is not a technologist, architect, or engineer, the applicant or the plan author must include a signed letter certifying that the submitted plans comply with the applicable codes.</small></div> <div><input type="checkbox"/> Construction plan or schematic of the accessory building with a floor area less than 25 m², showing the foundation, elevations with cross-sections, and a descriptive specification of the proposed work, including a list of materials.</div>

UNIT COST OF PERMITS AND AUTHORIZATION CERTIFICATES	
Construction of Accessory Building (Residential) – Equal to or Greater than 25 m ²	100 \$
Construction of Accessory Building (Residential) – Less than 25 m ²	75 \$
Alteration, Renovation, and Extension (Residential)	75 \$
Construction of Accessory Building (Non-Residential)	200 \$
Alteration, Renovation, and Extension (Non-Residential)	100 \$

IMPORTANT

The inspector assigned to the file reserves the right to require any additional documents, estimates, reports, or plans necessary to ensure the compliance of the application.

APPLICANTS SIGNATURE	
The undersigned declares that the information provided above is accurate and acknowledges having read the applicable municipal regulations. The undersigned understands that it is mandatory to obtain a permit or authorization certificate before starting any work or use , and that this form does not, at any time, constitute approval or authorization.	
Applicant’s signature	Date (DD/MM/YYYY)

OWNERS AUTHORIZATION	
MANDATORY when the applicant is different from the owner or when the owner is a legal entity (e.g., a company).	
Owners phone number : _____	
I _____, owner, authorize _____ to	
<small>(Owners name in block letters)</small>	<small>(Applicants name in block letters)</small>
Submit and sign on my behalf this application for an authorization certificate for my property located at _____	
<small>(Project address or lot number)</small>	
Signed on: _____	Signature : _____
<small>(Date)</small>	<small>(Owners signature)</small>