



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**

<b>WORK SITE LOCATION</b>		
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		
<b>APPLICANT'S IDENTIFICATION AND CORRESPONDENCE ADDRESS</b>		
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.		
<b>WORK DESCRIPTION</b>		
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

<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 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)**

- An implementation plan** prepared and signed by a land surveyor indicating the proposed location for accessory buildings with a footprint greater than 25 m<sup>2</sup> (269 ft<sup>2</sup>) and located less than 1 meter from the required setback.
- For accessory buildings with a **floor area less than 25 m<sup>2</sup> (269 ft<sup>2</sup>)**, 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).
- Construction plan** for an accessory building with a **floor area greater than 25 m<sup>2</sup>**, prepared, signed, and sealed by a professional legally authorized to do so.  
\*\* 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.
- Construction plan or schematic** of the accessory building with a **floor area less than 25 m<sup>2</sup>**, showing the foundation, elevations with cross-sections, and a descriptive specification of the proposed work, including a list of materials.

**UNIT COST OF PERMITS AND AUTHORIZATION CERTIFICATES**

Construction of Accessory Building (Residential) – Equal to or Greater than 25 m <sup>2</sup>	100 \$
Construction of Accessory Building (Residential) – Less than 25 m <sup>2</sup>	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)
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**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  
(Owners name in block letters) (Applicants name in block letters)

Submit and sign on my behalf this application for an authorization certificate for my property located at

\_\_\_\_\_  
(Project address or lot number)

Signed on: \_\_\_\_\_ Signature : \_\_\_\_\_  
(Date) (Owners signature)