



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-04

MAIN BUILDING
RENOVATION TRANSFORMATION

WORK SITE LOCATION		
Address 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		
<input type="checkbox"/> Renovation: Work to improve a building, structure, or work, including the repair and replacement of foundations without expanding them. The terms "maintenance" and "repair" are synonymous with "renovation."		
<input type="checkbox"/> Transformation: Work carried out inside a building that affects the structure of the building such as the movement or removal of a wall or floor (or part thereof), resulting in the creation of openings in walls or an increase in the floor area without expanding the building.		
Type of work	<input type="checkbox"/> Electrical <input type="checkbox"/> Insolation <input type="checkbox"/> Plumbing <input type="checkbox"/> Flooring <input type="checkbox"/> Roof <input type="checkbox"/> Foundation <input type="checkbox"/> Interior wall <input type="checkbox"/> Exterior wall <input type="checkbox"/> Masonry fireplace or solid fuel combustion appliance <input type="checkbox"/> Window replacement Number: _____ <input type="checkbox"/> New dimensions : _____ <input type="checkbox"/> Door replacement Number: _____ <input type="checkbox"/> New dimensions: _____	
Level	<input type="checkbox"/> Basement <input type="checkbox"/> Main floor <input type="checkbox"/> Upper floor	
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 information to support project understanding: _____		
Work start date (DD/MM/YYYY)	Work end date (DD/MM/YYYY)	Estimated cost

Please complete the reverse side →

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)	
<input type="checkbox"/> Interior Work: Include a scaled interior layout plan showing the interior divisions, specifications of the work to be done, and construction details. If the work affects the building's structure or involves the addition of a dwelling unit, please note that plans prepared, signed, and sealed by a qualified professional are mandatory.	
<input type="checkbox"/> Exterior Work: Include a scaled plan detailing the exterior work, including material specifications, dimensions, and the location of the work, with distances from property lines and, when applicable, from the septic system.	
<input type="checkbox"/> Photographs of the building if the work affects the exterior of the building.	
<input type="checkbox"/> If the project is subject to a Site Planning and Architectural Integration Program (SPAIP), additional elements must be provided (material samples or brochures, color renderings, photographs of neighboring buildings).	
UNIT COST OF PERMITS AND AUTHORIZATION CERTIFICATES	
Renovation or transformation of a main building in the residential use group.	100 \$
Renovation or transformation of a main building in the Commercial, Industrial, Public or Agricultural use groups.	300 \$
Site Planning and Architectural Integration Program (PIIA)	300 \$
Installation or replacement of a masonry heater or solid-fuel-burning appliance with an appliance authorized under the Construction Regulation	50 \$

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 : _____	