



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**

<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>		
<input type="checkbox"/> <b>Renovation:</b> 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"/> <b>Transformation:</b> 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 →

<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°
<b>REQUIRED DOCUMENTS</b> 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"/> <b>Interior Work:</b> 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"/> <b>Exterior Work:</b> 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"/> <b>Photographs</b> of the building if the work affects the exterior of the building.	
<input type="checkbox"/> <b>If the project is subject to a Site Planning and Architectural Integration Program (SPAIP),</b> additional elements must be provided (material samples or brochures, color renderings, photographs of neighboring buildings).	
<b>UNIT COST OF PERMITS AND AUTHORIZATION CERTIFICATES</b>	
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 \$
<b>IMPORTANT</b>	
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.	
<b>APPLICANTS SIGNATURE</b>	
The undersigned declares that the information provided above is accurate and acknowledges having read the applicable municipal regulations.	
<b>The undersigned understands that it is mandatory to obtain a permit or authorization certificate before starting any work or use,</b> and that this form does not, at any time, constitute approval or authorization.	
Applicant's signature	Date (DD/MM/YYYY)
<b>OWNERS AUTHORIZATION</b>	
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 _____ <small>(Project address or lot number)</small>	
Signed on: _____ Signature : _____	