



URBAN PLANNING AND ENVIRONMENT
MUNICIPALITÉ DE MORIN-HEIGHTS
567, CHEMIN DU VILLAGE
MORIN-HEIGHTS (QUÉBEC) J0R 1H0
PHONE : 450 226-3232, POSTE 115
EMAIL : service.urbanisme@morinheights.com

APPLICATION FORM FOR A PERMIT

F-Urb-06

MAIN BUILDING CONSTRUCTION

WORK SITE LOCATION	
Address and/or street name	Lot N°
Projected usage: <input type="checkbox"/> Residential <input type="checkbox"/> Residential with additional usage: _____ <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Public <input type="checkbox"/> Agricultural	
Waterfront property adjacent to a lake, watercourse or wetland: <input type="checkbox"/> YES <input type="checkbox"/> NO	
SPAIP Sector: <input type="checkbox"/> Elevation area* <input type="checkbox"/> Town core* <input type="checkbox"/> None (non-applicable) *If subject to a SPAIP, complete the required form.	
Road access : <input type="checkbox"/> Private <input type="checkbox"/> Municipal <input type="checkbox"/> Other : _____	
APPLICANT'S IDENTIFICATION AND CORRESPONDENCE ADDRESS	
Applicant's 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 – MAIN BUILDING CONSTRUCTION	
Type of building	<input type="checkbox"/> Single-family residence: dwelling with one (1) dwelling unit <input type="checkbox"/> Two-family residence: dwelling with two (2) dwelling units <input type="checkbox"/> Three-family residence: dwelling with three (3) dwelling units <input type="checkbox"/> Multi-family residence: dwelling with four (4) or more dwelling units <input type="checkbox"/> Mobile home <input type="checkbox"/> Commercial, specify: _____ <input type="checkbox"/> Industrial, specify: _____ <input type="checkbox"/> Public, specify: _____ <input type="checkbox"/> Agricultural, specify: _____
Number of bedrooms	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> More than 6 : _____ <input type="checkbox"/> Non-applicable
Additional usages Complete required form	<input type="checkbox"/> Intergenerational dwelling unit <input type="checkbox"/> Additional dwelling unit <input type="checkbox"/> Guest house <input type="checkbox"/> Room rental <input type="checkbox"/> Home-based personal and professional services <input type="checkbox"/> Home-based artistic and artisanal activities <input type="checkbox"/> Hobby farm <input type="checkbox"/> Tourist accommodation of the principal residence type <input type="checkbox"/> Family daycare service <input type="checkbox"/> An intermediate resource or a family-type resource as defined in the Act respecting health services and social services.

	<input type="checkbox"/> Other : _____, _____		
Building dimentions	Lengh : _____ Width : _____		
Building surface area	Ground footprint: _____ m ² (dimensions including exterior cladding)		
Constructions and/or attached buildings	<input type="checkbox"/> Garage <input type="checkbox"/> 3 season veranda <input type="checkbox"/> 4 season veranda <input type="checkbox"/> Carport <input type="checkbox"/> Other : _____		
Type of roofing	<input type="checkbox"/> Mansard <input type="checkbox"/> Flat <input type="checkbox"/> Gable roof (2 sloping sides) <input type="checkbox"/> Hip roof (4 sloping sides) <input type="checkbox"/> Other : _____		
	Roof pitch : _____		
	Roofing material : <input type="checkbox"/> Asphalt Shingles <input type="checkbox"/> Metal <input type="checkbox"/> Other : _____		
Exterior cladding of the building	1 : _____	2 : _____	3 : _____
Exterior cladding colors	1 : _____	2 : _____	3 : _____
Interior finishes	<u>Basement</u> : Floor: _____ Ceiling : _____ Walls: _____		
	<u>Main floor</u> : Floor : _____ Ceiling : _____ Walls : _____		
	<u>Upper level</u> : Floor: _____ Ceiling: _____ Walls : _____		
Building equipment	Type of heating : _____		
	Number of fire detectors : _____		
	Number of carbon monoxide detectors: _____		
	<input type="checkbox"/> Chimney (specify material) : _____ (specify placement) : _____		
	<input type="checkbox"/> Fireplace <input type="checkbox"/> Wood stove		
	Fuel type : <input type="checkbox"/> Wood <input type="checkbox"/> Pellet <input type="checkbox"/> Electricity <input type="checkbox"/> Gas/Propane		

Additional information to support project understanding:

Work start date (DD/MM/YYYY)	Work end date (DD/MM/YYYY)	Estimated cost
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WORK EXECUTANT – MAIN BUILDING

Self-Construction
 Contractor
 (if checked fill in the section below)

Company name	Company phone N°
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Company address

Company email	RBQ licence N°
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WORK EXECUTANT – SEPTIC SYSTEM INSTALLATION

Company name	Company phone N°
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Company address

Estimated cost	RBQ licence N°
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WORK EXECUTANT – GROUNDWATER WITHDRAWAL (WELL) OR AQUEDUCT CONNECTION

Company name	Company phone N°
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Company address

Estimated cost	RBQ licence N°
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COMPLETE IF CONNECTION AND/OR HOOKUP TO MUNICIPAL AQUEDUCT IS REQUIRED

Type of work	<input type="checkbox"/> New connection <input type="checkbox"/> Connection to existing inlet valve
Pipe diameter	Diameter: _____ (to be confirmed by the Public Works Department) Signature of Public Works Foreman: : _____
Proposed location	<input type="checkbox"/> Front yard Distance from property lines : _____
Pipe material	<input type="checkbox"/> Flexible Type K copper <input type="checkbox"/> Municipex Polyethylene

*The Municipality carries out all required connections and related work at the owner's expense.

REQUIRED DOCUMENTS The application and all required documents must be submitted as one (1) printed copy to scale and one digital copy (PDF format)**REQUIRED DOCUMENTS – MAIN BUILDING CONSTRUCTION**

- A certificate of location** prepared, signed, and sealed by a land surveyor, indicating the lot dimensions, the proposed location of the structures, setback distances, and any existing or proposed elements that may affect construction, including topography, servitudes, the high-water mark, wetlands, etc.
- Construction plans** prepared, signed, and sealed by a qualified professional for new construction or an addition, showing elevations, floor plans with cross-sections, and a descriptive specification of the work covered by the building permit.
- A landscaping plan**, for new construction only, showing areas of land cleared for the work as well as any subsequent reforestation.
- If the project is subject to a Site Planning and Architectural Integration Program (SPAIP)**, the required application form must be completed and additional documents must be submitted (refer to the form).

REQUIRED DOCUMENTS – SEPTIC SYSTEM INSTALLATION

- Specifications, plans, and soil test** prepared, signed, and sealed by a professional, in accordance with the provincial Regulation respecting the disposal and treatment of wastewater from isolated dwellings (Q.2, r. 22);
** In the case of a residence with more than six bedrooms or a building with a daily flow exceeding 3,240 litres, a Certificate of Authorization (CA) must first be obtained from the Ministry of the Environment, the Fight Against Climate Change (MELCC).*
- At the end of the work**, the applicant must submit a visual inspection report signed and sealed by a professional, including:
 - An "as-built" plan to scale, identifying the sanitary system;
 - **Photographs** of all components of the sanitary system;
 - A **letter of compliance** certifying that the sanitary system conforms to Regulation Q.2, r. 22.

REQUIRED DOCUMENTS – GROUNDWATER WITHDRAWAL (WELL)

- The well driller's quote** describing the type of installation, in accordance with the provincial Regulation respecting the withdrawal and protection of water (Q.2, r. 35.2);
- A scaled site plan** showing the proposed location of the well, including the location of the sanitary system on the subject property and those of neighboring properties;
- In the case of a sealed well**, the plan must be prepared by a qualified professional, and the sealing of the well must be carried out under the supervision of a professional in accordance with section 19 of Q.2, r. 35.2;
- At the end of the work**, within a maximum period of 18 months, the applicant must submit the drilling report signed by a professional confirming that the installation is compliant;
- For a sealed well**, the report must be accompanied by a certificate of compliance prepared by a qualified professional, in accordance with Q.2, r. 35.2.

REQUIRED DOCUMENTS - CONNECTION AND/OR HOOKUP TO MUNICIPAL AQUEDUCT IS REQUIRED

- A proposed site plan** identifying the proposed location of the water valve (main water service valve);
- An engineer's report** detailing the estimated water use and probable discharge for non-residential uses.

REGULATORY STANDARDS FOR CONNECTION TO THE MUNICIPAL WATER SUPPLY (FRENCH ONLY)

L'ensemble des normes se trouvent dans le règlement 753-2024 (Entente relatives aux travaux et aux services municipaux). En aucun cas, ces normes n'ont pour effet de dispenser le propriétaire de s'assurer, par l'intermédiaire d'un expert le cas échéant, de la conformité de son projet aux normes réglementaires ni au bon fonctionnement pour lequel l'ouvrage est destiné.

- Le tuyau devra être de cuivre de type K flexible ou de polyéthylène Municipex;
- Le diamètre du tuyau (minimum $\frac{3}{4}$ pouce) sera confirmé lors de l'émission du permis;
- Le propriétaire est tenu de faire inspecter les travaux par le Service des travaux publics après l'installation du conduit et avant les travaux de finition (remblai); La demande d'inspection peut être faite au 450-226-3232, poste 144, au moins 48 heures à l'avance.

Si, lors des travaux, la Municipalité constate la présence de roc, les frais de raccordement seront majorés des montants engagés par la Municipalité pour enlever ce roc (dynamitage, etc.). Un appareil destiné à réduire les risques de dysfonctionnement d'un système d'alimentation en eau potable (valve de réduction de la pression) doit être installé à l'entrée d'eau du bâtiment desservi par un réseau d'aqueduc.

COST OF PERMIT— MAIN BUILDING CONSTRUCTION

New construction in the Residential use group	500 \$
Construction of a principal building in the Commercial, Industrial, Public, or Agricultural use groups	1000 \$ plus 2 \$/ per 1 000 \$ of value of work
Additional or intergenerational dwelling unit	100 \$ / dwelling unit
Mobile home (installation or replacement)	500 \$
Security deposit – Certificate of Location (<i>For new construction</i>)	300 \$
Site Planning and Architectural Integration Program (SPAIP)	300 \$

COST OF AUTHORIZATION CERTIFICATE – SEPTIC SYSTEM INSTALLATION

Septic system	200 \$
Security deposit – Septic system "as" built plan	300 \$.

COST OF AUTHORIZATION CERTIFICATE – GROUNDWATER WITHDRAWAL

Groundwater withdrawal (well)	100 \$
Security deposit – Drilling report	300 \$

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COST OF PERMIT – CONNECTION TO THE MUNICIPAL WATER SUPPLY

New connection to water supply	2 200 \$
Connection to existing water valve	300 \$

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 : _____