



URBAN PLANNING AND ENVIRONMENT
MUNICIPALITÉ DE MORIN-HEIGHTS
567, CHEMIN DU VILLAGE
MORIN-HEIGHTS (QUÉBEC) J0R 1H0
PHONE : 450 226-3232, POSTE 115
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APPLICATION FORM FOR A PERMIT

F-Urb-10

MAIN BUILDING - EXTENSION

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 extension	<input type="checkbox"/> Vertical extension (Subject to a S.P.A.I.P. in elevation area) <input type="checkbox"/> Expansion of ground floor area (Subject to a S.P.A.I.P. in the town core area)	
Projected use	Extension for the main use of the dwelling (residential group): <input type="checkbox"/> Bedroom <input type="checkbox"/> Living room <input type="checkbox"/> Dining room <input type="checkbox"/> Kitchen <input type="checkbox"/> Family room <input type="checkbox"/> Other : _____ Extension for an addition use within the dwelling (residential group) : <input type="checkbox"/> Intergenerational dwelling unit <input type="checkbox"/> Additional dwelling unit <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"/> Other : _____ Extension for a main or additional use within the property's use group: <input type="checkbox"/> Commercial, specify: _____ <input type="checkbox"/> Industrial, specify : _____ <input type="checkbox"/> Public, specify: _____ <input type="checkbox"/> Agricultural, specify : _____	
Number of units	Before the work : _____ After the work: _____	
Number of bedrooms	Before the work : _____ After the work: _____	
Exterior finishes	Roof : _____ Walls: _____	
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)

- ☐ **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.
- ☐ **A certificate of location** prepared, signed, and sealed by a land surveyor is **not required if:** The building to be expanded is shown on a certificate of location, and the distances between the property boundaries — including the high-water mark of lakes, watercourses, and wetlands — and the proposed expansion exceed by at least three (3) meters the minimum setback requirements specified in the zoning grid for the area in question.
- ☐ **Plans Construction plans** prepared, signed, and sealed by a professional legally authorized to do so, are required for any new construction or extension. These plans must show the elevations, floor layouts with cross-sections, and detailed specifications of the work covered by the building permit. ****It is the responsibility of the applicant for a permit or certificate to prepare and submit plans that comply with the Quebec Construction Code, the Quebec Safety Code, and any other codes in force under the Building Act (CQLR, c. B-1.1). If the plans are not prepared by a technologist, architect, or engineer, the applicant or the author of the plans must include a signed letter certifying that the submitted plans comply with all applicable codes.****
- ☐ **If the project is subject to a Site Planning and Architectural Integration Program (SPAIP),** additional elements must be provided (material samples or brochures, color sketches, photographs of neighboring buildings).

COST OF PERMIT	
Extension (residential)	200 \$
Extension – Additional unit (residential)	100 \$ / Unit
Extension of a principal building in the Commercial, Industrial, Public, or Agricultural use group	500 \$ plus 2 \$ / 1 000 \$ project value
Security Deposit – Location Certificate (Building Expansion)	300 \$
Site Planning and Architectural Integration Program (SPAIP)	200 \$

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	Applicant’s signature

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 _____, <small>(Owners name in block letters)</small>	owner, authorize _____ to <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 : _____	