



**TOWN PLANNING AND ENVIRONMENT**  
**MUNICIPALITÉ DE MORIN-HIGHTS**  
 567, CHEMIN DU VILLAGE  
 MORIN-HIGHTS (QUÉBEC) J0R 1H0  
 TELEPHONE : 450 226-3232, EXT. 115  
 E-MAIL : service.urbanisme@morinheights.com

**PERMIT APPLICATION FORM**  
**NEW CONSTRUCTION – RESIDENTIAL**

<b>PROCEDURE</b>	
1) Complete the following form; 2) Attach all documents required for the application (see reverse); 3) Submit your application to the Town Planning and Environment Department at the Town hall or by email; 4) Pay the applicable fees when the permit is issued (see reverse).	
<b>WORK SITE LOCATION</b>	
Address and/or Street Name	Lot N°
Projected use: <input type="checkbox"/> Residential <input type="checkbox"/> Residential with additional use: _____	
Waterfront property adjacent to a lake, waterway or wetland: <input type="checkbox"/> YES <input type="checkbox"/> NO	
Zone : AF-_____ ou C-_____ ou MIX-_____ ou RF-_____ ou RV-_____	
SPAIP sector: <input type="checkbox"/> Elevation Sector* <input type="checkbox"/> Village Core Sector* <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: _____	
Lot : <input type="checkbox"/> Separate cadastral lot <input type="checkbox"/> Lot not cadastred (ATTACH PROOF OF PRIVILEGE TO THE SUBDIVISION)	
<b>APPLICANT'S IDENTIFICATION AND CORRESPONDENCE ADDRESS</b>	
Applicant's first and last name	
Postal address	Postal code
City	
Cell N°	Other phone N°
Email	
The applicant is the owner*: <input type="checkbox"/> YES <input type="checkbox"/> NO	*If not: JOIN A PROXY FORM
<b>WORK DESCRIPTION – MAIN BUILDING CONSTRUCTION</b>	
Type of building	<input type="checkbox"/> Single-family <input type="checkbox"/> Single-family with additional dwelling <input type="checkbox"/> Single-family with intergenerational housing <input type="checkbox"/> Multi-family (specify number of units): _____
Number of rooms	<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: _____
Size of the building	Length: _____ Width: _____
Building area	Implementation on the ground: _____sq.m (dimensions including exterior siding)
Adjacent structures and/or 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 roof	<input type="checkbox"/> Mansard <input type="checkbox"/> Flat <input type="checkbox"/> 2-slope roof <input type="checkbox"/> 4-slope roof <input type="checkbox"/> Other: _____
	Roof slope: _____ Sheathing: <input type="checkbox"/> Asphalt shingles <input type="checkbox"/> Metal <input type="checkbox"/> Other: _____

Type of exterior sidings	1 : _____ 2 : _____ 3 : _____		
Exterior siding colors	1 : _____ 2 : _____ 3 : _____		
Type of interior finishes	<u>Basement:</u> Floor: _____ Ceiling: _____ Walls: _____		
	<u>Main floor:</u> Floor: _____ Ceiling: _____ Walls: _____		
	<u>Levels:</u> Floor: _____ Ceiling: _____ Walls: _____		
Equipements	Type of heating system: _____		
	Number of smoke detectors: _____		
	Number of carbon monoxide detectors: _____		
	<input type="checkbox"/> Chimney (specify materials): _____ (specify location): _____		
	<input type="checkbox"/> Fireplace <input type="checkbox"/> Woodstove		
Fuel: <input type="checkbox"/> Wood <input type="checkbox"/> Pellets <input type="checkbox"/> Electricity <input type="checkbox"/> Gas/Propane			
Additional details useful to the understanding of the project: _____ _____ _____			
Work start date (YYYY/MM/DD)		Work end date (YYYY/MM/DD)	Estimated cost
<b><u>WORK EXECUTANT – MAIN BUILDING</u></b>			
<input type="checkbox"/> Property owner			
<input type="checkbox"/> Licensed Contractor (if checked, complete section below)			
Company name		Company phone N°	
Company address			
Company email		RBQ License N°	
<b><u>WORK EXECUTANT – SEPTIC INSTALLATION</u></b>			
Company name		Company phone N°	
Company address			
Company email		RBQ License N°	
<b><u>WORK EXECUTANT – ARTESIAN WELL <b>OR</b> CONNECTION TO THE MUNICIPAL AQUEDUCT</u></b>			
Company name		Company phone N°	
Company address			
Company email		RBQ License N°	
<b><u>FILL IF CONNECTION TO THE MUNICIPAL AQUEDUCT</u></b>			
Type of work	<input type="checkbox"/> New connection <input type="checkbox"/> Repair/replacement <input type="checkbox"/> Existing water inlet valve		
Pipe's diameter	Diameter : _____ (to be confirmed by the Public Works Department) Signature of the PWD's foreman: _____		
Projected location	<input type="checkbox"/> Front yard    Distance from the property's limits: _____		
Pipe's material	<input type="checkbox"/> flexible type K Copper <input type="checkbox"/> Municipex Polyethylene		
<b>*The Municipality will carry out all the work and connections needed, at the owner's expense.</b>			

## REQUIRED DOCUMENTS

The required documents may vary depending on the type of project.  
Additional documents or information may be required when analyzing the application.

**\*\*\*Signed and sealed documents must be sent digitally as well as physically in original format and version\*\*\***

(Permits are valid for one (1) year starting on the approval date)

### REQUIRED DOCUMENTS – MAIN BUILDING CONSTRUCTION

- A project site implantation plan (certificate)** prepared, signed and sealed by a land surveyor indicating the size of the land, the projected location of the buildings, the margins of implantation as well as any current or projected elements, which could affect the construction, including topography, easements, high water line, wetlands, etc.;
- Construction plans** prepared, signed, and sealed by a professional having legal competence are required for a new construction or expansion, showing the elevations, floor plans and specifications of the work subject to the building permit;
- A landscaping plan** is required for a new construction only, on which the areas to be deforested are shown, as well as any subsequent reforestation, if mandatory;
- If the project is subject to** a Site Planning and Architectural Integration Program (SPAIP), additional information will have to be provided, such as: samples or leaflets of materials, color sketches and photographs of other buildings in the neighborhood;

***It is the owner's responsibility to consult an architect or engineer when The Architects and Engineers Act is applicable.***

### REQUIRED DOCUMENTS – SEPTIC INSTALLATION

- Soil specification and system plans** prepared, signed and sealed by a professional technologist or an engineer in accordance with the Provincial Regulations respecting wastewater disposal systems for isolated Homes (Q.2, r. 22);  
*\*\*\* In the case of a residence with more than six bedrooms or for a building generating more than 3 240 liters per day for commercial and industrial use, a Certificate of Authorization (CA) must be obtained beforehand from the Ministry of Environment and Climate Change (MELCC).*
- Once the work is completed**, the applicant must, within a maximum of thirty (30) days, provide the municipality of Morin-Heights with a visual inspection report signed and stamped by a professional technologist or engineer, which includes the following elements:
  - A plan 'as built' drawn to scale, identifying all components of the sanitary system;
  - Photos of all components of the sanitary system;
  - A certification of compliance to Provincial Regulation (Q.2, r.22).

### REQUIRED DOCUMENTS – ARTESIAN WELL

- The submission of the contractor** describing the projected type of facility, in accordance with the Provincial Regulation respecting Water Withdrawal and Protection Regulation (Q.2, r. 35.2);
- A scaled plan** showing the projected location of the well, including the location of the concerned property's existing or projected septic installation location and the neighbor's;
- If the sealing of a well is required**, the plan must be prepared by a competent professional, and the sealing of that well must be done under the supervision of a professional in accordance with Article 19 of Q.2, r. 35.2;
- Once the work is completed**, the applicant must, within a maximum of thirty (30) days, provide the municipality of Morin-Heights with the drilling report signed by a professional certifying that the installation is compliant;
- If the well is sealed**, along with the drilling report, the applicant must submit a second certificate of compliance prepared by a competent professional, certifying that water withdrawal system was built in accordance with Provincial Regulation Q.2, r. 35.2.

### REQUIRED DOCUMENTS – CONNECTION TO THE MUNICIPAL AQUEDUCT

- A project layout plan** identifying the projected position of the waterman (main water inlet valve);
- An engineer report** detailing the estimate and the probable water discharges for uses other than residential.

### REGULATORY STANDARDS FOR THE CONNECTION TO THE MUNICIPAL AQUEDUCT

All the standards can be found in the Infrastructure Construction Policy. In any case, these standards do not have the effect of exempting the owner from ensuring, through an expert if necessary, the compliance of his project with regulatory standards or the proper functioning for which the structure is destined.

- The pipe must be flexible type K copper or Municipex polyethylene;
- The diameter of the pipe (minimum  $\frac{3}{4}$  inch) will be confirmed when the permit is issued;
- The owner is required to have the work inspected by the Public Works Department after installation of the pipe and before finishing work (backfilling); The inspection request can be made at 450-226-3232, ext. 144, at least 48 hours in advance.

If, during the work, the Municipality notices the presence of rock, the connection costs will be increased by the amounts incurred by the Municipality to remove this rock (blasting, etc.).

Under article 7 of by-law 461, a device intended to reduce the risk of malfunction of a drinking water supply system (pressure reduction valve) must be installed at the water inlet of the building served by an aqueduct network.

<b>PERMIT FEES – MAIN BUILDING CONSTRUCTION</b>	
New construction (residential)	\$300
Additional Unit (residential)	\$100 / Unit
New construction (non residential)	\$500 + \$2 / \$1,000 Work value
Mobile home (installation or replacement)	\$200
New construction – Guarantee Deposit	\$300 Refundable upon receipt of the Certificate of location IF received within a maximum of 18 months following issuance of the permit.
Extension (residential)	\$100
Additional Unit – Extension (residential)	\$100 / Unit
Extension (non residential)	\$100 + \$2 / \$1,000 Work value
Renewal	Same cost as the original permit
Site Planning and Architectural Integration Program (SPAIP)	\$200
<b>PERMIT FEES – SEPTIC INSTALLATION</b>	
Complete septic installation	\$120
Septic Installation – Guarantee Deposit	\$300 Refundable upon receipt of the Professional's Inspection Report IF received within a maximum of 18 months of issuance of the permit.
Septic tank replacement	\$60
Septic Tank replacement – Guarantee Deposit	\$300 Refundable following inspection, IF requested within 18 months of permit issuance
<b>PERMIT FEES – ARTESIAN WELL</b>	
Artesian well	\$60
Artesian Well – Guarantee Deposit	\$300 Refundable upon receipt of the Drilling Report, IF received within 18 months of permit issuance.
Renewal	Same cost as the original permit
<b>PERMIT FEES – CONNECTION TO THE MUNICIPAL AQUEDUCT</b>	
Connection to the Municipal aqueduct	\$2,200 Minimum
Connection to the Municipal water supply	\$200

**IMPORTANT**

Please note that an incomplete application may delay the issuance of the permit. The inspector will only process the application when it is complete, and all required documentation has been provided. The inspector on file reserves the right to request any other documents, quotes, reports, or plans needed in order to ensure compliance.

**PROCESSING TIME**

You must allow a maximum of thirty (30) days after the date of your complete application to receive the permit. However, if the project is subject to approval of a Site Planning and Architectural Integration Program (SPAIP), an additional period of approximately two (2) months is needed to complete the application process.

**APPLICANT'S SIGNATURE**

The undersigned states that the previous information is accurate, complete and undertakes to file all documents required for the analysis of this application. The undersigned also states that he or she is aware of the applicable and current municipal procedures and regulations. Finally, the undersigned understands that this form does not constitute at any time a permit or certificate of authorization to carry out work.

**Applicant's signature**

**Date** (YYYY/MM/DD)