



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

SEPTIC SYSTEM AND ARTESIAN WELL

PROCEDURE		
1) Complete this 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).		
WORK SITE LOCATION		
Address		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		
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
WORK DESCRIPTION		
Type of work	<input type="checkbox"/> New Septic system <input type="checkbox"/> Replacement of septic tank <input type="checkbox"/> Artesian well	
Projected use	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Mixed <input type="checkbox"/> Other: _____	
Number of units	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Other: _____	
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: _____	
Work start date (YYYY/MM/DD)	Work end date (YYYY/MM/DD)	Estimated cost
EXECUTANT OF THE WORK FOR THE <u>SEPTIC SYSTEM</u>		
Company name		Company phone N°
Company address		
Company email		RBQ License N°
EXECUTANT OF THE WORK FOR THE <u>ARTESIAN WELL</u>		
Company name		Company phone N°
Company address		
Company email		RBQ License N°

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 versions*****

Septic system:

- 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:
 - o A plan 'as built' drawn to scale, identifying all components of the sanitary system;
 - o Photos of all components of the sanitary system;
 - o A certification of compliance to Provincial Regulation (Q.2, r.22).

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.

PERMIT FEES (the permit is valid for one (1) year starting on the approval date)

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
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

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.

APPLICANT'S SIGNATURE

The undersigned states that the previous information is accurate, complete and undertakes to provide all documents required for the analysis of the present application. The undersigned also states that he or she is aware of the applicable municipal procedures and regulations currently in effect.

Finally, the undersigned understands that this form does not constitute at any time, a permit or certificate of authorization allowing for construction to begin.

Applicant's signature	Date (YYYY/MM/DD)
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