

Application form for a  
Renovation or repair permit

**SECTION 1 : GENERAL INFORMATION**

Name of the applicant (s) \_\_\_\_\_

Are you the owner?  yes  no

If not, power of attorney?  yes  no

Postal address \_\_\_\_\_

Telephone number (home) ( ) \_\_\_\_\_

Telephone number (work) ( ) \_\_\_\_\_

Fax number ( ) \_\_\_\_\_

**SECTION 2: IDENTIFICATION OF LOCATION**

Location of project if different from postal address \_\_\_\_\_

Lot(s) number(s) \_\_\_\_\_ Range \_\_\_\_\_ Township \_\_\_\_\_

Roll number \_\_\_\_\_

Is it a piece of land adjacent to a lake, water or swamp?  yes  no

**SECTION 3: DESCRIPTION OF PROJECT**

up-grade

extension

moving

- Cost of construction work only \_\_\_\_\_
- Starting date of work \_\_\_\_\_
- Termination date of work \_\_\_\_\_
- If applicable, number of lodgings?  1  2  3 if more (specified: \_\_\_\_\_)
- If applicable, number of bedrooms in the house? \_\_\_\_\_
- If applicable, do you plan on laying out additional lodging?  yes  no
- Has the lot been surveyed?  yes  no
- List of work:

\_\_\_\_\_  
\_\_\_\_\_

**SECTION 4: PERSON(S) RESPONSIBLE FOR WORK**

Name, address and telephone number, number of contractor or other person responsible for the project

No. RBQ : \_\_\_\_\_ No. Enterprise NEQ : \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Telephone number \_\_\_\_\_

Fax number \_\_\_\_\_

**The application must be accompanied by the following documents and information:**

Check list – The following documents must be included with the request for application:

- Proof of ownership of piece of land in question if purchased in the last year;
- Power of attorney signed by the owner authorizing the applicant to make an application in his name;
- If your land is part of a lot, you must mandate a surveyor to proceed with a cadastral operation which will identify your lot on an official plan;
- The request for application duly completed;
- Two (2) copies of construction plans TO SCALE and the following plans:
  - A plan of each floor showing existing interior divisions;
  - A plan of projected floors affected by the changes;
  - The four elevations with EXACT ground levels (north, south, east, west);
  - The details of construction;
  - The details of walls showing the materials used;
  - For each room indicate usage;
- An implementation plan prepared TO SCALE of the projected building (s) on the lot;

Make sure that all the following information is shown on your implementation plan:

- Cadastral identification of the lot, its dimensions and area;
- Topography of the lot;
- Distance between water course or lake (protection ban of 10 or 15 meters) and projected building (s) and usage within this ban;
- Location and dimensions of each existing and projected building on same lot (shed, toolshed, house, garage, greenhouse, workshop, etc.);
- Location and dimensions of each accessory building(s) to the existing or projected building on same lot (gallery, exterior stairs, balcony, veranda, etc.);
- Distance between each building and lot lines;
- Location of fences, small walls, large hedges, electrical and telephone lines, exterior lights and signs;
- Location of vehicle entrances and parking area;
- If applicable, location of septic installation (septic tank and field) its capacity according to number of bedrooms;
- If applicable, location of well for drinking water;
- Location and area of spaces to be cleared of trees;

I the undersigned \_\_\_\_\_ hereby declare that the information given above is complete and true.

Signed at \_\_\_\_\_ this \_\_\_\_\_

By: \_\_\_\_\_

*NOTE: The present form was created to accelerate the application for permit procedure and does not, in any case, constitute a complete application or authorization to build .The designated employee hereby reserves the right to request additional document(s) or information(s) giving him a clear and precise understanding of your project.*