



1. PROPERTY INFORMATION

Surname of property owner		Given name of property owner	
Address (number, street)			
City		Province	Postal code
Home phone	Cellphone/Office	E-mail	

2. MANDATORY INFORMATION (IF APPLICABLE)

Surname		Given name	
Company			
Address (number, street)			
City		Province	Postal code
Office telephone	Office fax	E-mail	

3. ADDRESS OF WORK (IF DIFFERENT)

Address	Lot number
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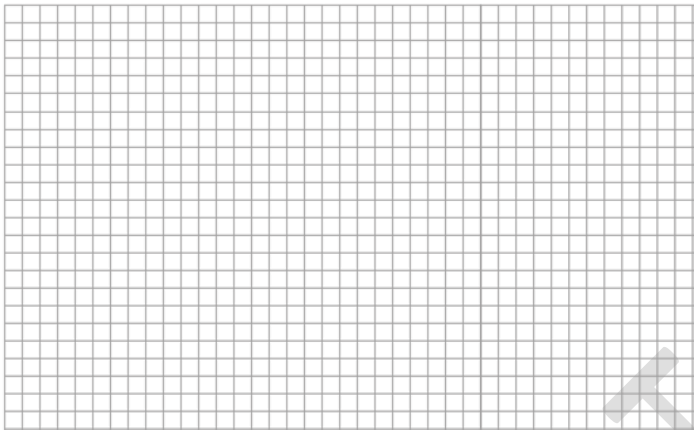
4. BUILDING CLASSIFICATION

<input type="checkbox"/> Meeting/gathering establishment <input type="checkbox"/> Care and detention establishment <input type="checkbox"/> Housing establishment <input type="checkbox"/> Business establishment <input type="checkbox"/> Commercial establishment <input type="checkbox"/> Industrial establishment <input type="checkbox"/> Other: _____ _____	<input type="checkbox"/> Apartments <input type="checkbox"/> For persons with reduced autonomy <input type="checkbox"/> Residence <input type="checkbox"/> Chalet (seasonal) <input type="checkbox"/> Accommodation (hotel, motel, etc.) <input type="checkbox"/> Other: _____ _____	<input type="checkbox"/> Single family <input type="checkbox"/> Bi generational <input type="checkbox"/> Duplex or triplex <input type="checkbox"/> Multifamily <input type="checkbox"/> Semi detached <input type="checkbox"/> Row/Town houses <input type="checkbox"/> Mobile home <input type="checkbox"/> Other: _____
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5. DESCRIPTION OF PROJECT

Projected start date (dd-mm-yyyy): _____	Number of bedrooms { Before work: _____ After work: _____
Projected end date (dd-mm-yyyy): _____	
Description : (Attach any additional information if necessary)	
<input type="checkbox"/> Construction <input type="checkbox"/> Renovation <input type="checkbox"/> Extension <input type="checkbox"/> Transformation	

6. LOCATION OF PROJECT

LOT (m)		PROJECTED BUILDING (m)	
Area:	_____	Area:	_____
Frontage:	_____	Width:	_____
Depth:	_____	Depth:	_____
Water body?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Height:	_____
Location:	_____	Number of storeys :	_____
Topography:	<input type="checkbox"/> No slope/relatively flat <input type="checkbox"/> Slope towards: _____	Distance between building and:	
		Front property line:	_____
		Back property line:	_____
		Right property line:	_____
		Left property line:	_____
<input type="checkbox"/> Lot adjacent to public or private roadway conform to the subdivision bylaw		Are there any other existing buildings?	
		<input type="checkbox"/> NO	
		<input type="checkbox"/> YES Type of building:	_____
		Dist. between existing building and projected building:	_____
Plan:		Supplementary information:	

7. FINISHING

Siding:	_____
Roofing:	_____
Foundation:	_____

8. CONTRACTOR

<input type="checkbox"/> I WILL BE DOING THE WORK MYSELF <i>(if not, please fill out the information below)</i>	
Surname: _____	First name: _____
Company: _____	Function: _____
Address: _____	City: _____
Province: _____	Postal code: _____
Tel.: _____	Fax: _____
RBQ #: _____	NEQ #: _____

9. COST ESTIMATION:

\$ _____

10. SIGNATURE

Signature : _____	Date : _____ <small>(dd-mm-yyyy)</small>
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DOCUMENTS TO PROVIDE

- Layout plan**
executed on an exact scale of the building (s) on the proposed site, showing the relevant information, including:
 - the cadastral identification of the lot, its dimensions and area, an indication and description of any existing servitudes;
 - the distance between any watercourse or lake and the projected buildings, measured from the natural high water line;
 - the excavation levels, the level of the ground floor and the proposed leveling, relative to the actual elevation of the nearest street, shown by elevation grades or lines;
 - excavation levels of the street and sewers adjacent to the lot, if applicable;
 - the location and floor dimensions of each proposed building and existing buildings on the same site, if applicable;
 - the distances between each building and the lines of the site;
 - the landscaping of the site before the work, the areas to be cleared, to be excavated, the trees to be conserved as well as the location of any hedges, trees and shrubs, if applicable;
 - the location of the septic system and the distances from the wells on the site and neighboring lots, if applicable;
 - the location of driveways and parking areas;
 - drainage of surface water, if applicable;
 - the location of electrical and telephone lines, and stone walls, if any;
 - the date, title, astronomical north, scale and names of those who collaborated in the project preparation;
- Construction plans**
The elevation plans, sections, sketches of the building(s) and specifications required by the designated officer so that he/she can have a clear understanding of the construction project to be erected; these plans must be drawn on an exact scale; the plans must be sufficiently precise. This paragraph does not apply to agricultural buildings as defined in this Regulation
- Foundation plans**

The following documents may also be necessary:

- Procuration**
Form to be filled out and submitted should the request be made by a mandatary or authorized person

If the project includes a bathroom, the following forms and documents must be filed with the municipality before the building permit can be issued:

- Request form for a septic installation (as well as any other necessary documents as outlined in the request form)
- Request form for a well (as well as any other necessary documents as outlined in the request form)

NB Unofficial translation. The French version remains the official text and prevails in the case of a discrepancy.