

**1. PROPERTY INFORMATION**

Surname		Given name	
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. DESCRIPTION OF PROJECT**

Projected start date (dd-mm-yyyy): \_\_\_\_\_

Projected end date (dd-mm-yyyy): \_\_\_\_\_

Type of project :

Construction     
  Renovation     
  Extension     
  Transformation

Description *(attach any additional information if necessary):*

## 5. DIMENSIONS & LOCATION

Width : \_\_\_\_\_

Height : \_\_\_\_\_

Storeys : \_\_\_\_\_

Are there any other existing buildings on the lot?

NO

YES

Type of building: \_\_\_\_\_

Distance between existing building & new building: \_\_\_\_\_

Depth : \_\_\_\_\_

Area : \_\_\_\_\_

Distance between new building and:

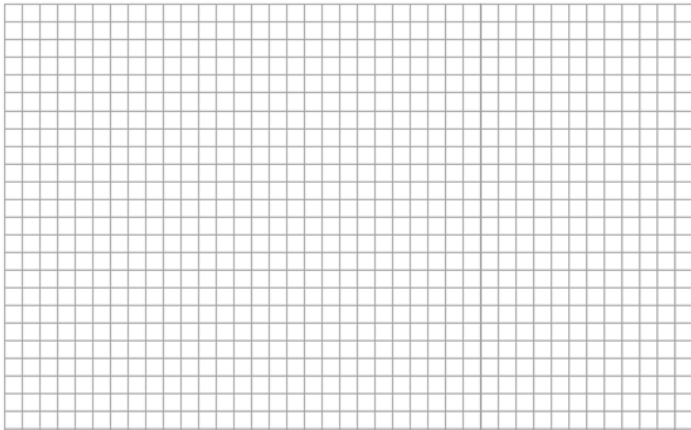
Front property line: \_\_\_\_\_

Back property line: \_\_\_\_\_

Right property line: \_\_\_\_\_

Left property line: \_\_\_\_\_

Plan :



Additional information:

## 6. FINISHING

Siding: \_\_\_\_\_

Roofing: \_\_\_\_\_

Foundation: \_\_\_\_\_

## 7. CONTRACTOR

I WILL BE DOING THE WORK MYSELF | (if not, please fill out the information below)

Surname: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Province: \_\_\_\_\_

Tel.: \_\_\_\_\_

RBQ #: \_\_\_\_\_

First name: \_\_\_\_\_

Function: \_\_\_\_\_

City: \_\_\_\_\_

Postal code: \_\_\_\_\_

Fax: \_\_\_\_\_

NEQ #: \_\_\_\_\_

## 8. COST ESTIMATION:

\$ \_\_\_\_\_

## 9. SIGNATURE

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

(dd-mm-yyyy)

## DOCUMENTS TO BE PROVIDED

- 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*

**Please take note the information provided for the delivery of this permit can be used by evaluators.**

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