

Documents required with permit application

	Cutting trees	Written mandate Proof of ownership
	Expansion*	Foundation plans produced by an engineer (if in a flood zone) Projected layout showing the location of accessory buildings on the site (prepared by a surveyor) Height of immediately neighbouring buildings Construction plans List of exterior coverings (company, model, colour) Samples of exterior coverings, clearly identified to the property's address, along with company brochures or pamphlets Duly completed tree cutting permit application Colour rendering (3D – Photoshop style) if subject to SPAI (see *) Plan prepared by an engineer (if required) or pile manufacturer's descriptive data sheet.
	Interior layout of commercial premises	Complete interior layout including fire safety elements (2 copies) in compliance with the <i>Architects' Act</i> For commercial premises at <i>Place Rosemère</i> – plans must include <i>Place Rosemère's</i> stamp and be submitted in 3 copies. In the case of a new business: completed commercial registration form
	Landscaping	Projected site layout including existing and projected vegetation as well as land levels List of materials and vegetation used Duly completed tree cutting permit application, if required.
	Complementary building	Projected site layout Plan or photograph of the complementary building (showing height, dimensions and exterior coverings) Duly completed tree cutting permit application, if required.
	Underground water catchment	Plans and specifications prepared by an engineer or a technologist
	Change of use	Description of projected use and interior layout in compliance with the <i>Architects' Act</i>
	Fence	Projected site layout Type of fence, materials used and projected height Duly completed tree cutting permit application, if required.
	Demolition	Contact the Urban Planning Department
	Sign*	Projected site layout and the sign's distance from the property limits Colour plan of the sign (with dimensions) Photomontage showing the building or sign on a pole.
	Installation of a heat pump	Projected site layout Unit's technical specifications (number of decibels and other details)
	Septic system	Plans and specifications produced by an engineer
	Wall	Projected site layout Detailed description of the work (height, materials, etc.) Technical cross-section and plan prepared by an engineer Duly completed tree cutting permit application, if required.
	New construction*	Complete construction plans (3 copies + computer version) Height of immediately neighbouring buildings Projected site layout (produced by a surveyor) Landscaping plan including existing and projected vegetation (list of vegetation) and land levels as well as plans for connections to the aqueduct and sewer system Computer-generated colour rendering (3D) showing the building in the existing natural environment (realistic Photoshop-style rendering) List of exterior coverings (company, model, colour) Samples of exterior coverings, clearly identified to the property's address, along with company brochures or pamphlets Duly completed tree cutting permit application Foundation plan produced by an engineer (if in a flood zone)
	Pool	Projected site layout (including filter and heater) Technical cross-sections (including structure of inground pool) Projected or existing fence (type, materials, location) Duly completed tree cutting permit application, if required
	Fill/excavation	Drainage plan and plan prepared by an engineer if required Topographic survey (before/after)

	Renovation – modification*	Construction plans Detailed description of the work List and samples of exterior materials Colour rendering (3D – Photoshop style) if subject to SPAI (see *)
X	Your <u>certificate of location</u> must be attached to all permit applications	

* Permit applications requiring a recommendation of the Advisory Committee and the approval of the Municipal Council:

- **New construction**
- **Construction of a 2nd storey**
- **Expansion of more 50% of the existing ground surface area**
- **Major modification to the building (facade and other)**
- **Application to post a sign and the sign**

For full details, contact the building inspector.

Regular meetings of the Urban Planning Advisory Committee 2017



<u>Dates of committee meetings</u>	<u>Deadlines for submitting documents</u>	<u>For Council decision on</u>
January 18, 2017	Before 8:30 a.m., January 9, 2017 for new constructions Before noon, January 11, 2017 for other projects	February 13, 2017
February 15, 2017	Before 8:30 a.m., February 1 st , 2017 for new constructions Before noon, February 3, 2017 for other projects	March 13, 2017
March 22, 2017	Before 8:30 a.m., March 8, 2017 for new constructions Before noon, March 10, 2017 for other projects	April 10, 2017
April 19, 2017	Before 8:30 a.m., April 5, 2017 for new constructions Before noon, April 7, 2017 for other projects	May 8, 2017
May 17, 2017	Before 8:30 a.m., May 3, 2017 for new constructions Before noon, May 5, 2017 for other projects	June 12, 2017
June 14, 2017	Before 8:30 a.m., May 31, 2017 for new constructions Before noon, June 2, 2017 for other projects	July 10, 2017
July 12, 2017	Before 8:30 a.m., June 28, 2017 for new constructions Before June 30, 2017 for other projects	August 14, 2017
August 23, 2017	Before 8:30 a.m., August 9, 2017 for new constructions Before noon, August 11, 2017 for other projects	September 12, 2017
September 20, 2017	Before 8:30 a.m., September 6, 2017 for new constructions Before noon, September 8, 2017 for other projects	October 2, 2017
October 18, 2017	Before 8:30 a.m., October 4, 2017 for new constructions Before noon, October 6, 2017 for other projects	November 13, 2017
November 15, 2017	Before 8:30 a.m., November 1 st , 2017 for new constructions Before noon, November 3, 2017 for other projects	December 11, 2017
December 13, 2017	Before 8:30 a.m., November 29, 2017 for new constructions Before noon, December 1 st , 2017 for other projects	January XX, 2018

The applicant is responsible for ensuring that his project complies with regulations prevailing at the time the application is submitted. Applications that fail to comply will not be submitted to the Urban Planning Advisory Committee.

The list of exterior coverings must include the materials of exterior walls (front, back and sides), roofing materials, soffits, facings, windows and doors. Please advise us, when presenting these documents, if you wish to get your samples back. In this event, you can pick them up when the construction permit is issued or, in the event that it is denied, within 15 days following the Council's resolution denying the project presented.

Your work schedule must take into account the fact that no permit can be issued before the regular Council meeting at which the resolution authorizing the work is to be adopted.

Please note that it is the applicant's responsibility to recover the plans for a project that will not be carried out within 12 months of its approval or denial by the CCU (Urban Planning Advisory Committee). The Town will not keep documents presented with an application when a permit cannot be issued.

Document modified on December 5, 2016