


**PERMIT REQUEST OR AUTHORIZATION CERTIFICATE**

Property owner information					
Name / First name					
Address / E-mail					
Telephone / Cell phone					
Applicant information <small>if different from owner (the applicant must have a power of attorney from the owner)</small>					
Name / First name					
Address / E-mail					
Telephone / Cell phone					
<i>Complete and check the boxes corresponding to the purpose of the request</i>					
Work site information				Yes	No
Address of the work site			Is the land in a green zone?	<input type="checkbox"/>	<input type="checkbox"/>
Lot number			Is there a building?	<input type="checkbox"/>	<input type="checkbox"/>
Registration number			Is there an existing septic installation?	<input type="checkbox"/>	<input type="checkbox"/>
Type of work for the permit or certificate					
<input type="checkbox"/>	Installation of a swimming pool	<input type="checkbox"/>	Construction, repair or modification of a septic system		
<input type="checkbox"/>	Home business	<input type="checkbox"/>	Groundwater catchment		
<input type="checkbox"/>	Change of use or purpose of the building	<input type="checkbox"/>	Spreading and storing of residual materials fertilizer (M.R.F.)		
<input type="checkbox"/>	Moving of a building	<input type="checkbox"/>	Excavated materials and fill		
<input type="checkbox"/>	Demolition of a building	<input type="checkbox"/>	Solar panels, wind turbines, outdoor heating system		
<input type="checkbox"/>	Work on the shore or bank of lakes or streams	<input type="checkbox"/>	Wind turbines		
<input type="checkbox"/>	Planning of an artificial lake or pond	<input type="checkbox"/>	Work related to entrances or driveways		
<input type="checkbox"/>	Construction, installation, modification and maintenance of a sign	<input type="checkbox"/>	Work in areas at risk of flooding or ice jams		
<input type="checkbox"/>	Tree cutting in heritage zones	<input type="checkbox"/>	Tree cutting		
Current use		Type of work for the construction permit			
<input type="checkbox"/>	Commercial	<input type="checkbox"/>	Construction	<input type="checkbox"/>	Main building
<input type="checkbox"/>	Residential	<input type="checkbox"/>	Renovation/addition	<input type="checkbox"/>	Secondary building
<input type="checkbox"/>	Industrial	<input type="checkbox"/>	Repair or transformation	<input type="checkbox"/>	Farm building
<input type="checkbox"/>	Agricultural			<input type="checkbox"/>	Commercial building
<input type="checkbox"/>	Public			<input type="checkbox"/>	Industrial building

Work schedule and information			
Starting date		Completion date	
Estimated cost	<input type="checkbox"/> I declare that the construction or renovation will be carried out by the owner.		
Name of contractor			
Address / E-mail			
Telephone / Cell phone		R.B.Q number	
Description of the project or work:			
			

The use of an architect is compulsory. For all projects, plans and specifications must be signed and sealed by a member of the Order of Architects as specified in section 16 of the Architects Act, with the exception of the projects referred to in section 16.1 of the same law. If the project corresponds to one of these exemptions from section 16.1 of the Architects Act and you have not used an architect, please check the box below:

I declare that the project is in one of the situations for which the use of an architect is not required.

The use of an engineer is compulsory. For all projects, plans and specifications must be signed and sealed by a member of the Order of Engineers with the exception of projects not specific to the competence or practice of an engineer as described in Article 2 of the Engineers Act. If this is the case, please check the box below:

I declare that the project is in one of the situations for which the use of engineer is not required.

I, the undersigned, declare that the information given is complete and accurate and that, if the permit is issued, I will comply with the conditions of this permit as well as the laws and regulations that may relate to it.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**For more information, please contact the municipal inspector at (819) 826-3555 or by email at [inspecteur.melcan@bellnet.ca](mailto:inspecteur.melcan@bellnet.ca)  
You can also go to the Town Hall of the Township of Melbourn at 1257 Route 243, Melbourn (Quebec) JOB 2B0.  
Please note that information relative to municipal by-laws is available on the website at: [www.melbournecanton.ca](http://www.melbournecanton.ca)  
Any incomplete or unpaid documents will result in a delay or cancellation of the permit or authorization.**

Extract from the various laws:

**Architects Act**

« ... 16. All plans and specifications for architectural work for the construction, enlargement, reconstruction, renovation or alteration of a building must be signed and sealed by a member of the Order.

1973, c. 59, s. 16; 1974, c. 65, s. 98; 2000, c. 43, s. 3.

**16.1.** Section 16 does not apply to plans and specifications for architectural work

(1) for the construction, enlargement, reconstruction, renovation or alteration of

(a) a detached single-family dwelling unit ; or

(b) a semi-detached or attached single-family dwelling unit, a multi-family dwelling that contains no more than four units, a mercantile occupancy, business occupancy, industrial occupancy or a combination of such dwellings or occupancies that is not more than two storeys and not more than 300 square metres in gross area after the work is completed and has a single basement level ; or

(2) for the alteration or renovation of the interior layout of any building or part of a building that will not change its occupancy or affect structural integrity, walls or firewalls, exits or access to exits or exterior cladding.....»

**Engineers Act**

«...2. Works of the kinds hereinafter described constitute the field of practice of an engineer:

(a) railways, public roads, airports, bridges, viaducts, tunnels and the installations connected with a transport system the cost of which exceeds \$3,000;

(b) dams, canals, harbours, lighthouses and all works relating to the improvement, control or utilization of waters;

(c) works of an electrical, mechanical, hydraulic, aeronautical, electronic, thermic, nuclear, metallurgical, geological or mining character and those intended for the utilization of the processes of applied chemistry or physics;

(d) waterworks, sewer, filtration, purification works to dispose of refuse and other works in the field of municipal engineering the cost of which exceeds \$1,000;

(e) the foundations, framework and electrical and mechanical systems of buildings the cost of which exceeds \$100,000 and of public buildings within the meaning of the Public Buildings Safety Act (chapter S-3);

(f) structures accessory to engineering works and intended to house them;

(g) temporary framework and other temporary works used during the carrying out of works of civil engineering;

(h) soil engineering necessary to elaborate engineering works;

(i) industrial work or equipment involving public or employee safety.....»

Authorization certificate: An authorization certificate is valid for a period of twelve (12) months from the date of issue. The authorization certificate is null and void if the work for which it was issued is not started within six (6) months from the date of issue. The authorization certificate for moving a building is valid for a period of sixty (60) days, whereas for the demolition of a construction, the certificate is valid for a period of three (3) months.

Deadlines for issuing of the authorization certificates and permit applications: The municipal inspector has a period of thirty (30) days to issue or refuse the authorization certificate or permit application from the date of receipt of all the required documents.

Any refusal must be justified in writing within the same time limit and in all cases, it must be returned to the applicant along with a copy of the documents joined to the application.

Any authorization issued by the municipality does not exempt the applicant from ensuring that his project complies with the Environment Quality Act and the Act respecting the conservation and development of wildlife.

Type of permit or certificate	RATES	
Subdivision permit	25 \$ first lot 5 \$ each additional lot	
Construction permit :	Residential or farm	10 \$ for 5 000 \$ and less 1 \$ for each additional 1 000 \$ up to 100 \$
	Industrial or commercial	75 \$ for the first 10 000 \$ 1 \$ for each additional 1 000 \$
Certificate of extension, repair or modification of a building	25 \$	
Certificate of change of use or destination of the building	Main building : 50 \$ and Secondary building : 10\$	
Certificate for moving of a building	25 \$	
Home business	free	
Certificate of demolition of a building	Main building : 10 \$ and Secondary building : 5 \$	
Certificate of work on the shore or bank of lakes or streams	10 \$ if less than 5 000 \$ 1 \$ for each additional 1 000\$ up to 100\$	
Certificate of planning of an artificial lake or pond	25 \$	
Certificate for works in flood zones	25 \$	
Certificate of construction, installation, modification and maintenance of a sign	20 \$	
Swimming pool	15 \$	
Certificate for tree cutting	25 \$ less than 1 hectare	
	50 \$ between 1-2 hectares	
	75 \$ between 2-3 hectares	
	100 \$ between 3-4 hectares	
Certificate for tree cutting in a heritage zone	100 \$	
Certificate excavating material or adding fill	25\$	
Certificate of construction, repair, modification of a septic system	75 \$ complete installation 50 \$ septic tank only 50 \$ septic field only	
Certificate of groundwater catchment work	20 \$	
Certificate of approval for the spreading and storage of M.R.F	25 \$	
Certificate of installation of an outdoor furnace	25 \$	
Wind turbines	25 \$	
Solar panels	25 \$	