



PERMIT APPLICATION FORM OR AUHORIZATION CERTIFICATE

1257, route 243, Melbourne, Québec J0B 2B0 / inspecteur@melbournecanton.ca / (819) 826-3555

1. PROPERTY OWNER INFORMATION					
Name / First Name					
Address					
Telephone / Cell phone			E-mail @		
2. APPLICANT INFORMATION <input type="checkbox"/> SAME AS OWNER, GO TO NO. 3					
Name / First Name					
Address					
Telephone / Cell phone			E-mail @		
2.1 OWNER'S DECLARATION					
OWNER					
I, the undersigned, certify that I have read the information contained in this form as well as the file (s) attached and that the information contained therein is in all respects true, correct and complete.					
Signature of owner : _____			DATE : DD / MM / YY		
APPLICANT					
<input type="checkbox"/> I confirm that I have received all the necessary authorizations from the owner (s) allowing me to proceed with this request.					
Signature of Applicant: _____			DATE : DD / MM / YY		
3. 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		Registration number			
4. TYPE OF WORK FOR THE PERMIT OR CERTIFICATE (rates available on our website)					
<input type="checkbox"/> Construction of a new building		<input type="checkbox"/> Installation of a swimming pool or a spa			
<input type="checkbox"/> Renovation, repair of an existing building or part of a building		<input type="checkbox"/> Digging a well, groundwater catchment			
<input type="checkbox"/> Moving or demolition of a building		<input type="checkbox"/> Construction, repair or modification of a septic system			
<input type="checkbox"/> Change of use or purpose of a building		<input type="checkbox"/> Tree cutting			
<input type="checkbox"/> Planning of an artificial lake or pond		<input type="checkbox"/> Construction, installation, modification and maintenance of a sign			
<input type="checkbox"/> Work on the shore or bank of lakes or streams		<input type="checkbox"/> Wind turbines, solar panels, outdoor heating system			
<input type="checkbox"/> Excavated materials and fill		<input type="checkbox"/> Spreading and storing of residual materials fertilizer (M.R.F.)			
<input type="checkbox"/> Work related to entrances or driveways		<input type="checkbox"/> Subdivision, allotment, parcelling			
<input type="checkbox"/> Work in areas at risk of flooding or ice jams		<input type="checkbox"/> Other			
5. CURRENT USE		6. TYPE OF WORK		7. TYPE OF BUILDING	
<input type="checkbox"/> Commercial		<input type="checkbox"/> Construction		<input type="checkbox"/> Main building	
<input type="checkbox"/> Residential		<input type="checkbox"/> Addition		<input type="checkbox"/> Secondary building	
<input type="checkbox"/> Industrial		<input type="checkbox"/> Renovation, repairs		<input type="checkbox"/> Farm building	
<input type="checkbox"/> Agricultural		<input type="checkbox"/> Transformation		<input type="checkbox"/> Commercial building	
<input type="checkbox"/> Public		<input type="checkbox"/> Demolition		<input type="checkbox"/> Industrial building	

8. WORK SCHEDULE INFORMATION

Starting date :	DD - MM - YY	Completion date :	DD - MM - YY
Estimated cost :		<input type="checkbox"/> I declare that the construction or renovation will be carried out by the owner/applicant.	
Name of contractor :			
Address / E-mail (contractor)			
Telephone / Cell phone (contracteur)		# R.B.Q. :	

9. DESCRIPTION OF WORK

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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 an engineer is not required

For more information please contact the inspector at 819-826-3555 or by E-mail at inspecteur@melbourne.ca

10. SIGNATURE OF APPLICANT :

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 with the laws and regulations that may relate to it.

Signature of applicant : _____ DATE : DD - MM - YY

Please note that information relative to municipal by-laws is available on the website <http://www.melbourne.ca>

- * *All requests must be completed and paid according to the rates agreed in the regulations on permits and certificates.*
- * *The municipal inspector has a period of thirty (30) days to issue or refuse the authorization certificate or permit application of a construction. The certificate is valid for a period of three (3) months.*
- * *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.**