



CONSTRUCTION OF A MAIN BUILDING

Valid for : 24 months

Cost : **Residential or farm building:**
 10 \$/ for the first 5 000 \$
 1 \$ per extra 1 000 \$ (max. 100 \$)

Industrial or commercial building
 75 \$/ on the first 10 000 \$
 1 \$ per extra 1 000 \$

Location of work

Address :

Identification of the owner or applicant
 (If you are not the owner, please provide a power of attorney from the owner)

same as location of work

Name : _____ Address : _____

Phone : _____ Email : _____

Projected works

Residential Commercial Farm Other

The permit application must include

- A layout plan or sketch to scale produced by a land surveyor
- A construction (or renovation) plan to scale indicating the 4 elevations with the openings (doors and windows) and roof slope
 - Type of foundation: _____
 - Exterior facing material (walls and roof): _____
- An application for a permit for septic installations and a certificate of compliance from a professional demonstrating the compliance of the installations
- A request for a permit for a well (if not existing, otherwise provide a layout plan)
- For commercial building, provide detailed documentation of the intended uses
- For agricultural building with livestock farms, provide a report from an agronomist for the separation distances for odors

Work performed by :

Owner or **Contractor** ↓ (add required information)

Name of contractor : _____

Scheduled start date:

Scheduled end date:

RBQ # : _____

Name of the responsible : _____

- Estimated cost of the work (labor and materials): _____ \$

Additional information or list of works

Declaration of owner or applicant

I the undersigned: _____ Date :

MM - DD - AA

- Declares and that the information provided is complete and true.
- In addition, I undertake to comply with the provisions of the town planning regulations in force and any laws that may relate to it.

Signature of applicant : _____

Do not forget to add your documents to attach when sending your email

The Law on Engineers and/or Architects

Obligation to obtain a plan sealed by an architect:

- 1) A single-family residence exceeding two storeys and a total gross floor area greater than 600 m²;
- 2) A multi-family dwelling of more than four units;
- 3) A commercial, agricultural, commercial or industrial establishment having, after completion of the work, a building height exceeding two storeys and/or a total gross floor area exceeding 300 m².

Obligation to obtain a plan sealed by an engineer:

- (a) An industrial establishment;
- b) A silo or animal manure storage structure having, after completion of the work:
 - i. more than one storey, exterior studs more than 3.6 meters in height, a building area of more than 600 m² and a height of more than 6 meters calculated from the average ground level to its ridge;
 - ii. Of more than two floors and a building area of more than 150 m².

By Laws information are available on our website

www.melbournecanton.ca

- *All applications must be completed and paid according to the rates agreed in the regulations on permits and certificates.*
- The inspector has a period of thirty (30) days to issue or refuse the certificate of authorization from the date of receipt of all the documents required by this regulation.
- 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 their project complies with the Environment Quality Act and the Wildlife Conservation and Development Act.

- This request must be completed, signed and delivered to the municipality either in person or by email: inspecteur@melbournecanton.ca
- The cost of the permit can be paid at Town Hall in cash, by check or through your banking institution (except CIBC).