



**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
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- 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 m<sup>2</sup>;
- 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 m<sup>2</sup>.

**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 m<sup>2</sup> 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 m<sup>2</sup>.

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*By Laws information are available on our website*

[www.melbournecanton.ca](http://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](mailto: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).