



Permit application form for:

EXPANSION OF A BUILDING REPAIR OR RENOVATION

Valid for: 12 months

Cost : 25 \$

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 number : _____ Email : _____

The permit application must include

- A scale layout plan.
- A construction plan to scale indicating the 4 elevations with openings (doors and windows) and roof slope.

Type of foundation : _____

Exterior facing material: _____

Roof coverings material: _____

- For a repair or renovation, a detailed list of all the work to be done (nature of the work, location, materials, etc.)
- If there is addition of a bedroom or modification of use, an application for a permit for septic installations or a certificate of compliance from a professional demonstrating the compliance of the installations in place.
- A report from an agronomist if it is an agricultural building with livestock for separating distances for odors.

Exécutant des travaux

Owner or Contractor ↓ (add all the required informations)

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

Empty box for additional information or list of works.

Declaration of the owner or applicant

I the undersigned : _____ Date : _____

DD - MM - YYYY

- 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 them.

Signature of applicant : _____

Don't forget to add all the required documents 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 period, and in all cases, it must return to the applicant a copy of the documents annexed 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 and Royal Bank).