



Permit application form for:  
**CONSTRUCTION OF AN ACCESSORY BUILDING**

Valid for : 12 months

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

**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 – To build :**

- |  |                                       |   |
|--|---------------------------------------|---|
| <input type="checkbox"/> Detached garage | <input type="checkbox"/> Carport      | <input type="checkbox"/> Shed                   |
| <input type="checkbox"/> Wood shed       | <input type="checkbox"/> Gazebo       | <input type="checkbox"/> Workshop               |
| <input type="checkbox"/> Porch           | <input type="checkbox"/> Balcony      | <input type="checkbox"/> Accessory housing unit |
| <input type="checkbox"/> Sugar camp      | <input type="checkbox"/> Lean-to-shed | <input type="checkbox"/> Other : _____          |

**The permit application must include**

- A layout plan or sketch to scale
- 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: \_\_\_\_\_
  - Roof covering: \_\_\_\_\_

**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**

Empty box for 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

*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).