

Documents required with permit application

	Cutting trees	Written mandate Proof of ownership
	Expansion*	Foundation plans produced by an engineer (if in flood zone) Projected layout showing the location of accessory buildings on the site (prepared by a surveyor) Height of immediately neighbouring buildings Construction plans List of exterior materials (company, model, colour) Samples of exterior materials, clearly identified to the property's address, and company brochures or pamphlets Duly completed tree cutting permit application Colour rendering (3D) if subject to SPAI (see *) Plan prepared by an engineer (if required)
	Interior layout of commercial premises	Complete interior layout including fire safety elements (2 copies) in compliance with the <i>Architects' Act</i> For commercial premises at <i>Place Rosemère</i> – plans must include <i>Place Rosemère's</i> stamp and be submitted in 3 copies.
	Landscaping	Projected site layout including existing and projected vegetation as well as land levels List of materials and vegetation used
	Complementary building	Projected site layout Plan or photograph of the complementary building (showing height and dimensions)
	Underground water catchment	Plans and specifications prepared by an engineer or a technologist
	Change of use	Description of projected use and interior layout in compliance with the <i>Architects' Act</i>
	Fence	Projected site layout Type of fence, materials used and projected height
	Demolition	Contact the Urban Planning Department
	Sign*	Projected site layout and the sign's distance from the property limits Colour plan of the sign (with dimensions) Photomontage showing the building
	Installation of a heat pump	Projected site layout Unit's technical specifications (number of decibels and other details)
	Septic system	Plans and specifications produced by an engineer
	Wall	Projected site layout Detailed description of the work (height, materials, etc.) Technical cross-section and plan prepared by an engineer
	New construction*	Complete construction plans Height of immediately neighbouring buildings Projected site layout (produced by a surveyor) Landscaping plan including existing and projected vegetation (list of vegetation) as well as land levels Colour rendering (3D) List of exterior materials (company, model, colour) Samples of exterior materials, clearly identified to the property's address, and company brochures or pamphlets Duly completed tree cutting permit application Foundation plan produced by an engineer (if in flood zone)
	Pool	Projected site layout (including filter and heater) Technical cross-sections (including structure of inground pool) Projected or existing fence (type, materials, location) Duly completed tree cutting permit application
	Connection to aqueduct/sewer	Connection application form
	Fill/excavation	Drainage plan and plan prepared by an engineer if required Topographic survey (before/after)
	Renovation – modification*	Construction plans Detailed description of the work List and samples of exterior materials Colour rendering (3D) if subject to SPAI (see *)
X	Your <u>certificate of location</u> must be attached to all permit applications	

* Permit applications requiring a recommendation of the Advisory Committee and the approval of the Municipal Council:

- **New construction**
- **Major modification to the building** (facade and other)
- **Construction of a 2nd storey**
- **Application to post a sign and the sign**
- **Expansion of more 50% of the existing ground surface area**

For full details, contact the building inspector.

Regular meetings of the Urban Planning Advisory Committee Year 2019



Dates of committee meetings:	Deadlines for submitting documents:	For Council decision:
January 23, 2019	For new constructions : Before 8:30 a.m. on January 9, 2019 Before 12 p.m. on January 11, 2019 for other projects	February 11, 2019
February 13, 2019	For new constructions : Before 8:30 a.m. on January 30, 2019 Before 12 p.m. on February 1st, 2019 for other projects	March 11, 2019
March 13, 2019	For new constructions : Before 8:30 a.m. on February 27, 2019 Before 12 p.m. on March 1st, 2019 for other projects	April 8, 2019
April 10, 2019	For new constructions : Before 8:30 a.m. on March 27, 2019 Before 12 p.m. on March 29, 2019 for other projects	May 13, 2019
May 15, 2019	For new constructions : Before 8:30 a.m. on May 1st, 2019 Before 12 p.m. on May 3, 2019 for other projects	June 10, 2019
June 12, 2019	For new constructions : Before 8:30 a.m. on May 29, 2019 Before 12 p.m. on May 31, 2019 for other projects	July 8, 2019
July 10, 2019	For new constructions : Before 8:30 a.m. on June 26, 2019 Before 12 p.m. on June 28, 2019 for other projects	August 19, 2019
August 21, 2019	For new constructions : Before 8:30 a.m. on August 7, 2019 Before 12 p.m. on August 9, 2019 for other projects	September 9, 2019
September 11, 2019	For new constructions : Before 8:30 a.m. on August 28, 2019 Before 12 p.m. on August 30, 2019 for other projects	October 15, 2019
October 16, 2019	For new constructions : Before 8:30 a.m. on October 2, 2019 Before 12 p.m. on October 4, 2019 for other projects	November 11, 2019
November 13, 2019	For new constructions : Before 8:30 a.m. on October 30, 2019 Before 12 p.m. on November 1st, 2019 for other projects	December 9, 2019
December 11, 2019	For new constructions : Before 8:30 a.m. on November 27, 2019 Before 12 p.m. on November 29, 2019 for other projects	January XX, 2020

The applicant is responsible for ensuring that his project complies with regulations prevailing at the time the application is submitted. Applications that fail to comply will not be submitted to the Urban Planning Advisory Committee.

The list of exterior coverings must include the materials of exterior walls (front, back and sides), roofing materials, soffits, facings, windows and doors. Please advise us, when presenting these documents, if you wish to get your samples back. In this event, you can pick them up when the construction permit is issued or, in the event that it is denied, within 15 days following the Council's resolution denying the project presented.

Your work schedule must take into account the fact that no permit can be issued before the regular Council meeting at which the resolution authorizing the work is to be adopted.

Please note that it is the applicant's responsibility to recover the plans for a project that will not be carried out within 12 months of its approval or denial by the CCU (Urban Planning Advisory Committee). The Town will not keep documents presented with an application when a permit cannot be issued.

Document modified on November 1, 2019