

In order to be entered in the municipality's registers and obtain your occupancy certificate in compliance with the Town of Rosemère's municipal bylaw, please complete this form, attach a copy of your business registration or charter and send them to the address shown below, along with the certificate issuance payment in the amount of \$75.

Address where the business will be established 			
<b>Owner of the building</b>		<b>Owner of the place of business</b>	
Name		Name	
Address		Address	
City/Province		City/Province	
Postal code	Telephone	Postal code	Telephone
Applicant's name		Is this a new business?	<input type="checkbox"/> yes <input type="checkbox"/> no
Address		A change of ownership?	<input type="checkbox"/> yes <input type="checkbox"/> no
City/Province		New use(s) added to an existing business?	<input type="checkbox"/> yes <input type="checkbox"/> no
Postal code	Telephone	If so, specify additional use(s)	
Link to applicant			
What business previously occupied the premises (if known)? 		Name	
		Closed since	
<b>Information, which must appear in the municipality's registers</b>			
Company name 			
Address		Email	
Telephone		Website	
Fax		Date of opening	
Type of activity			
Mailing address (if different from the one shown above)		Registration	
Address		Registration No.	
City/Province	Postal code	Incorporation No.	
Start of lease	Duration	year(s)	
Floor space	Basement <input type="checkbox"/>	Ground floor <input type="checkbox"/>	Storey <input type="checkbox"/>
Number of parking spaces 	Specifically for the business	Existing on site	
<b>Commercial signage</b>			
Do you plan to put up a sign for your business? 		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Temporary sign</b>		<b>Permanent sign</b>	
<p><b>All types of temporary signs are prohibited:</b> this notably refers to the use of exterior pennants and banners, portable and easel-type signs, inflatable structures and shop-window signs. <b>However, to announce the opening of a new business, the use of an easel-type sign is permitted for a period of two weeks before and two weeks following the opening.</b> However, the dimensions of this sign must not exceed 1.5 m (5 ft.) high by 1 m (3 ft.) wide and its contents can only include the business name, the type of business and the purpose of the sign (opening sale, new administration, opening or new owner).</p>		<p>A permit is required to put up a sign. To obtain this permit, you must submit a plan showing the projected location of the sign as well as its distance from the property lines, along with a colour rendering of the sign with its dimensions and a photo layout showing the building. As commercial signs are subject to a Site Planning and Architectural Integration Program (SPAIP), the project must be presented to the Planning Advisory Committee (CCU – Comité consultatif d'urbanisme), at its monthly meeting. The CCU will present its recommendations to the Municipal Council, which will, in turn, rule on your project. Consequently, you must bear in mind that no permit can be issued before the regular Council meeting following the meeting of the CCU.</p>	
<b>Improvements to the premises or building</b>			
Will you be making modifications to the premises or building? 		Interior <input type="checkbox"/>	Exterior <input type="checkbox"/>
<p><b>Interior</b> A permit is required for interior work. In compliance with the Architects' Act, to obtain this permit, you must submit a complete interior layout, in three copies, including fire safety elements. In the case of commercial premises at Place Rosemère, plans must bear Place Rosemère's stamp and be submitted in four copies.</p> <p><b>For any change in the purpose of the premises or the creation of new premises, it is necessary to submit a complete interior layout (see above), which will make it possible to determine if the premises are suited to the projected use. This plan must be submitted along with this form.</b></p>		<p><b>Exterior</b> As any project calling for exterior modifications to a building on Grande-Côte Road or Labelle Boulevard is subject to the Site Planning and Architectural Integration Program (SPAIP), the project must be presented to the Planning Advisory Committee (CCU – Comité consultatif d'urbanisme) at its monthly meeting. The CCU will present its recommendations to the Municipal Council, which will, in turn, rule on your project. Consequently, you must bear in mind that no permit can be issued before the regular Council meeting following the meeting of the CCU.</p>	
Signature		Date	

Send your documents (this form, the copy of your business registration or charter and the payment) by mail or drop them off in person at the following address:

TOWN OF ROSEMÈRE  
Urban Planning, Permits and Inspections  
100 Charbonneau Street  
Rosemère, Québec J7A 3W1

Telephone: 450 621-3500, ext. 1238  
Fax: 450 621-7601  
info@ville.rosemere.qc.ca

For detailed information on bylaws, please contact the Urban Planning, Permits and Inspections Department.

Information for new merchants on the back 



## INFORMATION FOR NEW MERCHANTS

The Town of Rosemère is pleased to welcome you as a new merchant and wishes you considerable success on your new premises. Concerned with the quality of its environment and its commercial development, the Town would like to advise you of certain regulatory standards:

For instance, before carrying out any renovation or conversion work on your business premises, either indoors or out, we ask that you contact the Urban Planning, Permits and Inspections Department at 450 621-3500, ext. 1238, to check whether or not a permit is required. If it is, we will tell you what plans and/or documents are required for the analysis of your permit application.

Among others, regulations relating to business signs specify several criteria, which warrant particular attention. **Any commercial sign as well as any addition or modification thereto must be approved by the Municipal Council. This requirement applies to signs on a post as well as signs on the building and in the shop window. Furthermore, the use of the following elements is prohibited:**

- Pennants
- Outdoor banners
- Portable signs
- Easel-type signs (\* see the exception for the opening of a new business)
- Inflatable structures
- Signs and lettering located inside a building and visible from the outside (advertising signs)
- Neon lighting around store windows
- Temporary shop-window signs

Prohibitions of this nature can be found in most Québec towns. Beyond the principle of harmonized signs and the wish to maintain a level of visual quality and more attractive commercial arteries, reasons of security incite towns to prohibit temporary signs. Indeed, the proliferation of signs can create visual clutter on a commercial artery and lead to confusion with road signs, which can prove dangerous to motorists.

\* The establishment of your new business can be advertised using an easel-type sign for a maximum 30-day period, i.e., two weeks before and two weeks after the opening. However, the dimensions of this sign cannot exceed 1.5 m (5 ft) high by 1 m (3 ft) wide, and you must first obtain the authorization of the Urban Planning, Permits and Inspections Department.

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