



TOWN PLANNING AND ENVIRONMENT
MUNICIPALITÉ DE MORIN-HEIGHTS
 567, CHEMIN DU VILLAGE
 MORIN-HEIGHTS (QUÉBEC) J0R 1H0
 TELEPHONE : 450 226-3232, EXT. 115
 E-MAIL : service.urbanisme@morinheights.com

PERMIT APPLICATION FORM

ACCESSORY BUILDING

PROCEDURE		
1) Complete this form; 2) Attach all documents required for the application (see reverse); 3) Submit your application to the Town Planning and Environment Department at the Town hall or by email; 4) Pay the applicable fees when the permit is issued (see reverse).		
WORK SITE LOCATION		
Address		Lot N°
Current use: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Mixed <input type="checkbox"/> Other: _____		
Waterfront property adjacent to a lake, watercourse or wetland: <input type="checkbox"/> YES <input type="checkbox"/> NO		
APPLICANT'S IDENTIFICATION AND CORRESPONDENCE ADDRESS		
Applicant's first and last name		
Postal address		Postal code
City		
Cell N°		Other phone N°
Email		
The applicant is the owner*: <input type="checkbox"/> YES <input type="checkbox"/> NO		*If not: JOIN A PROXY FORM
WORK DESCRIPTION		
Type of work	<input type="checkbox"/> New construction <input type="checkbox"/> Extension <input type="checkbox"/> Renovation	
Accessory Building type	<input type="checkbox"/> Garage <input type="checkbox"/> Permanent car shelter <input type="checkbox"/> Shed <input type="checkbox"/> Other: _____	
Projected location	<input type="checkbox"/> Front yard <input type="checkbox"/> Back yard <input type="checkbox"/> Side yard	
Projected dimensions	Length: _____ Width: _____ Height: _____	
Type of foundation	<input type="checkbox"/> Concrete slab <input type="checkbox"/> Concrete foundation <input type="checkbox"/> Other: _____	
Exterior finish	<input type="checkbox"/> Vinyl siding <input type="checkbox"/> Wood fibre (Canoxel) <input type="checkbox"/> Wood siding <input type="checkbox"/> Stone <input type="checkbox"/> Brick <input type="checkbox"/> Other: _____	
Roof finish	<input type="checkbox"/> Asphalt Shingle <input type="checkbox"/> Architectural sheet metal <input type="checkbox"/> Other: _____	
Additional details useful to the understanding of the project:		

Work start date (YYYY/MM/DD)	Work end date (YYYY/MM/DD)	Estimated cost

WORK EXECUTANT	
<input type="checkbox"/> Contractor (if checked, fill in the section below)	<input type="checkbox"/> Self-construction
Company name	Company phone N°
Company address	
Company email	RBQ License N°

REQUIRED DOCUMENTS
<p>The required documents may vary depending on the type of project. Additional documents or information may be required when analyzing the application. ***Signed and sealed documents must be sent digitally as well as physically in original versions***</p>
<input type="checkbox"/> A site plan prepared and signed by a land surveyor identifying the projected position for accessory buildings with a floor area over 25 m² (269 sq.ft.);
<input type="checkbox"/> For accessory buildings of 25 m² (269 sq.ft.) and under , the layout plan can be hand drawn (you can use a copy of your certificate of location as a reference) on which you'll indicate the following measurements: distance from the main building, from other buildings, from the septic system, lot lines, lakes, watercourse or wetland (if applicable);
<input type="checkbox"/> Construction plans for accessory buildings with a floor area over 25 m² , prepared, signed and sealed by a professional having legal competence. The plans should bear mention that they are made according to the <i>Quebec Building Code – Chapter 1, Building & the National Building Code of Canada 1995 (amended)</i> . (*Plan's minimum format: 11" x 17", to scale);
<input type="checkbox"/> Construction plans/sketch for accessory buildings of 25 m² (269 sq.ft.) and under showing the foundation, elevations with sections and specifications of the work covered by the building permit, including the list of materials.
<input type="checkbox"/> If the project is subject to a Site Planning and Architectural Integration Program (SPAIP), additional information will have to be provided, such as: samples or leaflets of materials, color sketches and photographs of other buildings in the neighborhood.
<p><i>It is the owner's responsibility to consult an architect or engineer when The Architects and Engineers Act is applicable.</i></p>

PERMIT FEES (the permit is valid for one (1) year starting on the approval date)	
Accessory Building Construction (residential) equal to or greater than 25 sq.m.	\$75
Accessory Building Construction (residential) inferior to 25 sq.m.	\$50
Renovation, extension, modification (residential)	\$50
Accessory Building Construction (non residential)	\$100
Renovation, extension, modification (non residential)	\$75
Renewal	Same cost as the original permit
Site Planning and Architectural Integration Program (SPAIP)	\$200

IMPORTANT

Please note that an incomplete application may delay the issuance of the permit. The inspector will only process the application when it is complete, and all required documentation has been provided. The inspector on file reserves the right to request any other documents, quotes, reports, or plans needed in order to ensure compliance.

PROCESSING TIME

You must allow a maximum of thirty (30) days after the date of your complete application to receive the permit. However, if the project is subject to approval of a Site Planning and Architectural Integration Program (SPAIP), an additional period of approximately two (2) months is needed to complete the application process.

APPLICANT'S SIGNATURE	
<p>The undersigned states that the previous information is accurate, complete and undertakes to provide all documents required for the analysis of the present application. The undersigned also states that he or she is aware of the applicable municipal procedures and regulations currently in effect.</p> <p><u>Finally, the undersigned understands that this form does not constitute at any time, a permit or certificate of authorization allowing for construction to begin.</u></p>	
Applicant's signature 	Date (YYYY/MM/DD)