



PERMIT REQUEST FORM

PERMANENT SIGN

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		Address
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 address
City		
Cell N°		Other phone N°
Email		
The applicant is the owner*: <input type="checkbox"/> YES <input type="checkbox"/> NO		The applicant is the owner*: <input type="checkbox"/> YES <input type="checkbox"/> NO
WORK DESCRIPTION		
Projected use	<input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Mixed <input type="checkbox"/> Other: _____	
Type of work	<input type="checkbox"/> New sign <input type="checkbox"/> Replacement of an existing sign	
Type of installation	<input type="checkbox"/> On main building <input type="checkbox"/> On post <input type="checkbox"/> Wall mounted <input type="checkbox"/> Other: _____	
Type of lighting	<input type="checkbox"/> Internal <input type="checkbox"/> External <input type="checkbox"/> None <input type="checkbox"/> Other: _____	
Location	<input type="checkbox"/> Front yard <input type="checkbox"/> Back yard <input type="checkbox"/> Side yard	
Projected dimensions	Length: _____ Width: _____ Height: _____	
Materials	<input type="checkbox"/> Wood <input type="checkbox"/> Plastic <input type="checkbox"/> Metal <input type="checkbox"/> Canvas (in the case of an awning) <input type="checkbox"/> Other: _____	
Message on the sign: _____		
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.</p>
<input type="checkbox"/> A project site plan identifying the position of the proposed sign, in relation to property lines, the main building and other existing accessory buildings on the site (you can use a copy of your certificate of location);
<input type="checkbox"/> Construction plans of the sign showing the following elements: <ul style="list-style-type: none"> ▪ The size and detail of the sign, including the projected text; ▪ The height of the under and above the sign in relation to ground level; ▪ The materials used, including the details of the sign's support and the lighting method;
<input type="checkbox"/> A photo montage or color sketch demonstrating the projected sign and its integration to the existing landscape and with other existing adjacent signs;
<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 vicinity;
<input type="checkbox"/> A landscaping plan may be required (depending on the type of project).

PERMIT FEES (the permit is valid for one (1) year starting on the approval date)	
Enseigne	\$50 / Sign
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)

Updated – January 2022