

CERTIFICATE OF OCCUPANCY REQUEST

IDENTIFICATION OF THE BUSINESS

NOTE : It is suggested to complete the occupancy pre-verification fiche prior to submitting a request

Name of the business establishment

Business N° :

Address of the place of business in the Town of Mount Royal

Civic N°

Street name

City

Province

Postal code

IDENTIFICATION OF THE HEADQUARTERS OF THE BUSINESS

Civic N°

Street name

City

Province

Postal code

IDENTIFICATION OF THE APPLICANT : (CHECK IF ☐ OWNER OR ☐ TENANT)

Applicant **If the applicant is not the owner of the building, please complete the proxy authorization form annexed to this form.*

Last name

First name

Address of the applicant

Civic N°

Street name

City

Province

Postal code

Contact of the applicant

E-mail

Phone number

PROJECTED USAGE

Description of the activities :

***Check for other work being done if applicable:**

☐ interior renovation; ☐ exterior renovation ; ☐ extension ; ☐ signage ; ☐ caffee-terrace ; ☐ Other (specify below)

Comments :

I acknowledge that I have been informed of the documents required to file an application for a permit and/or certificate, subject to any conditions. I certify that the information provided is accurate and to the best of my knowledge. I also acknowledge that I may be asked to provide additional information.

Signature of the applicant : _____ **Date :** _____

REQUIRED DOCUMENTS FOR AN OCCUPANCY CERTIFICATE		
1	Application form for an occupancy certificate completed, signed and dated by the applicant	☐
2	Proxy signed and dated from the owner of the building (if applicable)	☐
3	For a company : ☐ A copy of the business registration documents ☐ A copy of the social declaration provided to the ministry of justice (if applicable) For a lessee (tenant) : ☐ The lease agreement signed and dated (indicating the number of parking spaces) reserved to the business	☐
4	Site plan to scale indicating the position of the parking spaces dedicated to the business	☐
5	Unit floor plan including the square footage and internal configuration	☐
6	Deposit of 100\$ to begin the review of the permit/certificate The fixed cost of the an occupancy certificate is 500\$	☐
NOTE : In the case of interior renovation, a separate permit is required. Please refer to the following points for precisions in that effect.		
REQUIRED DOCUMENTS FOR AN INTERIOR RENOVATION (ex, modify internal walls, la structure, etc.)		
1	Application form for interior renovation completed, signed and dated signed by the applicant	☐
2	Interior plan of the unit to scale (with the seal of the architect or professional) which indicates : ○ The surface area and internal configuration of the unit ○ Plan of the trajectories and emergency exits ○ Reflected ceiling plan indicating the position of the sprinkler heads (*fire prevention norms)	☐
3	Site plan to scale showing the number of parking spaces dedicated to the business establishment	☐
4	Deposit of 100\$ to begin the review of the permit and/or certificate The fixed cost of the renovation permit is 12\$ per 1000\$ of the cost of the work (minimum 600\$)	☐

If you have any questions, please contact our Urban Planning Department. . Veuillez prendre note que d’autres. Please note that other permits may be required depending on the nature of the work.

Please note that additional information may be requested depending on the nature of the work :

urbanplanning@town.mount-royal.qc.ca

PROXY

INFORMATION ON THE OWNER

Last name

First name

E-mail of the owner

Phone N° of the owner

ADDRESS OF THE CONCERNED PROPERTY

Civic N°

Street name

City

Province

Postal code

N° lot(s)

INFORMATION ON THE APPLICANT

Last name

First name

E-mail

Phone N°

ADDRESS OF THE APPLICANT

Civic N°

Street name

City

Province

Postal code

AUTHORIZATION OF THE OWNER

The owner authorizes his representative to submit to the Town of Mount Royal, one or more permit/certificate requests in compliance to the by-law, being :

- ☐ Consult my property file (including plans) and obtain copies
- ☐ Consult and obtain a copy of plans solely
- ☐ Complete a permit/certificate request
- ☐ Other request, specify the nature : _____

Specify

The owner also authorizes his or her representative, named above, to sign all documents and agreements necessary for the submission of this application regarding his or her property, the address of which is indicated above.

SIGNATURE OF THE OWNER

I hereby declare that I am the owner of the building and authorize my representative to submit one or more requests to the Town of Mont-Royal as listed in the previous section.

Signature

Date