

CONSTRUCTION PERMIT REQUEST

LOCATION

Address of the property

Civic n°

Street name

City

Province

Postal code

Lot(s) number(s)

IDENTIFICATION OF THE APPLICANT

Applicant **If the applicant is not the owner of the property, please fill up the proxy attached to this form.*

Last name

First name

Address of the applicant

Civic n°

Street name

City

Province

Postal code

Applicant's information

E-mail

Phone number

PROFESSIONALS ON THE PROJECT

(1) Architect

Address

E-mail

Phone number

(2) Engineer

Address

E-mail

Phone number

(3) Contractor

Address

E-mail

RBQ license n.

Phone number

DESCRIPTION OF WORK

Total cost of project :

Starting date of work :

Duration of work :

Signature of the applicant

Date

APPROBATION PROCESS

- **Application submission**, including all the required documentation and the payment of the analysis fees for the PIIA (if applicable).
- **Analysis and approbation by the Service of Urban Planning and Development**
 - The department reviews the request, the plans and the estimates and verifies their conformity with municipal bylaws.
- **Presentation of the file to the Comité Consultatif d'urbanisme (CCU) and the City Council for approbation of the PIIA**
 - This is only applicable to the projects that modifies the exterior appearance of the main building.
 - The plans are submitted to the CCU for recommendations based on the criteria of the PIIA Bylaw. Afterward, during the council meeting, the City Council approves or refuses the request, by resolution, taking into account the recommendations of the CCU.
- **Issuance of the permit**
 - If the request is conform and all the approbation have been obtained, the permit is ready to be issued. The applicant will be contacted by our secretary to come pick up the permit and pay the permit fees.

REQUIRED DOCUMENT (depending on the nature of the work)

- [New construction](#)*
- [Extension](#)*
- [Exterior modification-renovation](#) *
- [Interior modification-renovation](#) (excluding residential properties)
- [Structure](#)
- [Plumbing](#)
- [Mechanical equipment](#)
- [Accessory building](#)
- [Fence](#)
- [Terrace / Gallery](#)
- [Pergola / Gazebo](#)
- [Pool / Spa](#)

**Permits subject to the PIIA process. For more information, consult the summary sheet.*

REQUIRED DOCUMENT (depending on the nature of the work)

NEW CONSTRUCTION

1	Application form	
2	Proxy (if necessary)	
3	Certificate of location	
4	Plans and elevations of the proposed project	
5	Implantation plan <i>(Note : Please identify all the trees on the property)</i>	
6	3D modelisations of the proposed project	
7	Physical samples of the proposed material and/or colors	
8	Pictures of the construction site	
9	Cost estimate, signed and dated, including the professional services fees and taxes	

NOTES : - These projects are subject to the Plan d’implantation et d’intégration architecturale (PIIA) process.
For more information, please consult the summary sheet.

- The section chief may require a site preparation certificate to limit the nuisances on the construction site.
(Please use the application form for site preparation certificates)

- Plumbing works needs to be in a separate plumbing permit.
(Another application form for construction needs to be filled for the plumbing permit)

EXTENSION

1	Application form	
2	Proxy (if necessary)	
3	Certificate of location	
4	Plans and elevations of the proposed project	
5	Implantation plan <i>(Note : Please identify all the trees on the property)</i>	
6	3D modelisations of the proposed project	
7	Physical samples of the proposed material and/or colors	
8	Pictures of the existing building with the samples placed on the facades	
9	Pictures of the construction site	
10	Cost estimate, signed and dated, including the professional services fees and taxes	

NOTE : - These projects are subject to the Plan d’implantation et d’intégration architecturale (PIIA) process.
For more information, please consult the summary sheet.

- The section chief may require a site preparation certificate to limit the nuisances on the construction site.
(Please use the application form for site preparation certificates)

- Plumbing works needs to be in a separate plumbing permit.
(Another application form for construction needs to be filled for the plumbing permit)

EXTERIOR MODIFICATION-RENOVATION

1	Application form	
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2	Proxy (if necessary)	
3	Certificate of location	
4	Plans and elevations of the proposed project	
5	3D modelisations of the proposed project	
6	Structural plans with an engineer's stamp (if applicable)	
7	Physical samples of the proposed material and/or colors	
8	Pictures of the existing building with the samples placed on the facades	
9	Cost estimate, signed and dated, including the professional services fees and taxes	
NOTES : - These projects are subject to the Plan d'implantation et d'intégration architecturale (PIIA) process. For more information, please consult the summary sheet.		
INTERIOR MODIFICATION-RENOVATION (OTHER THAN RESIDENTIAL)		
1	Application form	
2	Proxy (if necessary)	
3	Certificate of location	
4	Confirmation of the conformity of occupancy (have a valid certificate of occupancy or an ongoing occupancy certificate request)	
5	Architectural plans (Reflected ceiling plans)	
6	Cost estimate, signed and dated, including the professional services fees and taxes	
NOTE : Plumbing works, if applicable, needs to be in a separate plumbing permit. (Another application form for construction needs to be filled for the plumbing permit)		
STRUCTURE		
1	Application form	
2	Proxy (if necessary)	
3	Structural plans with an engineer's stamp	
4	Cost estimate, signed and dated, including the professional services fees and taxes	
PLUMBING		
1	Application form	
2	Proxy (to the name of the plumber)	
3	Plumbing elevation plan, including the number of units added or moved, the size and the material of the pipes (<i>Note : the signature of the plumber is required on the plan</i>)	
4	Cost estimate, signed and dated, including the professional services fees and taxes	
NOTE : The request has to be made by the plumber (member of the CMMTQ).		
MECHANICAL EQUIPMENT		
1	Application form	
2	Proxy (if necessary)	
3	Certificate of location	
4	Implantation plan (<i>Note : it can be drawn directly on the certificate of location</i>)	

5	Technical sheet of the equipment (including the sound level) + technical sheet of the acoustic screen	
6	Pictures of the proposed location	
7	Cost estimate, signed and dated, including the professional services fees and taxes	
ACCESSORY BUILDING		
1	Application form	
2	Proxy (if necessary)	
3	Certificate of location	
4	Implantation plan (<i>Note : It can be drawn directly on the certificate of location</i>)	
5	Technical sheet of the shed, including the model, dimension, height, material, etc. (<i>Note : Please indicate the height of the base on which the shed will be erected (on foundation or masonry blocks) - Maximum 15 cm from the ground</i>)	
6	Pictures of the current state of the lot	
7	Cost estimate, signed and dated, including the professional services fees and taxes	
FENCE		
1	Application form	
2	Proxy (if necessary)	
3	Certificate of location	
4	Implantation plan (<i>Note : It can be drawn directly on the certificate of location</i>)	
5	Technical sheet, including a picture of the model, the height, materials, colors, etc.	
6	Pictures of the current state of the lot	
7	Cost estimate, signed and dated, including the professional services fees and taxes	
TERRACE / GALLERY		
1	Application form	
2	Proxy (if necessary)	
3	Certificate of location	
4	Implantation plan (<i>with the distances from the property lines</i>) (<i>Note : Please identify the trees</i>)	
5	Elevation plans	
6	Pictures of the current state of the lot (Backyard and lateral yards)	
7	Cost estimate, signed and dated, including the professional services fees and taxes	
PERGOLA / GAZEBO		
1	Application form	
2	Proxy (if necessary)	
3	Certificate of location	
4	<i>Implantation plan (with the distances from the property lines) (Note : Please identify the trees)</i>	
5	Technical sheet, including a picture of the model, the height, materials, colors, etc.	
6	Pictures of the current state of the lot (Backyard)	

7	Cost estimate, signed and dated, including the professional services fees and taxes	
PISCINE / SPA		
1	Application form	
2	Pool application form (complementary to the other application form)	
3	Proxy (if necessary)	
4	Certificate of location	
5	Implantation and landscaping plans (<i>Note : Please identify all the trees on the property</i>)	
6	Cross section of the pool	
7	Technical sheets of the fences (6' fence around the lot et 4' pool enclosure), including pictures of the models, heights, materials, etc.	
8	Technical sheet of the mechanical equipment (ex : heat pumps)	
9	Pictures of the current state of the lot	
10	Cost estimate, signed and dated, including the professional services fees and taxes	
11	Structural engineer's report, if the pool is located less than 3 m from the house	
12	Staking certificate for the pool (to be provided before the permit is issued)	
<p>NOTE : - A pool permit also requires a site preparation certificate. <i>(Please use the application form for site preparation certificates)</i></p> <p>- A pool permit will only be delivered after the approbation, by the inspector, of the contour of the proposed pool demarcated with stakes on the ground.</p>		

PROXY

OWNER'S INFORMATION

Last name

First name

E-mail

Phone number

ADDRESS OF THE IMPLICATED PROPERTY

Civic n°

Street name

City

Province

Postal code

Lot (s) n°

AUTHORIZED REPRESENTATIVE'S INFORMATION

Last name

First name

E-mail

Phone number

ADDRESS OF THE REPRESENTATIVE

Civic n°

Street name

City

Province

Postal code

OWNER'S AUTHORIZATION

The owner authorizes his representative, named above, to submit to the Town of Mount Royal, one or more requests provided in the by-law, namely :

- Consult my property's file (including the plans) and obtain a copy
 Consult and obtain copy of the plans only
 Complete an application for a permit or a certificate
 Other request, please specify the nature :

Other request's specification

The owner also authorizes his representatives, named above, to sign the documents and commitments required for the submission of this application for the property indicated above.

OWNER'S SIGNATURE

I declare to be the owner of the building and I authorize my representative to submit to the Town of Mount Royal one or several application (s) as listed above.

Signature

Date