

ACCESSORY BUILDING PERMIT REQUEST (SHED)

LOCATION

Address of the property concerned

|          |             |             |
|----------|-------------|-------------|
| Civic N° | Street name |             |
| City     | Province    | Postal code |

APPLICANT INFORMATION

**Applicant** *\*If the applicant is not the owner, please complete the proxy form available on the city's website.*

|                                                                                                      |             |              |
|------------------------------------------------------------------------------------------------------|-------------|--------------|
| Last name                                                                                            |             | First name   |
| Address of the applicant <input type="checkbox"/> (check if the identical to the section "LOCATION") |             |              |
| Civic N°                                                                                             | Street name |              |
| City                                                                                                 | Province    | Postal code  |
| Contact information of the applicant                                                                 |             |              |
| E-mail                                                                                               |             | Phone number |

PROFESSIONNALS ON THE PROJECT

(1)Architect or professional

|               |              |
|---------------|--------------|
| _____         | E-mail       |
| Address _____ | Phone number |

2)Contractor

|               |              |
|---------------|--------------|
| _____         | E-mail       |
| Address _____ | Phone number |

DESCRIPTION OF THE WORK

|       |
|-------|
| _____ |
| _____ |
| _____ |

|                                          |       |
|------------------------------------------|-------|
| Total cost of the project (with taxes) : | _____ |
| Projected start of the work :            | _____ |
| Duration of the work :                   | _____ |

Signature of the applicant \_\_\_\_\_ Date \_\_\_\_\_

| REQUIRED DOCUMENTS         |                                                                                                                                                                                        |                          |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| ACCESSORTY BUILDING (SHED) |                                                                                                                                                                                        |                          |
| 1                          | Permit application form for an accessory building, signed, dated                                                                                                                       | <input type="checkbox"/> |
| 2                          | Proxy form signed and dated from the owner (if necessary)                                                                                                                              | <input type="checkbox"/> |
| 3                          | Certificate of location to scale ( <i>scanned in PDF format, legal 8.5 x 14 inches</i> )                                                                                               | <input type="checkbox"/> |
| 4                          | Implantation plan of the shed respecting a clearance of 50 cm from the limit of the property or the median line of the alleyway.                                                       | <input type="checkbox"/> |
| 5                          | Technical brochure with the specifications of the shed (model number, height, material composition, colour, finishes, etc.)                                                            | <input type="checkbox"/> |
| 6                          | Construction details of the foundation of the shed (the base cannot exceed 15 cm from the level of the ground)                                                                         | <input type="checkbox"/> |
| 7                          | Recent pictures showing the proposed position of the shed on the terrain taken from different points of view                                                                           | <input type="checkbox"/> |
| 8                          | Quote estimating the cost of the work and professional service fees with taxes                                                                                                         | <input type="checkbox"/> |
| 9                          | Non refundable guarantee deposit of 100\$ to submit a permit request (deducted at the issuance)<br>The final cost of the permit is minimum 300\$ (for single and semi-detached houses) | <input type="checkbox"/> |

Please submit all necessary documents to the following email address : [urbanplanning@town.mount-royal.qc.ca](mailto:urbanplanning@town.mount-royal.qc.ca)

Please note that additional information can be requested by the urban planning service following the submission of a permit request.

VERIFICATION LIST

|   | ACCESSORY BUILDING (SHED) (Article 197, zoning no 1441)                                                                                                                                                                                                                                                                                                                              |                          |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 1 | The property only contains one accessory building.                                                                                                                                                                                                                                                                                                                                   | <input type="checkbox"/> |
| 2 | The accessory building is implanted in the backyard.                                                                                                                                                                                                                                                                                                                                 | <input type="checkbox"/> |
| 2 | The surface area of the accessory building does not exceed 9 m2.                                                                                                                                                                                                                                                                                                                     | <input type="checkbox"/> |
| 3 | None of the dimensions of the perimeter of the unit exceed 4 m.                                                                                                                                                                                                                                                                                                                      | <input type="checkbox"/> |
| 4 | The height of the accessory building does not exceed 3 m.                                                                                                                                                                                                                                                                                                                            | <input type="checkbox"/> |
| 6 | The accessory building is implanted at the minimum distance of 50 cm from the limit of the property.                                                                                                                                                                                                                                                                                 | <input type="checkbox"/> |
| 7 | The roof is sloped and only covered by one of the following materials : <ul style="list-style-type: none"><li>o asphalt shingles</li><li>o sheet metal</li><li>o cedar</li><li>o green roof (vegetation)</li><li>o Colour of the roof: _____</li></ul>                                                                                                                               | <input type="checkbox"/> |
| 8 | Exterior walls are only composed of one of the following materials : <ul style="list-style-type: none"><li>o wooden clapboard</li><li>o aluminium or vinyl</li><li>o wood shingles</li><li>o prepainted corrugated sheet metal cladding</li><li>o stucco on metal lath</li><li>o brick</li><li>o facing stone</li><li>o fiber cement</li><li>o Colour of the walls : _____</li></ul> | <input type="checkbox"/> |
| 9 | The foundation that supports the accessory building does not exceed a height of 15 cm from the level of the ground (masonry blocks or a concrete slab).                                                                                                                                                                                                                              | <input type="checkbox"/> |

Please communicate with the urban planning service if some of the norms cannot be respected.

☐ I acknowledge having been informed of the required documents to submit a permit/certificats application. I consent that the information provided is just to the best of my knowledge. I also recognize that additional information might be requested.

Signature of the applicant\_\_\_\_\_

Date\_\_\_\_\_