



1. PROPERTY INFORMATION

Surname		Given name	
Address (number, street)			
City		Province	Postal code
Home phone	Cellphone/Office	E-mail	

2. MANDATORY INFORMATION (IF APPLICABLE)

Surname		Given name	
Company			
Address (number, street)			
City		Province	Postal code
Office telephone	Office fax	E-mail	

3. ADDRESS OF WORK (IF DIFFERENT)

Address	Lot number
---------	------------

4. DESCRIPTION OF PROJECT

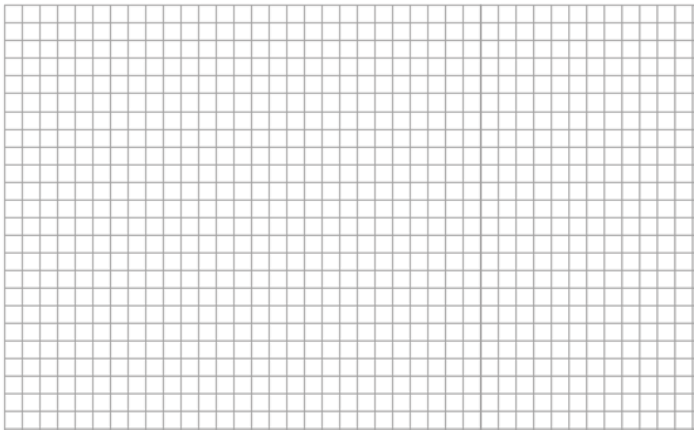
Projected start date (dd-mm-yyyy): _____
 Projected end date (dd-mm-yyyy): _____

Genre de projet :

Construction Renovation Extension Transformation

Description (*attach any additional information if necessary*):

5. LOCATION OF PROJECT

LOT (m)	PROJECTED BUILDING (m)
Area: _____	Area: _____
Frontage: _____	Width: _____
Depth: _____	Depth: _____
Water body? <input type="checkbox"/> YES <input type="checkbox"/> NO	Height: _____
Location: _____	Number of storeys : _____
Topography: <input type="checkbox"/> No slope/relatively flat	Distance between building and:
<input type="checkbox"/> Slope towards: _____	Front property line: _____
	Back property line: _____
	Right property line: _____
	Left property line: _____
<input type="checkbox"/> Lot adjacent to public or private roadway conform to the subdivision bylaw	Are there any other existing buildings?
	<input type="checkbox"/> NON
	<input type="checkbox"/> YES Type of building: _____
	Dist. between existing building and projected building: _____
Plan:	Supplementary information:
	

6. FINISHING

Siding: _____
Roofing: _____
Foundation: _____

7. CONTRACTOR

<input type="checkbox"/> I WILL BE DOING THE WORK MYSELF <i>(if not, please fill out the information below)</i>	
Surname: _____	First name: _____
Company: _____	Function: _____
Address: _____	City: _____
Province: _____	Postal code: _____
Tel.: _____	Fax: _____
RBQ #: _____	NEQ #: _____

8. COST ESTIMATION:

\$ _____

9. SIGNATURE

Signature : _____	Date : _____ <small>(dd-mm-yyyy)</small>
-------------------	---

DOCUMENTS TO BE PROVIDED

Layout plan

executed on an exact scale of the building (s) on the proposed site, showing the relevant information, including:

- the cadastral identification of the lot, its dimensions and area, an indication and description of any existing servitudes;

- the distance between any watercourse or lake and the projected buildings, measured from the natural high water line;

- the excavation levels, the level of the ground floor and the proposed leveling, relative to the actual elevation of the nearest street, shown by elevation grades or lines;

- excavation levels of the street and sewers adjacent to the lot, if applicable;

- the location and floor dimensions of each proposed building and existing buildings on the same site, if applicable;

- the distances between each building and the lines of the site;

- the landscaping of the site before the work, the areas to be cleared, to be excavated, the trees to be conserved as well as the location of any hedges, trees and shrubs, if applicable;

- the location of the septic system and the distances from the wells on the site and neighboring lots, if applicable;

- the location of driveways and parking areas;

- drainage of surface water, if applicable;

- the location of electrical and telephone lines, and stone walls, if any;

- the date, title, astronomical north, scale and names of those who collaborated in the project preparation;

Construction plans

The elevation plans, sections, sketches of the building(s) and specifications required by the designated officer so that he/she can have a clear understanding of the construction project to be erected; these plans must be drawn on an exact scale; the plans must be sufficiently precise. This paragraph does not apply to agricultural buildings as defined in this Regulation

Foundation plans

The following documents may also be necessary:

Procuration

Form to be filled out and submitted should the request be made by a mandatary or authorized person

NB Unofficial translation. *The French version remains the official text and prevails in the case of a discrepancy.*