



GENERAL PERMIT APPLICATION FORM

1. Download the form
2. Fill out the form and save it
3. Send it to us at Inspecteur.bury@hsfqc.ca

RESERVED FOR ADMINISTRATION

DATE OF RECEPTION: _____

REQUEST : Complete Incomplete

TYPE OF REQUEST

Construction <input type="checkbox"/>	Demolition <input type="checkbox"/>	Septic installation <input type="checkbox"/>	Land-use change <input type="checkbox"/>
Renovation <input type="checkbox"/>	Wells and water intakes <input type="checkbox"/>	Sign <input type="checkbox"/>	Allotment <input type="checkbox"/>
Relocation <input type="checkbox"/>	Shoreline works <input type="checkbox"/>	Pool <input type="checkbox"/>	Tree cutting <input type="checkbox"/>
Other: _____			

APPLICANT'S CONTACT DETAILS

Name of the owner: _____		
Address of the owner: (Civic number, road) _____		
Telephone number	Home: _____	Mobile: _____
Email address: _____		
Address of the works (If different from the owner's address) _____ (Civic number, Road)		OR Lot number if it's a vacant land Lot: _____

IDENTIFICATION OF THE PERSON CARRYING OUT THE WORKS

Work done by the owner: YES <input type="checkbox"/>	NO <input type="checkbox"/> (IF YOU CHECKED NO, PLEASE COMPLETE BELOW)
Name of the contractor: _____	
Address of the contractor: _____ (Civic number, Road) _____ (City, Postal Code)	
Telephone number: _____	RBQ license number: _____

DESCRIPTION OF THE PROJECT (you can use other sheets to describe your project)

ADDITIONAL INFORMATION REQUIRED

Starting date of the works:	End date of the works:
Cost of the works:	

DOCUMENTS TO ATTACH TO THE APPLICATION (see annex 1)

Construction, renovation, pool and landscaping

Layout plan <input type="checkbox"/>	Layout certificate <input type="checkbox"/>	Sketch of the construction <input type="checkbox"/>
Architects/engineers plan <input type="checkbox"/>	Landscaping plan <input type="checkbox"/>	Consultant’s report <input type="checkbox"/>
Copy of the quote (pool vendor) <input type="checkbox"/>	Other: <input type="checkbox"/>	

Septic installation

Layout plan <input type="checkbox"/>	Excavator/installer contact details <input type="checkbox"/>
Soil characterization study including granulometry test <input type="checkbox"/>	
Granulometric test of the leaching field’s filtering sand <input type="checkbox"/>	
Installation compliance report at completion (written by the technologist) <input type="checkbox"/>	
Copy of the annual maintenance contract (depending on the type of system installed) <input type="checkbox"/>	

Capture of groundwater

Layout plan prepared by the well-driller <input type="checkbox"/>	Copy of the well-driller's detailed quote <input type="checkbox"/>
Drilling report : (30 days after drilling) <input type="checkbox"/>	

(Signature of the applicant)

(Date: day / month / year)

RESERVED FOR THE URBANISM DEPARTMENT

Registration number:	Lot number:		
Surface area of the land:	Aqueduct <input type="checkbox"/>	Sewer <input type="checkbox"/>	
Municipal Zone:	Artesian well <input type="checkbox"/>	Septic system <input type="checkbox"/>	
Total cost of the permit/certificate of authorization:			
Final decision:	Eligible application <input type="checkbox"/>	Application not eligible <input type="checkbox"/>	

COMMENTS FROM THE ADMINISTRATION

ANNEX 1

DOCUMENTS AND INFORMATION REQUIRED WHEN APPLYING FOR A CONSTRUCTION PERMIT

PROVISIONS FOR THE ISSUANCE OF CONSTRUCTION PERMITS FOR A MAIN OR AN ACCESSORY BUILDING

The application must be accompanied by the following information:

- Layout plan or layout certificate (land surveyor's document) of the building in question.
 - Distance from all the other buildings as well as the distance from the limits of your land.
- The type of land-use of the construction.
- Details on the type of foundation.
- Scale sketch (made by the owner) of the building with the dimensions of each side.
 - Height of the walls, total height of the building, etc.
- Architects plan.
 - New residence or **according to the type of construction.**
- Contact details of the contractor.
- Details and dimensions of all openings per façade.
 - Service doors, garage doors, windows.
- Type of exterior siding.
- Detail of the roof.
 - Roof pitch, number of slopes, type of siding.
- Total cost of the works.

URBANISM DEPARTMENT

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