**BUILDING PERMIT REQUEST | CERTIFICATE OF AUTHORIZATION REQUEST**

This document does not authorize the commencement of any work.

\* Mandatory fields

**BUILDING INFORMATION**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ADDRESS \*  (LOT NUMBER FOR VACANT LOT) | | | | LOCAL | | |
| OCCUPANT \* | |  | OWNER | |  | TENANT |
| TEL1 \* | TEL2 | | | | | |

**PERSON RESPONSIBLE FOR THE REQUEST**

|  |  |
| --- | --- |
| NAME \* | |
| TEL1 \* | TEL2 |
| EMAIL \* | |

**PROJECT 1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| TYPE OF WORK \* Choose one |  | | | | |
| DESCRIPTION \* | MODIFICATION TO ELEVATION  OF LANDSITE \* | | YES | NO | |
| CONTRACTOR \* | DRILLING/BORING  PILES? \* | YES: meters feet  depth | | | NO |
| RBQ LICENCE NUMBER | WORK VALUE \* | | | | |
| TELEPHONE \* | EMAIL \* | | | | |

**PROJECT 2**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| TYPE OF WORK Choose one |  | | | | |
| DESCRIPTION | MODIFICATION TO ELEVATION  OF LANDSITE | | YES | NO | |
| CONTRACTOR | DRILLING/BORING  PILES? | YES: meters feet  depth | | | NO |
| RBQ LICENCE NUMBER | WORK VALUE | | | | |
| TELEPHONE | EMAIL | | | | |

|  |  |
| --- | --- |
| **ARCHITECT** | |
| EMAIL | TELEPHONE |
| **ENGINEER** | |
| EMAIL | TELEPHONE |

|  |  |  |  |
| --- | --- | --- | --- |
| **DOCUMENTS PROVIDED** | YES | NO | N/A |
| CERTIFICATE OF LOCATION \* |  |  |  |
| ONE (1) COPY OF PLANS - ALL NOTES AND COMMENTS FROM THE PLANNING DEPARTMENT WILL BE IN THE SAME LANGUAGE AS THE PLANS SUBMITTED. \* |  |  |  |
| LETTER OF AUTHORIZATION \* |  |  |  |

An application that is approved, or a permit/certificate issued under By-law PC-2788, shall be considered null and void if within six (6) months from the date of its approval (the date when the applicant is invited to present himself to obtain the permit/certificate), the permit/certificate has not been issued or the work has not commenced. In the event of a situation stated above, in order to commence or pursue the work, a new application must be filed, fees must be paid again and a new permit/certificate must be is­sued in accordance with the provisions By-law PC-2788.

|  |  |
| --- | --- |
| SIGNATURE OF OWNER OR REPRESENTATIVE | |
| PLEASE PRINT NAME | DATE |