



ACCESSORY BUILDING – DOCUMENT CHECKLIST RESIDENTIAL

Any construction or modification to an accessory building requires a building permit.

- ☐ 1- Form completed and signed by the property owner or their representative
- ☐ 2- A letter of authorization, if the applicant represents the owner
- ☐ 3- Proof of ownership
- ☐ 4- In case of co-ownership, a letter of authorization from the association of co-owners
- ☐ 5- Descriptive letter of the scope of work
- ☐ 6- Photos in color of the facades of building
- ☐ 7- Copy of the certificate of location
- ☐ 8- If it is a new or a dislocation or an extension of an accessory building, submit:
 - **Existing and proposed** plans to scale, dimensioned in meter showing : lot lines, setbacks, all existing building(s), structures, driveway and impermeable surface
 - Calculation of **existing and proposed** impermeable surface
 - Location of the septic tank system
- ☐ 9- If it is an accessory building replacement without increasing its surface, submit:
 - Existing site plan
 - Photos in color of the existing accessory building
 - Elevations or drawings of the accessory building indicating its dimensions
 - Photo du bâtiment accessoire à construire et des matériaux proposés

Important: Site plans that are not prepared by a land surveyor have to be prepared with reference to the up-to date plan of the certificate of location.

- ☐ 10- Cost estimate of work
- ☐ 11- Applicable fees : \$20

Please note that depending on the nature and complexity of the project, the Town of Baie d'Urfé reserves the right to require any other document necessary in order to establish a better understanding of the project and ensure its compliance with all applicable regulations.