



BUILDING EXTENTION – DOCUMENT CHECKLIST

Any project that increases the volume of an existing building or its floor space is considered a building extension and 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 building
- ☐ 7- Copy of the certificate of location
- ☐ 8- **Existing and proposed** plans showing:
 - lot lines, access to the property, setbacks
 - Utility right of ways and easements
 - All existing buildings, structures and the location of new extension with setbacks
 - Existing trees
 - Driveway, sidewalks and any impermeable surface
 - Septic tank location

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.

- ☐ 9- Architectural plans dimensioned in meter and to scale, in compliance with the current town regulations:
 - A plan of each floor including the calculation of the **existing and proposed** area of each floor
 - **Existing and proposed** elevation of each of the facades of the building, indicating the measurements of the openings (window, door and access) and including respectively its technical sheet and photographs
 - The list and percentage of the exterior cladding materials, annexed by photographs
 - A roof plan(s), depending on the project
- ☐ 10- Asbestos report, if there are parts to be demolished and if the building is built before 1990
- ☐ 11- If the project requires the replacement or the modification of the septic tank, complete the permit application for the installation or replacement of the septic tank, and submit it at the same time of the building extension permit application
- ☐ 12- If the project requires a **demolition**¹, complete the permit application for demolition and submit it at the same time of the building extension permit application
- ☐ 13- If the project requires a tree felling, complete a permit application for tree felling and submit it at the same time of the building extension permit application
- ☐ 14- If the project involves landscaping, complete a permit application for landscaping and submit it at the same time of the building extension permit application

1 Demolition : 50% or more of roof structure removal, lifting or dislocation, and/or any demolition of more than 20% of interior or exterior load-bearing walls of the building.



- ☐ 15- Cost estimate of work
- ☐ 16- Applicable fees: \$100.00
- ☐ 17- Structural plans stamped and sealed by a registered engineer are required before the issuance of the permit
- ☐ 18- If the building extension changes the lot coverage, be advised that a survey plan prepared by a surveyor is required once the foundation is poured

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.