

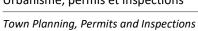
## **BUILDING EXTENTION – DOCUMENT CHECKLIST**

20% of interior or exterior load-bearing walls of the building.

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   |
| <br>□ 5-           | Descriptive letter of the scope of work  |
|                    | Photos in color of the building  |
| _<br>□ 7-          | Copy of the certificate of location  |
| ⊒ <i>′</i><br>⊒ 8- | Existing and proposed plans showing:   |
| Ū                  | - 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.   |
|                    | Architectural plans dimensioned in motor and to scale in compliance with the current town  |
| □ 9-               | Architectural plans dimensioned in meter and to scale, in compliance with the current town   |
|                    | regulations:   |
|                    | <ul> <li>A plan of each floor including the calculation of the <u>existing and proposed</u> area of each floor</li> <li><u>Existing and proposed</u> elevation of each of the facades of the building, indicating the</li> </ul> |
|                    | 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  |
|                    | 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               | · · · · · · · · · · · · · · · · · · ·  |
| 12-                | If the project requires a <u>demolition</u> , 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 <u>at</u>   |
|                    | the same time of the building extension permit application   |
|                    |  |
| 1 De               | emolition: 50% or more of roof structure removal, lifting or dislocation, and/or any demolition of more than   |







| □ 16- Applicable fees: \$100.00  |         |
|--|---------|
| $\ \square$ 17- Structural plans stamped and sealed by a registered engineer are required before the issue   | ance of |
| the permit   |         |
| $\square$ 18- If the building extension changes the lot coverage, be advised that a survey plan prepare surveyor is required once the foundation is poured | d by a  |

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.