



EXTERIOR RENOVATION: SIDING, DOORS AND WINDOWS – DOCUMENT CHECKLIST

Any exterior renovation project that involves the replacement of any opening (doors and/or windows) requires a building permit. Only for single-family dwellings: replacing certain parts of deteriorated wood windows constitutes a repair and does not require a 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 identifying the windows and doors to be replaced
- ☐ 7- Copy of the certificate of location
- ☐ 8- Existing and proposed elevations of each of the façades of the building including the dimensions of the openings (window, door and access), its respective technical sheet and annexed by photo.
- ☐ 9- In case of a siding modification, a detailed list and the percentage of the proposed siding material on each façade of the building, annexed by photos
- ☐ 10- If the project involves an enlargement of one of the opening or a creating a new one, submit structural plans signed and sealed by a registered engineer
- ☐ 11- Cost estimate of work
- ☐ 12- Applicable fees : \$100

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.