



FENCE – DOCUMENT CHECKLIST RESIDENTIAL

Any installation of a fence 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- Contextual photos of the property
- ☐ 7- Copy of the certificate of location
- ☐ 8- If it is a new fence, submit:
 - Existing site plan to scale and dimensioned in meter, showing: lot lines, access to the property, setbacks, all existing buildings and structures
 - The proposed location of the fence and its dimensions
 - Details of the material, annexed by photos
- ☐ 9- If it is a fence replacement, submit :
 - Existing site plan indicating the location of the fence to be replaced
 - Photos of the existing fence
 - Description of the proposed fence and its dimensions
 - Details of the material, annexed by photos

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- If the project requires a tree felling, complete a permit application for tree felling and submit it at the same time of the fence permit application
- ☐ 11- Cost estimate of work
- ☐ 12- 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.