



INTERIOR RENOVATION – DOCUMENT CHECKLIST

Important: Any interior renovation project that modifies the layout of the interior space or involves one or more of the following interventions, requires a building permit:

- Removal of any part or construction of a load-bearing wall
- Removal or cutting of a joist, beam or column
- Removing, changing or closing a staircase or any exit
- The increase in the number of bedrooms or bathrooms
- The transformation of an access to the exit or an exit

Note: In any case where the interior renovation project increases the volume of the building, see the list of document checklist for a building extension request.

- ☐ 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 interior
- ☐ 7- Copy of the certificate of location
- ☐ 8- Architectural plans to scale and dimensioned in meter:
 - **Existing and proposed** plans of each floor including the calculation the area of each floor
 - Cross sections
 - Depending on the case, rood plan(s)
- ☐ 9- If the renovation increases the number of bedrooms, submit a certificate of conformity for the septic tank
- ☐ 10- If the renovation project modifies the one of the openings (window, door or any access), complete a permit application for exterior renovation (siding, doors and windows) and submit it at the same time of the interior permit application
- ☐ 11- Structural plans stamped and sealed by a registered engineer are required before the issuance of the permit
- ☐ 12- Cost estimate of work
- ☐ 13- 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.