

NEW CONSTRUCTION (VACANT LOT) – DOCUMENT CHECKLIST RESIDENTIAL - SINGLE DETACHED

Any new construction 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 in color of the property
- ☐ 7- Copy of the certificate of location
- ☐ 8- **Site plan prepared by a surveyor representing the proposed construction and showing**
 - lot lines, access to the property and setbacks
 - Utility right of ways and easements
 - Existing trees
 - Driveway, sidewalks and any impermeable surface
 - Septic tank location
- ☐ 9- Plans prepared by a surveyor confirming the following calculations:
 - The height of the building calculated from the lot reference level¹
 - The calculation of the angle of 25 degrees at a vertical distance (h) above the lot reference level and its parallel line (see illustration 1)

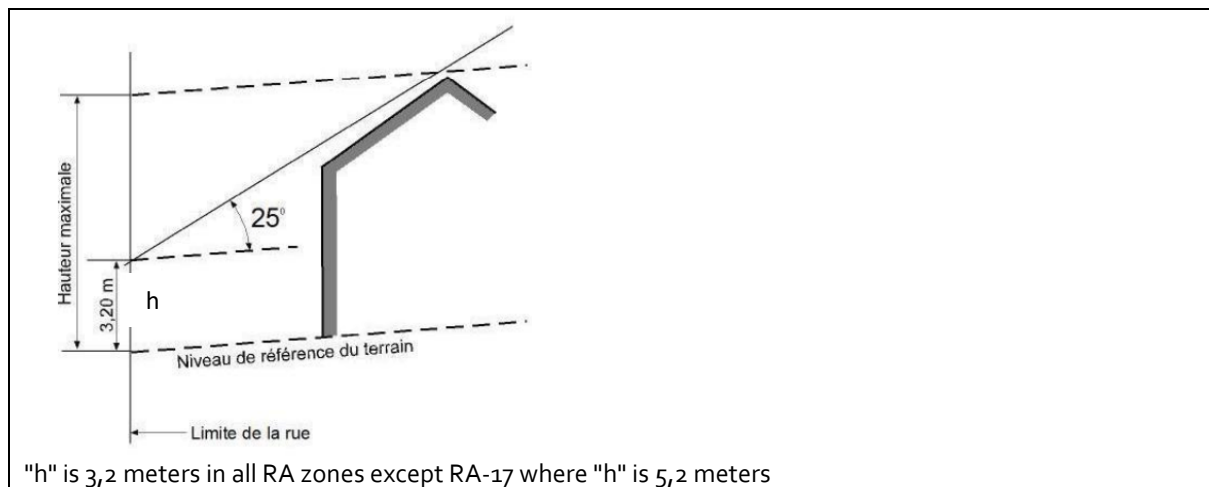


Illustration 1

- ☐ 10- Architectural plans to scale and dimensioned in meter in compliance with the Town regulations:
 - A plan of each floor including the calculation of the area of each floor

¹ See the definition of the lot reference level in the Zonage regulation | 875



- Elevation of each of the facades of the building including the percentage of the facing materials, the detailed measurements in meters of the opening models (window, door and access) and their respective technical sheet
 - Roof plan(s)
 - Cross sections
- ☐ 11- For the installation or the replacement of the septic tank system :
- A field report prepared and signed by a professional
 - A certificate of conformity (once the septic system is installed)
 - A maintenance contract
 - Applicable fees: \$ 20.

Important: Any septic system must comply with the Regulation respecting waste water disposal systems for isolated dwellings Environment Quality Act (Q-2, r.22).

- ☐ 12- Preliminary landscaping plan and / or a description of the landscaping plan
- ☐ 13- Construction and land development work schedule
- ☐ 14- Applicable fees: \$1000
- ☐ 15- Structural plans stamped and sealed by a registered engineer are required before the issuance of the permit
- ☐ 16- 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.