



RETAINING WALL – DOCUMENT CHECKLIST RESIDENTIAL

Any construction of a retaining wall of a minimum height of (1,0) meter 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 to scale and dimensioned in meter showing :
 - Lot lines and setbacks
 - Any existing building and structure, driveway and impermeable surface
 - Location of the proposed retaining wall

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.

- ☐ 9- Plans and elevations of the retaining wall indicating its material, annexed by photo
- ☐ 10- Structural plans signed and sealed by a registered engineer
- ☐ 11- Cross sections showing the composition of the retaining wall and the soil
- ☐ 12- Cost estimate of work
- ☐ 13- Applicable fees : \$50

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.