



## ROOF CLADDING (NO MODIFICATION TO THE STRUCTURE) – DOCUMENT CHECKLIST

For any single-family dwelling, minor repairs and roof cladding replacement by the same material do not require a certificate of authorization.

**Important:** Changing any part of the structure of the roof 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- Photos of the existing roof and the building facades
- ☐ 7- Copy of the certificate of location
- ☐ 8- Descriptive of the proposed roof cladding material, annexed by photo
- ☐ 9- Estimate cost of work
- ☐ 10- 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.