



RENOVATION | MODIFICATION DE OF THE ROOF STRUCTURE – DOCUMENTS CHECKLIST

Any roof renovation that modifies its structure 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 in color of the building and the adjacent properties
- ☐ 7- Copy of the certificate of location
- ☐ 8- Existing and proposed site plans showing setbacks

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- Architectural plans to scale and dimensioned in meter, in compliance with the current Town regulations :
 - Detailed roof plan and its structure, indicating dimensions
 - A cross section of the roof
 - Details of the existing roof material, annexed by photo
 - **Existing and proposed** elevations of all the facades of the building
 - The proposed roof material annexed by photo
- ☐ 10- Cost estimate of work
- ☐ 11- Applicable fees : \$100
- ☐ 12- Structural plans stamped and sealed by a registered engineer are required before the issuance of the permit

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.