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| **APPLICATION FORM FOR A CONSTRUCTION PERMIT OR A CERTIFICATE OF APPROVAL** | | | | | | | | | | |
| **Information about the owner** | | | | | | | | | | |
| Last name and given name of the owner | | Cliquez ici pour taper du texte. | | | | | | | | |
| Address | | Choisissez un élément. | | | | | | | | |
| Telephone number | | Cliquez ici pour taper du texte. | | | | | | | | |
| Information about the applicant (it is mandatory to get a power of attorney from the owner beforehand) | | | | | | | | | | |
| Last name and given name of the applicant | | Cliquez ici pour taper du texte. | | | | | | | | |
| Address | | Cliquez ici pour taper du texte. | | | | | | | | |
| Telephone number | | Cliquez ici pour taper du texte. | | | | | | | | |
| *Check the boxes that correspond to the work you want to do and fill in the information relative to your project* | | | | | | | | | | |
| Information on the location of the work | | | | | | | | | Yes | No |
| Lot number | |  | | | Is the lot in a wetland? | | | |  |  |
| Address of location where work will be done | |  | | | Is the lot in a P.I.I.A. (heritage) zone? | | | |  |  |
| Registration number | |  | | | Sewer services already existent? | | | |  |  |
| Types of work necessitating a Certificate of Approval | | | | | | | | | | |
|  | Change of use or destination of the building including home businesses (secondary usage) | | | |  | Septic and groundwater catchment work | | | | |
|  | Moving a building | | | |  | Demolition of a building with a surface superior to 20 square meters | | | | |
|  | Repairs or renovations of a building excluding minor repairs | | | |  | Spreading and storage of fertilizer (M.R.F.) | | | | |
|  | Work in or near a watercourse | | | |  | Outdoor water system installation | | | | |
|  | Work in a flooding zone than does not require a construction permit | | | |  | Cutting trees | | | | |
|  | Building, installing or modification of sign or installation of a wall | | | |  | Work related to driveways | | | | |
|  | Installation of a pool and construction of a retaining wall of over 1,2 metres | | | |  |  | | | | |
| Actual usage | | Type of work necessitating a construction permit | | | | | Future usage of building or expansion | | | |
|  | Commercial |  | Construction | ☐ | Main building | |  | Commercial | | |
|  | Residential |  | Expansion | ☐ | Secondary building | |  | Industrial | | |
|  | Industrial |  |  |  |  | |  | Residential | | |
|  | Agricultural |  |  |  |  | |  | Public | | |
|  | Public |  |  |  |  | |  |  | | |

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| Characteristics of the project | | | | | |
| Starting date of work | | Cliquez ici pour entrer une date. | Work completed date | | Cliquez ici pour entrer une date. |
| Name of contractor or company | | Cliquez ici pour taper du texte. | | | |
| Contractor address | | Cliquez ici pour taper du texte. | | | |
| Contractor telephone number | | Cliquez ici pour taper du texte. | N° R.B.Q | Cliquez ici pour taper du texte. | |
| I certify that my project falls within one of the situations for which obtaining an appropriate license from the R.B.Q. is not required and that the project will be completed by myself. | | | | | |
| Please write a short description of you project or planned work : | | | | | |
| Cliquez ici pour taper du texte.C:\Users\ali\Documents\Ville de Richmond\Logos\Ville de Richmond_horizontaltranspa.jpg | | | | | |
| Value of the work | Cliquez ici pour taper du texte. | | | | |
| The use of an architect is mandatory for all projects whose plans and specifications must be signed and sealed by a member of the Order of Architects as specified in article 16 of the Architect Act, with exception to projects referred to in the article 16.1 of the same act. | | | | | |
| If your project corresponds to one of the cases of exemption of section 16.1 of the Architects Act and you have not consulted an architect, please put your initials here : | | | | | |
| I declare on my honour that my project falls within one of the situations for which the use of an architect is not mandatory. | | | | | |
| The use of an engineer is mandatory for all projects whose plans and specification must be signed and sealed by a member of the Order of Engineers with exception to projects out of their field. | | | | | |
| I certify that my project falls within one of the situations where an engineer is not mandatory. | | | | | |
| I the undersigned declare that the information above is complete and accurate and that if the permit is granted, I shall adhere to all the conditions of the permit as well as to all relevant laws and regulations. | | | | | |
| **DATE OF REQUEST  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | **SIGNATURE OF OWNER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |
| ***For all additional information, please contact the municipal inspector at 819-826-3789 extension 223 or by email at :*** [***inspecteur@ville.richmond.qc.ca***](mailto:inspecteur@ville.richmond.qc.ca)  ***You can also come to the administrative offices of the Ville de Richmond located at 745, Gouin, Richmond (Quebec) Canada J0B 2H0.***  ***Please note that information related to municipal by-laws is available on the website of the Ville de Richmond at*** [***http://ville.richmond.qc.ca***](http://ville.richmond.qc.ca)  ***Any incomplete information, unfiled documents, or non-payment of fees, as foreseen in the ‘règlement sur les permis et certificats’, will lead to delays and or cancellation of the request.*** | | | | | |

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| *Excerpts from various laws:*  **The Architect Act**  « ….**16.** All plans and specifications for Architecture work for a construction, expansion, reconstruction, renovation, or alteration of a building shall be signed and sealed by a member of the order.  1973, c. 59, a. 16; 2000, c. 43, a. 3.  **16.1.** Article 16 does not apply to plans of specification work done by an architect:  1° for a construction, expansion, reconstruction, renovation, or modification to the following kinds of buildings:  a) a detached single-family dwelling;  b) a single-family dwelling, semi-detached, or townhouse, a multi-family dwelling or more than four units, a commercial establishment, a business property, industrial facility, or a combination of these kinds of dwellings or institutions when , after completion of the work the building does not exceed two floors and 300 square meters of the total floor surface and has only a single level of basement;  2° for an interior modification or renovation of a building or part of a building, that does not change the usage, or affect the structural integrity, the walls or fire safety separations, as well as the exterior casing..»  **The Engineer Act**  «… **2.** The kind of work listed below constitutes the field of engineering:  a) railroads, public roads, airports, bridges, viaducts, tunnels and installations related to transportation systems, where the cost exceeds $3 000;  b) dams, canals, harbours, lighthouses and all work pertaining to the improvement, landscaping or use of watercourses;  c) electrical, mechanical, hydraulic, aerospace, electronics, thermal, nuclear, metallurgical, geological or mining work as well as work using chemistry or applied physics processes;  d) aqueduct, sewer, filtration, purification, waste water disposal work or any work in the domain of municipal engineering for costs of $1 000;  e) foundations, framing, electrical or mechanical systems in buildings where costs exceed $100 000 and in public buildings for the ‘sense of security in public buildings Law’ (chapter S‐3);  f) accessory constructions to engineer work when the destination is for shelter;  g) false framing and other temporary work used during the completion of civil engineer work;  h) the mechanics of soil necessary for the development of engineer work;  i) the work or industrial equipment involved for public safety or employees.…»  ***R.B.Q .license and work carried out by a professional:*** in the case of a construction or renovation of a single-family dwelling or a work destined for your personal use or that of your family, you do not have to have a license as a physical person, except for work related to the use of gas, a petroleum product or an electrical installation. If electrical, petroleum, or gas installations are foreseen, the work should be transferred to a specialized contractor who has an appropriate RBQ. License. Other work may also require a specialized contractor. This is the case for digging, formwork of the foundation, framing, insulation, and plumbing work. To determine if your work requires a licensed contractor, please contact the Régie du bâtiment du Québec.  *Notes pertaining to the certificate of approval*: an approval certificate is valid for a period of 6 months from the date the permit is issued.  The certificate of approval is null and void, if the work for which it was intended is not started within the 6 month period.  Once the work has started, the certificate holder must complete the work within 183 days or six months from when the permit was issued.  The certificate of approval for moving a construction is valid for 60 days, whereas for a demolition, the certificate is only valid for 3 months.  *Notes pertaining to delays to issuing a certificate of approval or a construction permit*: the municipal inspector has a period of 45 days to issue or deny a certificate of approval from the date of receipt of all documents required by this regulation.  Once started the holder of the building permit must complete all work allowed by the permit within the following time limits:  1o to finish the exterior of the building within 365 days following the issue of the permit;  2o planning of residual open spaces, parking and service areas within a delay of 545 days following the issue of the permit;  3o all work within a delay of 730 days following the issue of the permit. |

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| **TYPE OF PERMIT OR CERTIFICATE** | **TARIF** |
| Subdivision permit: - for the first lot | $25 |
| - for each additional lot | $5 |
| Construction permit : |  |
| - for a new single-family house, farm building, or mobile home | $85 |
| - for other new housing (per apartment unit) | $50 |
| - for a new construction other than housing: |  |
| - for 50 square metres of total floor surface or less  - for each 5 additional square meters | $50  $2 |
| - for each 5 additional square meters of industrial building | $1 |
| - for the addition of a private garage, a car shelter or a shed | $15 |
| - for the expansion or transformation of a construction |  |
| - for work valued at $2 000 or less | $10 |
| - for work valued over $2 000 | $10 +$1/per $1 000 of additional work |
| Occupation certificate | Free |
| Certificate for change of usage or destination of a building | $15 |
| Social services certificate (pension, foster home, nursing home, daycare) | Free |
| Certificate to move a construction |  |
| - for the main residence | $40 |
| - for a secondary building | $15 |
| Certificate for repairs to a construction |  |
| - for work valued at $2 000 or less | $10 |
| - for work valued over $2 000 | $10 +$1/per $1 000 of additional work |
| Certificate to cut trees | $25 |
| Certificate for septic and groundwater catchment work | $25 |
| Certificate for building demolition | $30 |
| Certificate for agricultural activities | $25 |
| * This translation is for information purposes only and in case of a dispute only the French version is binding. |  |