

Permit or certificate of authorization application process

STEP 1 : Meet our municipal inspector in order to

- Identify the purpose of your application.
- Identify the permit or certificate of authorization related to your request that can be found in the « *Bylaws and permit demands* » section on the municipality’s website.
- Identify the documents needed for a complete permit application that complies with the municipality’s bylaws.
- Make sure you meet the deadlines associated with your permit application.

STEP 2 : Fill out the necessary permit application form

→ In order to proceed to the evaluation of the permit application, the municipal inspector will verify that the **application form is complete**, that all the **information required is provided** and that **fees attached with your application have been paid**.

→ As long as the permit application form and the information required for the evaluation of the application are not deemed **complete and compliant** by the municipal inspector, the permit application will not be evaluated further.

STEP 3 : Evaluation process of the permit or certificate application

Depending on the project, the evaluation process for a permit or a certificate application will either go through the Planning Advisory Committee (CCU) or be evaluated by the municipal inspector. Please find below examples of projects that either go through CCU or projects that are evaluated by the municipal inspector. The following list of work is not exhaustive and does not include all the work requiring a permit or certificate.

Permit applications analyzed by the Planning Advisory Committee (CCU) for their conformity with the PIIA	Permit applications analyzed by the municipal inspector for their conformity to the urbanism bylaws
<p>Creation of a new lot Construction of an accessory building Construction of a main building Construction of a private driveway or parking area Construction of a retaining wall Extension of a main building Installation or modification of a septic system Minor derogation New groundwater catchment system Relocation of a construction</p>	<p>Day-to-day repairs Alarm system Change of use of a building Demolition of a building Excavation and embankment work Time extension of a permit or certificate Installation or modification of a dock Installation of a sign Tree felling</p>
<u>Next steps for obtaining the permit</u>	<u>Next steps for obtaining the permit</u>
<p>The inspector transmits the permit application to the Planning Advisory Committee</p> <p style="text-align: center;">↓</p> <p>After the evaluation of the application, the committee offers its recommendation for approval or disapproval to Council</p> <p style="text-align: center;">↓</p> <p>After evaluating the recommendation of the committee, Council, with a resolution, approves or disapproves the permit application</p> <p style="text-align: center;">↓</p> <p>Following the adoption of the resolution approving the permit application, the municipal inspector issues the permit or certificate of authorization within sixty (60) working days of the date of receipt of the application</p> <p>→ If the permit application is refused, the municipal inspector will issue a follow up with the applicant</p>	<p>Once the request is deemed compliant with our urbanism bylaws by the municipal inspector and the fees attached to the request have been paid, the latter issues the permit or certificate of authorization within sixty (60) working days of the date of receipt of the application</p>