



**REQUEST FORM
AUTHORIZATION CERTIFICATE
ACCESSORY BUILDING**
(Sheds, wood sheds or garages)

PLEASE PRINT IN CAPITAL LETTERS

IDENTIFICATION OF THE PROPERTY OWNER/OWNERS		
Last Name	First Name	
Address	Town/City	Postal code
Telephone	Cellular	
Last Name	First Name	
Address	Town/City	Postal code
Telephone	Cellular	
E-mail address		
<p align="center">Obtain a proxy if the applicant is not the owner of the immovable. All the owners have to sign the request or give a proxy of authorization to the applicant. If you have owned the building and/or land for less than six (6) months, please furnish a copy of your notarized deed of sale that has been registered with the Registry office.</p>		
Publication date	Registration number	

LOCATION OF THE PROJECTED WORK (if different from above)	
Address	Actual usage (ex.: residential, commercial, vacant lot)
<i>If this is a vacant lot, kindly complete the section below</i>	
Lot number	Street

MAIN PLAN DESIGNER (if necessary)		
<i>Prepared by an Architect or a qualified technologist (with a seal) belonging to a Professional Order.</i>		
Last name	First name	
Address	City/Town	Postal Code
Telephone	Date of Plan	Plan number

EXECUTING CONSTRUCTION WORK		
Name of the contractor	Name of responsible of the construction site	
Address/City/Town	Telephone number of the responsible person	
Postal code	Business telephone number	RBQ license (mandatory)

CONSTRUCTION WORK

Cost of the work: \$	
Start date of work:	End date of work:

REQUIRED DOCUMENTS PRIOR TO OBTAINING A CERTIFICATE OF AUTHORIZATION

In order that your request be studied, it is your responsibility to furnish all the documents along with construction plans drawn to scale on graph/grid paper.

- 1. The plans must have the following:
 - a) the four (4) elevations;
 - b) the dimensions and locations of the doors and windows;
 - c) the height from the ground to the tip of the roof;
 - d) the technical description of the foundation to be used;
 - e) the materials for the exterior finishing and that of the roof, they must be harmonized with house.

- 2. The certificate of location must show the following:
 - a) the location of the projected building;
 - b) the exact distance (in meters) of this building in rapport to the property lines, to other buildings, all water courses less than 30 meters (streams, lakes, swamps, etc...) humid places;
 - c) the exact location of the septic installation and that of the well.

(Use a copy of your certificate of location to show the exact location of your accessory building)

PLEASE NOTE: 1 meter = 3.281 feet

FEES

The cost of the authorization certificate is \$ 40.00 (residential) and \$ 60.00 (other).

DELAY

Please foresee a delay of 15 to 45 days for the issuance of the permit.

Signature of the owner/applicant	Date:
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ATTENTION : BY-LAWS ON PERMITS AND CERTIFICATES NO. 195-2012 Article 2.1.8: Modifications of the plans and documents

Any modifications made to the plans and the documents previously approved by the appointed Municipal Officials cancels the permit or the certificate unless these plans, were subject to an approval prior to starting the work in conformity with the Planning-By-Law.

NOTE: The present form aims at accelerating the request of a permit and constitute at no time either a complete request or an authorization to proceed with your project.

The Municipality of the Township of Harrington cannot guarantee that the present form is up to date at all times and does assume any responsibility for differences that may occur between the original text and the electronic text of this form.



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