



**REQUEST FORM FOR A
NEW CONSTRUCTION, RE-CONSTRUCTION
& ENLARGEMENT**

IDENTIFICATION OF THE OWNER/OWNERS/APPLICANT		
Last name	First name	
Address	City / Town	Postal code
Telephone	Cellular	
Last name	First name	
Address	City / Town	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	
Address	Actual usage (ex. : residential, commercial, vacant lot)
<i>If this is a vacant lot, complete the section below</i>	
Lot number	Street

MAIN PLAN DESIGNER			
<i>The plans must be 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		
Business name	Name of responsible of the construction site	
Address, City / Town	Telephone number of the responsible person	
Postal code	Business telephone number	RBQ license (mandatory)

CHARACTERISTICS OF THE WORK	
Nature of the work <input type="checkbox"/> Construction of a main building <input type="checkbox"/> Re-construction of a main building <input type="checkbox"/> Enlargement of a main building	Projected usage <input type="checkbox"/> Residential usage <input type="checkbox"/> Commercial usage <input type="checkbox"/> Industrial usage <input type="checkbox"/> Institutional usage <input type="checkbox"/> Mixed usage (residential & commercial)
<i>If you have checked off residential or mixed usage, please specify the following</i>	
Type of dwelling <input type="checkbox"/> Permanent dwelling <input type="checkbox"/> Seasonal dwelling	Type of implantation <input type="checkbox"/> Isolated (1 building only)

**MANDATORY INFORMATION NEEDED FOR YOUR REQUEST FOR A NEW
CONSTRUCTION,
RE-CONSTRUCTION OR ENLARGEMENT**

The distances and dimensions must be in meters: **1 meter = 3.281 feet**

- a) **A project plan of implantation:** indicating the dimension of the land, the projected location of the construction work, including its dimensions, the setbacks, all current or projected elements, that could affect the construction notably: the topography of the land, right of ways, passages, paths, infrastructures, power lines, septic installation, well, the high water line, wet lands.
- b) **A confirmation of a mandate awarded to a land surveyor** for the creation of a certificate of localization following the realization of the work.
- c) **The complete construction plans** of the building prepared by a technologist or professional competent in the field and member of a recognized professional order, and the description of the work envisaged, including quotes, plans, elevations, sections, profiles (of all floors and facades), exterior facing materials and colors.
- d) **A confirmation of mandate granted to a professional** competent in the matter for the inspection of the construction and the production of a declaration of conformity of the work to the building code.
- e) If you are planning **the development of the basement**, you must provide us with a scale plan including the use of the rooms, their surface areas, the dimensions of the windows and the location of the smoke detector(s).
- f) A plan indicating the location of the **parking area, driveway and location and width of the driveway**.
- g) The location of **fences, hedges, low walls and retaining walls**.
- h) If applicable, the request for a septic installation duly completed and signed including the soil test prepared and signed by a professional in this field.
- i) If applicable, the request for the groundwater catchment (well permit request) duly completed and signed.
- j) If applicable, an authorization from the Minister of Transport of Quebec, for any work carried out on an access road maintained by the Minister.
- k) If applicable, a plan signed by an engineer once the foundation work is done.
- l) If applicable, all the necessary documents or all information **when the land is located in a flooding zone, a wet zone, on the shoreline of a water course** showing the characterization of the zone and the localization of the protective shoreline which is essential according to the Policy of protection of banks, the shorelines and flooding zones.
- m) If applicable, the acceptance or an attestation from the **C.P.T.A.Q.** (Commission de protection du territoire du Québec).
- n) The commitment form for the management of construction residues (transmission to the Ecocentre, landfill site, dry materials deposit site or that the work will not generate any residue).

Evaluation of the cost of the work: \$ _____	Start date: _____ Ending date of work: _____
Have you or do you foresee the installation of an alarm system?	How many bedrooms will be in this building? _____
Waste water disposal system: <input type="checkbox"/> Septic installation <input type="checkbox"/> Sewar	Supply of drinkable water: <input type="checkbox"/> Aqueduct <input type="checkbox"/> Point from a lake <input type="checkbox"/> Artesian well <input type="checkbox"/> Surface well

FEES	
Request	Cost
Construction	\$ 1 000.00
Construction other than residential	\$ 2 000.00
Septic installation	\$ 150.00
Transformation or enlargement	\$ 250.00 or \$ 300.00

The fees must be paid when the request is deposited

**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.

Signature of the owner / owners / applicant	Date:
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SECTION TO BE COMPLETED BY THE PLANNING DEPARTMENT OF THE MUNICIPALITY	
Nature of work following the analysis of the plans: Floor area _____m ² from the ground _____m ² Height _____m / Number of stories _____ Width _____ and Depth _____	Foundation materials: _____, must be poured cement or cement blocks below the frost line Exterior finishing: _____ Interior wall finishing: _____ Roof finishing and material: _____



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