



## IMPORTANT INFORMATION - CERTIFICATE OF AUTHORIZATION

Below you will find several relevant information related to the regulations and the process to obtain a certificate of authorization. At any time, we are available to answer your questions. You can also visit the website at [www.bolton-ouest.ca](http://www.bolton-ouest.ca) under the "Town Planning" section for further information.

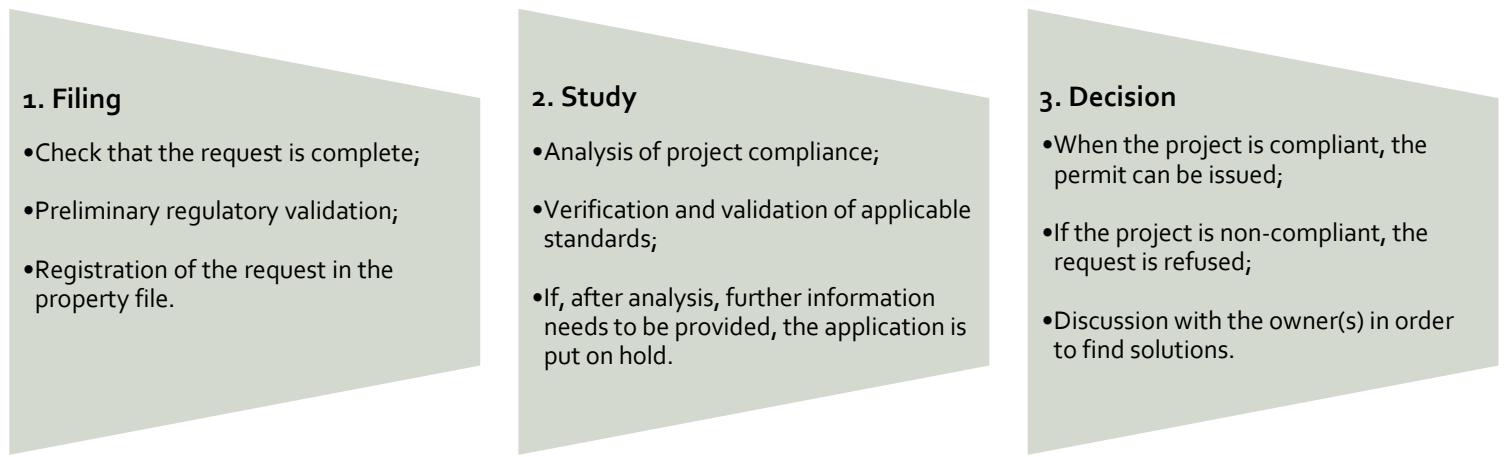
### MANDATORY DOCUMENTS AND INFORMATION

In order to be properly analyzed, each permit application must contain **at least** :

- The certificate of authorization application form ;
- A plan or sketch (to scale) of the proposed construction or work ;
- A site plan to locate the construction or work on the property

**\*Other documents may be required depending on the type of construction or work carried out or the area of the Municipality. Thus, we strongly recommend that you contact us so that we can guide you.\***

### PROCESSING OF A FULL APPLICATION (MAXIMUM 30 DAYS)



### APPLICABLE FEES

Backfill/Excavation ; Erosion control ; Sign ; Fence	Free of charge
Kennel	\$500
Woodcutting	\$20 per hectare (minimum \$50)
Quarries/Sandpits	\$200
Any other certificate of authorization	\$50 <sup>1</sup>

### METHOD OF PAYMENT ACCEPTED

There are three (3) payment methods available to pay the fees for an application:

- By check;
- By debit card (at the Town Hall counter);
- By "bill payment" with your financial institution. **We will need to send you an invoice so that you can make your payment online.**

### THINGS TO REMEMBER

1. An incomplete application cannot be processed and will result in an additional delay;
2. The applicable fees are non-refundable, even in the event of a refusal;
3. In order to avoid delays in processing your request, we recommend that you complete it a few weeks before the planned start of the work. This makes it possible to be able to face, sometimes, certain unforeseen events;
4. Do not hesitate to contact us beforehand to validate the compliance of your project;
5. When issued, a certificate of authorization is valid for a period of 12 months, renewable thereafter.
6. For any questions, please contact us at 450-242-2704 or by email at [inspection@bolton-ouest.ca](mailto:inspection@bolton-ouest.ca). Please note that a delay of 24 to 48 hours should be expected so that we can reach you.

<sup>1</sup> For a geothermal heating or air conditioning system, the cost is \$ 50 per well.



9, Town Hall Road  
Bolton-Ouest (Quebec) JOE 2T0



450-242-2704



[inspection@bolton-ouest.ca](mailto:inspection@bolton-ouest.ca)



<b>1. GENRE DE CONSTRUCTION</b> <i>TYPE OF CONSTRUCTION</i>		
<input type="checkbox"/> Rénovation   <i>Renovation</i> <input type="checkbox"/> Installation septique   <i>Septic system</i> <input type="checkbox"/> Puits   <i>Well</i> <input type="checkbox"/> Piscine/Spa   <i>Swimming pool/Spa</i> <input type="checkbox"/> Affiche   <i>Sign</i> <input type="checkbox"/> Conduites souterraines   <i>Underground infrastructures</i>	<input type="checkbox"/> Démolition   <i>Demolition</i> <input type="checkbox"/> Entrée charretière   <i>Driveway</i> <input type="checkbox"/> Remblai/Déblai   <i>Backfill/Excavation</i> <input type="checkbox"/> Étang artificiel   <i>Artificial pond</i> <input type="checkbox"/> Changement d'usage   <i>Change of use</i> <input type="checkbox"/> Commerce à domicile   <i>Home business</i>	<input type="checkbox"/> Abattage d'arbres   <i>Tree cutting</i> <input type="checkbox"/> Stationnement   <i>Parking</i> <input type="checkbox"/> Travaux dans la rive/littoral   <i>Work on shore</i> <input type="checkbox"/> Contrôle de l'érosion   <i>Erosion control</i> <input type="checkbox"/> Résidence de tourisme   <i>Tourist home</i> <input type="checkbox"/> Autre   <i>Other:</i>
<b>2. IDENTIFICATION DU OU DES PROPRIÉTAIRES</b> <i>IDENTIFICATION OF THE OWNER(S)</i>		
Nom(s) complet(s) ou nom de la compagnie   <i>Full name(s) or company name</i>		Téléphone   <i>Phone number</i>
Emplacement des travaux   <i>Location of works</i>		Courriel   <i>Email</i>

<b>3. IDENTIFICATION DE LA PERSONNE REQUÉRANTE</b> <i>IDENTIFICATION OF THE APPLICANT</i>		<b>4. CONCEPTEUR DES PLANS</b> <i>PLAN DESIGNER</i>	
<input type="checkbox"/> Même que « Section 2 »   <i>Same as section 2</i> <input type="checkbox"/> Différent des propriétaires*   <i>Different from owners*</i> <i>*Une procuration est obligatoire   A proxy is mandatory*</i> NOM COMPLET   <i>FULL NAME :</i> TÉLÉPHONE   <i>PHONE NUMBER :</i> COURRIEL   <i>EMAIL :</i> ADRESSE   <i>ADDRESS :</i>		NOM COMPLET   <i>FULL NAME :</i> TÉLÉPHONE   <i>PHONE NUMBER :</i> COURRIEL   <i>EMAIL :</i> ADRESSE   <i>ADDRESS :</i>	
		<b>5. USAGE PROJÉTÉ DE LA CONSTRUCTION</b>	
		<input type="checkbox"/> Résidentiel   <i>Residential</i> <input type="checkbox"/> Industriel   <i>Industrial</i> <input type="checkbox"/> Agricole   <i>Agricultural</i> <input type="checkbox"/> Communautaire   <i>Community</i> <input type="checkbox"/> Commercial <input type="checkbox"/> Institutionnel   <i>Institutional</i>	
<b>6. EXÉCUTANT DES TRAVAUX</b> <i>CONTRACTOR</i>		<b>7. DESCRIPTION DÉTAILLÉE DES TRAVAUX</b> <i>DETAILED DESCRIPTION OF WORKS</i>	
<b>AUTOCONSTRUCTION :</b> <b>Oui   YES</b> <b>Non   No</b> PERSONNE RESSOURCE <i>CONTACT PERSON :</i> TÉLÉPHONE   <i>PHONE NUMBER :</i> COURRIEL   <i>EMAIL :</i> NOM ET ADRESSE DE LA COMPAGNIE <i>NAME AND ADDRESS OF THE COMPANY:</i>			
<b>Numéro R.B.Q.</b> <b>R.B.Q. Number:</b>			
Estimation du coût   <i>Cost estimation</i>	Durée des travaux   <i>Duration of work</i>		

Je déclare que les renseignements ci-dessus sont exacts et que, si le permis demandé m'est accordé, je me conformerai aux dispositions des lois et règlements en vigueur pouvant s'y rapporter.

*I declare that the above information is correct and that, if the requested permit is granted to me, I will comply with the provisions of the laws and regulations in force that may relate to it.*

\_\_\_\_\_  
(Signature OU prénom et nom en lettres moulées)

\_\_\_\_\_  
(Date)

L'inscription de mon prénom et de mon nom en lettre moulées remplace ma signature