



IMPORTANT INFORMATION - BUILDING PERMIT

Below you will find several relevant information related to the regulations and the process to obtain a building permit. At any time, we are available to answer your questions. You can also visit the website at 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 building permit application form ;
- A plan or sketch (to scale) of the proposed construction ;
- A site plan to locate the construction or work on the property

Other documents may be required depending on the type of building 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)

1. Filing

- Check that the request is complete;
- Preliminary regulatory validation;
- Registration of the request in the property file.

2. Study

- Analysis of project compliance;
- Verification and validation of applicable standards;
- If, after analysis, further information needs to be provided, the application is put on hold.

3. Decision

- When the project is compliant, the permit can be issued;
- If the project is non-compliant, the request is refused;
- Discussion with the owner(s) in order to find solutions.

APPLICABLE FEES

Construction, transformation, extension or reconstruction of a main building

**\$1 per \$1 000 of work cost
Minimum of \$50**

Construction, transformation, extension or reconstruction of an accessory building or a kiosk for the sale of agricultural products

**\$2 per \$1 000 of work cost
Minimum of \$50**

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. Please note that a delay of 24 to 48 hours should be expected so that we can reach you.

¹ Some exceptions apply.










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



450-242-2704



inspection@bolton-ouest.ca

 1. GENRE DE CONSTRUCTION <i>TYPE OF CONSTRUCTION</i>	
<input type="checkbox"/> Bâtiment principal <i>Main building</i> <input type="checkbox"/> Installation d'élevage <i>Breeding facility</i>	<input type="checkbox"/> Bâtiment accessoire <i>Accessory building</i> <input type="checkbox"/> Kiosque de vente de produits agricoles <i>Agricultural products sales kiosk</i>
<input type="checkbox"/> Bâtiment agricole <i>Agricultural building</i> <input type="checkbox"/> Antenne de télécommunication <i>Telecommunication antenna</i>	
 2. IDENTIFICATION DU OU DES PROPRIÉTAIRES <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>	
 3. IDENTIFICATION DE LA PERSONNE REQUÉRANTE <i>IDENTIFICATION OF THE APPLICANT</i>	 4. CONCEPTEUR DES PLANS <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>	ADRESSE <i>ADDRESS :</i>
 5. USAGE PROJETÉ DE LA CONSTRUCTION <i>INTENDED USE OF THE CONSTRUCTION</i>	
<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>	
 6. EXÉCUTANT DES TRAVAUX <i>CONTRACTOR</i>	 7. DESCRIPTION DÉTAILLÉE DES TRAVAUX <i>DETAILED DESCRIPTION OF WORKS</i>
<p style="text-align: center;">AUTOCONSTRUCTION <i>OUI YES NON NO</i></p>	
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>	
Numéro R.B.Q. <i>R.B.Q. Number:</i>	
Estimation du coût <i>Estimate of the cost</i>	Durée des travaux <i>Duration of works</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