

**SCHEDULE E**

**WORK PERMIT ISSUE SYSTEM**

**1) INFORMATION ON THE IMMOVABLE**

Civil address of building or buildings: \_\_\_\_\_

\_\_\_\_\_

Cadastre: \_\_\_\_\_

Lot owner's name: \_\_\_\_\_

**2) APPLICANT**

FULL NAME: \_\_\_\_\_

Same mailing address as that for which the application is made?

YES

NO : Address: \_\_\_\_\_

The applicant is:

the holder of full title to the immovable whose name and address is: \_\_\_\_\_

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a duly authorized mandatory whose name and address is:

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acting on behalf of: \_\_\_\_\_

address: \_\_\_\_\_

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the emphyteuta whose name and address is: \_\_\_\_

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the usufructuary whose name and address is: \_\_\_\_

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the superficiary whose name and address is: \_\_\_\_

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the occupant whose name and address is: \_\_\_\_\_

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the syndicate whose name and address is: \_\_\_\_\_

\_\_\_\_\_

other: \_\_\_\_\_

\_\_\_\_\_

**3) WORK ZONE NUMBER AND STATION NAME**

\_\_\_\_\_

**4) NATURE OF THE WORK (check the appropriate box or boxes)**

- Erection of a building;
- Rebuilding of a building except for floor area reconstruction following a fire that occurred in the preceding 24 months;
- Increase in the floor area of a building;
- Redevelopment of a building in connection with a change in use, even partial, consisting in a change from one to another of the following 8 classes:
  1. Housing;
  2. Retail, restaurant or entertainment trade and personal services;
  3. Accommodation or conference venue business;
  4. Business offices and professional services;
  5. Institutional;
  6. Industry, wholesale trade, para-industrial services and automobile services;
  7. Research and development industry and data centres;
  8. Other.

**5) VALUE OF WORK**

\$ \_\_\_\_\_

**6) PROJECT INFORMATION**

a) date work is to begin: \_\_\_\_\_

b) date work is to end: \_\_\_\_\_

c) date scheduled for occupation of premises: \_\_\_\_\_

**7) INFORMATION IF WORK DONE BY GENERAL CONTRACTOR (if not applicable go to point 8)**

a) Name of general contractor: \_\_\_\_\_

• Amount of contract with general contractor: \$ \_\_\_\_\_

• Does amount in 7(b) cover elements in addition to those declared in point 5?

YES

NO

If yes, what are they and what is their value?

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

**8) INFORMATION IF WORK DONE BY OWNER**

a) Personal participation YES

NO

If yes, for what purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

b) Hiring of subcontractors and professionals?

YES

NO

If yes, for what purpose? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**9) FLOOR AREA OF WORK DESCRIBED IN POINT 4**

Area increased by each floor covered by the work including basement, mezzanine and garage work:

\_\_\_\_\_ m<sup>2</sup>

Area(s) covered by change in use:

\_\_\_\_\_ m<sup>2</sup>

This section is deemed complete only on receipt and analysis of the detailed plans that must be filed with this form.

**10) SIGNATURE OF APPLICANT AND AUTHORIZATION OF OWNER**

**I hereby declare that the information appearing herein is true to the best of my knowledge**

At \_\_\_\_\_, this \_\_\_\_\_

\_\_\_\_\_  
Applicant

Authorization and signature of owner if the application is made by a mandatary or occupant

At \_\_\_\_\_, this \_\_\_\_\_

\_\_\_\_\_  
Owner

**À L'USAGE DE L'OFFICIER MUNICIPAL**

**DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION:**

	<b>SUBMITTED</b>	
(a) Layout plan by a land surveyor showing lot lines, adjacent streets, location and projection of existing buildings and buildings covered by the work	YES <input type="checkbox"/>	NO <input type="checkbox"/>
(b) Plans, cross-sections, sketches and specifications showing all floor areas covered by the work including mezzanines, basements and garages, as applicable	YES <input type="checkbox"/>	NO <input type="checkbox"/>
(c) Contract with the general contractor and professionals, as applicable	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	N/A <input type="checkbox"/>	
(d) Contracts with sub-contractors and professionals, as applicable	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	N/A <input type="checkbox"/>	