



HOW TO APPLY FOR A BUILDING PERMIT

List of required documents

- The permit application form: New construction (available on the website of the municipality) <http://www.cantonstanstead.ca/en/documents-menu/en/citizen-services/1209-new-house-or-expansion-2-1/file> or at the municipal office.
- A certificate of location of the building identifying the area that needs to have trees cut down, waterways and wetlands (land surveyor).
- Final construction plans including: CROSS SECTION, foundations, type of siding, roof pitch etc. (PDF or 8½ x 11 or 8½ X 14).
- The technical specifications of the catchment, the site plan, the implementation plan for the wells as well as the well form
<http://www.cantonstanstead.ca/en/documents-menu/en/citizen-services/1215-well/file> .
- The percolation test for the full septic system including the plans and description as well as the septic system form: <http://www.cantonstanstead.ca/en/documents-menu/en/citizen-services/1213-septic-system/file>.

Permits culvert

- The culvert installation will have to meet the standards of the municipality. The application form for the culvert must be completed:
<http://www.cantonstanstead.ca/en/documents-menu/en/citizen-services/1232-culvert/file> .

For questions regarding the installation of culvert or ditch line, contact the Director of Public Works at (819) 876-2948 ext 225 or by email at: voirie@cantonstanstead.ca

Do the building plans need to be certified by an architect?

No, but you must provide comprehensive plans, final and accurate. They must respect the regulations in force according to your area and property margins. You can obtain more information by visiting the following links to the map with the areas and margins / use grid:

<http://www.cantonstanstead.ca/en/documents-menu/fr/services-aux-citoyens/1346-grilles-usage-et-marges/file>

<http://www.cantonstanstead.ca/en/documents-menu/fr/services-aux-citoyens/1335-ctstanstead-zonage-ap/file>

* If the developer has clauses for the plans, please make sure your plans are accepted by them first. The municipality does not consider these standards.

Do I start cutting trees on my land in order to clear the location of my future residence?

No, you can not cut any trees without your building permit. The building permit will allow for deforestation for the implementation of the construction and for the septic system and well in accordance with municipal regulations.

* Trees with less than 4 inches in diameter and a height of less than 4 feet require no permit.

Therefore, you can clean your field (burn branches, leaves, etc.) by asking for a burning permit, fill out the following application and send it back to the municipality once it is completed: <http://www.cantonstanstead.ca/en/documents-menu/en/municipal-information/new-documents/1257-demande-pour-permis-de-feu/file>

The cost of different permit:

For new construction and reconstruction

Any type of dwelling	
➤ ground floor	\$ 2.00 m ² of floor area
➤ additional floors	\$ 1.00 per m ² of floor area
Hangar	
➤ less than 9.30 m ²	\$ 25.00
➤ 9.30 m ² and more	\$ 35.00
Detached garage	
➤ less than 26.75m ²	\$ 40.00
➤ 26.75 m ² and more	\$ 50.00
Garage attached to the building	
➤ with part converted into housing	\$ 2.00 per m ² of floor area
➤ no habitable portion	\$ 1.00 per m ² of floor area
Well	
➤ Well	\$ 50
Septic system	
➤ Septic	\$ 50
Culvert	
➤ Culvert	\$15

*** Payable at the front desk when the inspector calls you to tell you that your permit is ready, by cash or check.

The lapsing of licenses

A building permit is valid for a period of **twenty-four (24) months** from the license issue date.

A building permit is expired if the work for which it was issued is not started within **six (6) months** from the license issue date.

A license renewal is valid for a maximum period equivalent to half of the initial license period (max. **twelve (12) months**). The cost is equal to half of the price of the original permit.

A period of **thirty (30) days** may be required to issue the permit from the date when all required documents have been submitted.

If your property is governed by the PIIA, your permit will take longer to process. By-law no. 354-2014 on site planning and architectural integration program (PIIA)

<http://www.cantonstanstead.ca/documents-menu/fr/services-aux-citoyens/1310--83/file>

The Planning Advisory Committee will evaluate the application based on the objectives and management criteria established under the regulations, after which the Committee shall transmit in writing its assessment of the application to the Council who will determine on the final decision.

The deadline for this permit can take up to thirty (30) days after the decision of the Committee. Allow additional time in such cases.

DURING CONSTRUCTION

Please advise the planning authority of any changes to the plans and specifications during construction. The addendum plan is required. Be sure to display your permit in a visible place from the street, and this for the duration of the work.

In the case of a self-build, do not forget to rent a waste container for your construction debris to keep the place clean.

AFTER CONSTRUCTION

The documents to be submitted to the Municipality:

- ✓ A full copy of the certificate of location prepared by a land surveyor, submitted to the Town Planning Department within ninety (90) days after the beginning of the work.
- ✓ A copy of the maintenance contract, if any, for the Municipality of your septic system installation (Écoflo, Bionest or Enviro-Septic).
- ✓ A compliance attestation report of the septic installation.
- ✓ A copy of the report prepared the well driller.

If the property is your principal residence, please notify the Municipality of any change of address.

Bins

In terms of recycling bins (blue) and compost (brown), you must ask for them at the municipality, they are required by municipal regulations. The bins will be charged delivered to your place, and an invoice will be sent afterwards.

For garbage, there is currently no regulation that requires you to purchase a bin. You can use any container for this purpose (do not use one of the blue or brown color). The Municipality also sells black bins for garbage. To order the bins, please contact the Municipality.

Civic number

To ensure your safety, the street number of your residence must be clearly visible day and night of street according to regulations. Either the Regulation no. 345-2013 Section 2.5.1.6. <http://www.cantonstanstead.ca/en/documents-menu/en/citizen-services/1357-by-law-345-2013/file>

For any other additional information you can contact the inspectors:

Planning Inspector inspecteur@cantonstanstead.ca or (819) 876 2948 ext 224	Environmental Inspector Inspecteur2@cantonstanstead.ca or (819) 876-2948 ext 227
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