
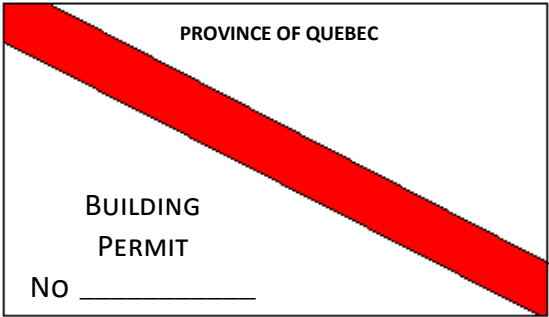


Municipality of
Saint-Gabriel-de-Valcartier



PLANNING
DEPARTMENT

THE BUILDING
PERMIT




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The Building Permit

If you are planning any construction or renovations to your property, you may require a building permit. The following table indicates what type of work requires a building permit:

Type of work	Documents to provide	Cost of the permit
Renovation		
Adding to or transforming an existing building, adding or removing divisions, major renovation	See Inspector	\$100 (Extending the surface area) \$50 (No surface area extension)
Replacement or repairing of existing materials, minor renovation	See inspector	\$0
Commercial renovation	See Inspector	See Inspector
Construction		
New residence	See table on next page	\$100 for one dwelling \$50 per additional dwelling
Secondary building or work to the main usage (fence, pool, garage, wood shed etc.)	Site plan and sketch of construction	\$10/\$50/\$100
Landscaping (excluding excavation and landfill)	See Inspector	\$0
Swimming pool	Site plan	\$10/\$50
Local and provincial regulations applicable		
Water withdrawal and protection chapter Q-2, r. 35.2	See document on the subject	\$50
Waste water disposal systems for isolated dwellings chapter Q-2, r. 22	Mandatory soil test by a professional	\$50
Prior to the construction, renovation, modification, rebuilding, moving or enlargement of the system of an isolated dwelling for the discharge, collection or disposal of waster water, toilet effluents or grey water.		
All new commercial, industrial or public constructions	See Inspector	See Inspector



ESSENTIAL
DOCUMENTS

REQUEST FOR A RESIDENTIAL BUILDING PERMIT

1

CONSTRUCTION PLANS

Scale plan made by a professional, 8.5"X11" size

2

COPY OF LAND DEED if the lot purchase is recent.
Also, a proxy is required if the applicant is not the owner

3

LAYOUT CERTIFICATE completed by a registered land surveyor

4

SOIL STUDY for all septic installations, completed by a recognized firm of engineers

- Determine the plan and location of the drain field of the septic installation according to the rules established by by-law Q2.r-22;

Following the installation of the septic system, submit an attestation of conformity (French lexicon: «tel que construit».

5

LOCATION CERTIFICATE completed by a registered land surveyor to be provided to the Municipality within 30 days of the expiry of the building permit.

6

WATER WITHDRAWAL - The permit request form for any type of water withdrawal, in accordance with provincial regulation Q-2, r. 35.2 is required to be filled by the applicant. Available upon request.

OR

Written request for a municipal aqueduct system hook-up.

7

PERMIT TO ACCESS A LOT (PRIVATE ENTRANCE AND CULVERT)
Certified check deposit to the amount of \$1 500. The amount is returned to the applicant once the work has been approved by the Municipality. Applicable norms available at the Planning Office
NOTE: Alongside route 371, submit a copy of the access right delivered by the MTQ

N.B.: All permits are valid for 12 months. Afterward, a renewal is mandatory if the project is not entirely finished.

5.1 Obligation to obtain a building permit

Any building, addition or installation of a construction, of a septic system or any water withdrawal; or extension, conversion, modification, repair, reconstruction or renovation of an existing building, part of construction or a septic system or a water withdrawal (including the addition of an extra bedroom in a residence or in the case of another building, the increase in operating or operating capacity) is prohibited without first obtaining a building permit. However, it is not required to obtain a building permit in the following cases:

- A dog house (for non-commercial purposes)
- A pergola or gazebo;
- A small prefabricated storage building, with a maximum area of 6m² (8 'x 8');
- Heating oil tank or propane gas for non-commercial purposes;
- An amateur radio antenna and a digital antenna;
- Removable private gaming equipment (eg: swing set, trampoline, basketball hoop, etc ..). For residential properties, non-commercial;
- An outdoor fireplace (independent of the main building);
- A clothesline;
- A vegetable garden, a garden;
- A swimming pool with a depth of water less than 60 cm and without a filtration system;
- A residential parking;
- Landscaping including garden, garden edging, hedges, trees, shrubs **excluding walls and fences**;
- Temporary structures;; (eg winter shelter, etc.).
- Routine maintenance (eg. Painting, staining);
- The repair or replacement (partial or total) of an external component of a building** (eg. External facing of walls, roof, doors, windows, stairs), **provided they remain the same size and the same dimension**;
- The repair or replacement (partial or total) of an internal component of a building** (eg. flooring, bathroom, kitchen cabinet), **provided the area remains the same size, same structure, same walls.**

Note: If a building permit is not required, the owner must still comply with the applicable provisions contained in the zoning by-laws. Make sure to talk with the inspector prior to any work so as to proceed without any risks.