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# THE CERTIFICATE OF AUTHORIZATION

Are you planning to start a project on your property?

Some actions are prohibited without first obtaining a certificate of authorization.

On the next page is a table that will help you determine what type of work requires a certificate.

**N.B.** When a certificate of authorization is not required, it is still necessary to comply with the applicable provisions and inclusions of the planning by-law in force.

Projects/Works	Cost
Any cutting of trees or timber, for private or commercial use.	See Inspector
Change/addition of a main or secondary usage	\$50
Without any construction, demolition or renovation work. Otherwise, a building permit is required.	
Excavation and/filling or backfilling of soil	\$50
Exceptions: <ul style="list-style-type: none"><li>◆ Building of a road with all proper authorizations</li><li>◆ A construction with foundation</li><li>◆ Landscaping with a drop of no more than 2 meters. The topography of the land must remain the same</li><li>◆ No excavation or filling of any kind close to a body of water (brook, river, lake, wetlands etc.)</li></ul>	
Moving or demolishing a building	\$25
It is the only way possible to have a building removed from the assessment role of a property on your municipal evaluation.	
Construction, installation or moving of any type of display or advertisement	\$25
Any personal, commercial or industrial display or postage requires a certificate. There are no acquired rights on this subject.	
Any usage or temporary construction	\$25
A temporary usage or construction requiring a certificate always has a limited duration.	
Any work, construction, structure in close proximity to water	\$50

# REQUIRED DOCUMENTS

Contact the municipal inspector to obtain the list of documents required to obtain and follow-up on a certificate of authorization.

*Any violation or failure to obtain a certificate before, after, or during the works is considered an infraction and renders the person responsible of the violation subject to fines or judiciary actions.*

TYPE OF CONTRAVENTION	MINIMUM FINE	MAXIMUM FINE
<b>First infraction:</b> <ul style="list-style-type: none"><li>• Person</li><li>• Legal entity</li></ul>	<b>\$200</b> <b>\$300</b>	<b>\$1000</b> <b>\$2000</b>
<b>Repeat offense within two years of first offense:</b> <ul style="list-style-type: none"><li>• Person</li><li>• Legal entity</li></ul>	<b>\$400</b> <b>\$600</b>	<b>\$2000</b> <b>\$4000</b>

## Fines related to timber cutting:

A contravention of the legislative provision on the felling of trees is punishable by a minimum fine of \$ 500. In the case of felling over an area of less than one hectare, a minimum fine of \$100 and up to \$200 per tree will be added to the basic minimum fine of \$500 for each tree illegally felled to a maximum of \$5 000. If the cutting of trees affects an area of one hectare or more, in addition to the minimum fine of \$500, a minimum fine of \$5 000 up to a maximum of \$15 000 per cleared hectare and for each partly cleared hectare, a minimum fine of \$100 to \$200 per tree illegally felled up to a maximum fine of \$5 000. For repeat offenses, these amounts are doubled.

*Note: In case of discrepancy between this brochure and the official by-law text, the latter shall prevail.*