



Planning and Environment Department
Municipality of La Pêche
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ADDITION AND TRANSFORMATION - GENERAL INFORMATION

You will find hereafter, the list of documents to be submitted when applying for an **Addition or Transformation** permit for a **Residence, Cottage or Garage & Shed**. Note that the Inspector may ask for *other documents* to complete your permit request.

Your e-mail is very important to accelerate the treatment of your permit requests

All permit applications must be submitted with the following information and documents :

- If you are more than one owner, a **letter of authorization** (proxy) from the other co-owners is mandatory to make a permit application.
- Copy of the **Deed of property** (contract made by a Notary) if you are a new owner.
- Official cadastral plan** if this lot has been created recently.
- Implantation plan** (prepared by a land surveyor if the property borders a watercourse) showing the lot lines, the cadaster identification number (lot number), the existing constructions (Waste Water Disposal system, Well, sheds...), the location and dimensions of the projected Addition or Transformation and its setbacks from existing constructions, from lot lines and from watercourse (High Water Line and 15 m and 30 m water protection strip from a watercourse) and all right of ways and all other pertinent information.
- Detailed Building plans to scale** of the projected Addition or Transformation prepared by an architect, a technologist or an individual knowing how to draw Very GOOD detailed building plans to the standards in effect and to scale. These **plans** will show the **rooms lay-out before** the projected Addition or Transformation and their lay-out **after**. These **plans** will show the **outside walls before** the projected Addition or Transformation and **after** the construction. **If** there is an **addition of bedrooms** or an **addition of accomodations** or **addition of a commercial use**, you will have to provide an **attestation from a Waste water disposal system professional** indicating that the actual system in place has the capacity to accommodate the projected additional used water.
- Evaluation of the **projected cost** of the construction and the **projected date** for the start and the end of its construction.
- The full name, address, phone number, e-mail and RBQ (Régie du Bâtiment du Québec) number of the **contractor**.
- Payment of the **building fee of 50\$** plus **200\$ deposit** which will be reimbursed to you once a **certificate of localization** (produced by a Land Surveyor, member of a recognised Professional Order in Quebec) will be deposited at the Municipality of La Pêche. Note that if you add a second apartment, you will have again to pay **38 \$ for the civic number, 75 \$ for the recycle bine** and, if required, **15 \$ for a permit to install another culvert for the access road**.

Take note that a **Minor Variance** is usually required for all modifications to the **imprint on the ground** or the **area fit for habitation** of a **construction** in the **Bank** of a regular property (6 000 m² and more) and of a derogatory property (less than 6 000m²) **and in the Buffer Zone** of a regular property (6 000 m² and more).

High Water Line (HWL) : Transition Line between hydrophilic plants (wet prone) and xerophilic plants (dry prone) where these plants are in equal number.

Littoral : space between the HWL and the center of the watercourse (creeks, lakes, marsh...).

Bank : 15 m wide land strip situated between the HWL and the inland.

Buffer Zone : 15 m wide land strip situated between the Bank and the inland.

Please note that it is forbidden to start the works before the permit is issued