



APPLICATION FORM
BUSINESS PERMIT
(Certificate of occupation)

Before renting, buying or occupying a commercial or industrial space, or before operating a commercial business in your home, first make sure that municipal and zoning by-laws permit the intended use in the area. For this, you need to obtain a certificate of occupation. A certificate of occupation is a document that indicates permitted uses or activities under the zoning by-law in force on the date of issue.

PROCEDURE:

1. Complete this form;
2. Gather the required documents in addition to the request, if applicable;
3. Submit your request to the Inspection and Permits Division at the Town Hall Building or by email to the following address: permis@ville.chateauguay.qc.ca.

APPLICANT IDENTIFICATION

Name:*		Function:	
Address:			
City:	Province:	Postal code:	
Phone:	Email:		
<i>*A power of attorney must be provided if the applicant does not own the property concerned.</i>			

IDENTIFICATION OF THE COMPANY OWNER

Check here if this is the same person as the applicant.

Name:*		Function:	
Address:			
City:	Province:	Postal code:	
Phone:	Email:		

IDENTIFICATION OF THE PERSON RESPONSIBLE FOR THE COMPANY

Check here if this is the same person as the applicant.

Name:		Function:	
Address:			
City:	Province:	Postal code:	
Phone:	Email:		

IDENTIFICATION AND LOCATION OF THE COMPANY

Company Name:			
Address:		Local / office / suite:	
City:	Province :	Postal code:	
Phone:	Email:		
Web site:	Facebook :		
Registration number (NEQ) :			
Description of the company's activities:			

Mailing address:* <input type="checkbox"/> <i>*Check here if it is the same address as the company</i>			
Address:			
City:	Province:	Postal code:	
Phone:	Email:		



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TYPE OF CERTIFICATE REQUESTED

<input type="checkbox"/> New business	<input type="checkbox"/> Moving (Also complete the "Cancellation" form)
<input type="checkbox"/> Additional use (description) :	
<input type="checkbox"/> Change in the declaration of registration	
<input type="checkbox"/> Change of owner or administrator	

DESCRIPTION OF THE OCCUPATION

<input type="checkbox"/> Permanent trade	<input type="checkbox"/> Temporary trade
Occupation date:	
Number of employees:	
<input type="checkbox"/> Owner occupied	<input type="checkbox"/> Tenant with lease
Lease start date:	Lease term:
Monthly rent: , \$	Room area:
Location	
<input type="checkbox"/> Basement <input type="checkbox"/> Ground floor <input type="checkbox"/> Floor Specify: _____	

DESCRIPTION OF THE OCCUPATION

Do you plan to install a sign to advertise your establishment? Yes No
 ➤ If yes, please complete a request for a certificate of authorization for this purpose.

Will you make any changes to the room or the building? Yes No
(renovation, transformation, expansion)
 ➤ If yes, please complete a permit request for this purpose.

PIÈCES ET DOCUMENTATION EXIGÉES

<input type="checkbox"/>	Copy of the lease	
<input type="checkbox"/>	If the applicant is an agent, provide a letter or resolution authorizing the applicant to sign the application	
<input type="checkbox"/>	Application fees (payable by check to: Ville de Châteauguay)	
	Additional use to the "HOUSING" group (H)	\$50
	Non-profit organization (NPO OR NPO)	Free
	Occupation in class of uses C1 *, C2 *	\$100
	Occupation in class of uses C1 **, C2 **, C3, C4, I1, I2, A1, U1 and P1	\$400
	Change of premises (with valid certificate)	\$50
	Change in the declaration of registration (administrators)	\$50
	* With the exception of uses 5811 (Restaurant), 5812 (Restaurant with reception or non-erotic performance hall) or 5825 (Brasserie), the previous use of which was not one of uses 5811, 5812 or 5825.	
	** Applies only to uses 5811 (Restaurant), 5812 (Restaurant with reception or non-erotic performance hall) or 5825 (Brasserie) where the previous use of the room was not one of uses 5811, 5812 or 5825.	

NOTE

The official responsible for the file reserves the right to require any other document enabling him to ensure the compliance of the request.

The responsible official will process the request only when it is complete and all required documents have been provided.

DÉLAI DE TRAITEMENT

A period of approximately three weeks should be allowed to allow the Inspection and Permits Division to analyze the file and the Fire Department to carry out a compliance inspection of the premises.

DÉCLARATION

The undersigned declares that the foregoing information is correct and complete and undertakes to submit all the documents required with this request. The undersigned also declares that they are aware of the applicable municipal procedure and regulations in force. Finally, the undersigned understands that this form does not constitute a permit or a certificate of authorization.

Signature : _____ Date : _____