

|                              |                                    |                                            |                                 |                                              |
|------------------------------|------------------------------------|--------------------------------------------|---------------------------------|----------------------------------------------|
| <b>Nature of the request</b> | <input type="checkbox"/> New usage | <input type="checkbox"/> Addition of a use | <input type="checkbox"/> Moving | <input type="checkbox"/> Change of ownership |
|                              |                                    |                                            |                                 |                                              |

|                                             |                                    |                         |             |  |
|---------------------------------------------|------------------------------------|-------------------------|-------------|--|
| <b>Information about the building owner</b> |                                    |                         |             |  |
| Owner's name                                |                                    | Name of resource person |             |  |
| Address (number, street, city, unit)        |                                    | Province                | Postal code |  |
| Telephone number (owner)                    | Telephone number (resource person) | Email                   |             |  |

|                                                                          |                        |                              |             |  |
|--------------------------------------------------------------------------|------------------------|------------------------------|-------------|--|
| <b>Information about the business</b>                                    |                        |                              |             |  |
| Name of the company (business name)                                      |                        | Name of the person in charge |             |  |
| Legal name (as shown on the business registry)                           |                        |                              |             |  |
| Description of activities (as listed on the business register)           |                        |                              |             |  |
| Address (number, street, city, unit)                                     |                        | Province                     | Postal code |  |
| Telephone number                                                         | Other telephone number | Email                        |             |  |
| Address of the previously occupied building (number, street, city, unit) |                        | Province                     | Postal code |  |
| Incorporation number                                                     | NEQ                    | Registration date            |             |  |

|                                        |                 |            |             |                          |
|----------------------------------------|-----------------|------------|-------------|--------------------------|
| <b>Information about the applicant</b> |                 |            |             |                          |
| Last name                              |                 | First name |             | Applicant's relationship |
| Address (number, street, city, unit)   |                 | Province   | Postal code |                          |
| Telephone                              | Other telephone | Email      |             |                          |

|                                                                         |                                                                                        |                                 |                                                             |  |
|-------------------------------------------------------------------------|----------------------------------------------------------------------------------------|---------------------------------|-------------------------------------------------------------|--|
| <b>Information about the premises to be occupied</b>                    |                                                                                        |                                 |                                                             |  |
| Address (number, street, unit)                                          |                                                                                        | Telephone                       | Company website                                             |  |
| Details about the use of the premises and the main services or products |                                                                                        |                                 |                                                             |  |
| New sign<br><input type="checkbox"/> Yes <input type="checkbox"/> No    | Alteration of the premises<br><input type="checkbox"/> Yes <input type="checkbox"/> No | Number of employees             | Number of parking spaces<br>Existing: _____ Proposed: _____ |  |
| Lease start date                                                        | Lease end date                                                                         | Occupancy start date            |                                                             |  |
| Monthly rent (before taxes)                                             | Lease term (years)                                                                     | Floor area of the premises (m²) |                                                             |  |



## Application submission

- ☐ Completed and signed form
- ☐ Copy of the rental contract or lease
- ☐ Floor plan of the premises, in PDF format
- ☐ Proof of identity
- ☐ Submit your application by email to [amenagementurbain@ville.dorval.qc.ca](mailto:amenagementurbain@ville.dorval.qc.ca) or in person at City Hall

- ➔ If the application is complete and compliant, the permit will be processed within 30 business days.
- ➔ If the application is incomplete or non-compliant, a permit and occupancy agent will contact you.

## Important notice

This application does not, under any circumstances, constitute authorization to commence occupancy of the premises. Occupancy may only commence upon the issuance of the certificate of authorization.

The fees related to the permit application must be paid upon the opening of the application.

## Declaration and applicant signature

I declare that the above information is accurate, and I agree to comply with the municipal by-laws of the City of Dorval and any related regulations that may apply.

|      |           |      |
|------|-----------|------|
| Name | Signature | Date |
|------|-----------|------|