



**Building owner**

Matricule : \_\_\_\_\_

Name : \_\_\_\_\_ Phone number:(\_\_\_\_)\_\_\_\_\_

Address : \_\_\_\_\_  
*civic number street suite city postal code*

**Owner of the business place (if different from building's owner))**

Name : \_\_\_\_\_ Phone number : (\_\_\_\_)\_\_\_\_\_

Address : \_\_\_\_\_  
*civic number street suite city postal code*

**Applicant (if different from the owner of the business place)**

Name : \_\_\_\_\_ Phone number : (\_\_\_\_)\_\_\_\_\_

Address : \_\_\_\_\_  
*civic number street suite city postal code*

**Certificate**

New business  Business addition  Moving  New owner

Additional use **Description if additional use :** \_\_\_\_\_

**Business name** \_\_\_\_\_ Phone number : (\_\_\_\_)\_\_\_\_\_

Address : \_\_\_\_\_  
*civic number street suite city postal code*

Fax : (\_\_\_\_)\_\_\_\_\_ e-mail : \_\_\_\_\_ web site : \_\_\_\_\_

**Manager(s)**

Name : \_\_\_\_\_ Phone number : (\_\_\_\_)\_\_\_\_\_

Address : \_\_\_\_\_  
*civic number street suite city postal code*

Name : \_\_\_\_\_ Phone number : (\_\_\_\_)\_\_\_\_\_

Address : \_\_\_\_\_  
*civic number street suite city postal code*

**Mailing address**

Address: \_\_\_\_\_  
*civic number street suite city postal code*

**Registration**

Immatriculation number : \_\_\_\_\_ Incorporation no : \_\_\_\_\_

Type of activity : \_\_\_\_\_

Note :

### Occupancy

Type of business :  Permanent business  Temporary business

Occupancy :  Owner  Tenant

Occupancy date : \_\_\_\_\_ Number of employees : \_\_\_\_\_

Lease starting date : \_\_\_\_\_ Duration of lease : \_\_\_\_\_ Monthly rent: \_\_\_\_\_

### Space

Surface area: : \_\_\_\_\_

Basement  First floor  Main floor Floor no. : \_\_\_\_\_ Previous use : \_\_\_\_\_

### Parking spaces

Actual number : \_\_\_\_\_ Required number : \_\_\_\_\_

### Copy of the documents required with your request :

- In the case of a company, a copy of the constitutive documents.
- In the case of a person in associated business or under a business name, a copy of the business name already filed with Justice Department.
- In the case of a rented place, one copy of the lease, agreement of a promised lease or any other document establishing The rental cost.
- In the case of a residential place, a copy of local plan (for residential use).

**I declare that the above mentioned information is exact and I consent to follow the City by laws.**

**APPLICANT NAME (en lettres moulées) :** \_\_\_\_\_

**DATE :** \_\_\_\_\_ **SIGNATURE :** \_\_\_\_\_