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Pre-Declaration of Work (DP)

Verified 08 avril 2022 - Legal and Administrative Information Directorate (Prime Minister)

A Declaration of Work (SOW) is required for work that is not subject to a building permit. The RFP may be required for the expansion of an existing building, for work that changes its exterior appearance or to change its destination (a barn becoming a hotel, for example). It is also necessary for some new constructions. The RFP allows City Hall to verify that you are complying with the city planning rules.

Expansion: elevation, veranda, additional room,...

The enlargement of an existing building is vertical or horizontal. This can be a **elevation** or **creating a veranda**, for example.

General case

In urban areas of a municipality covered by a local city planning plan or similar document

You can create up to 40 m² of extension with a prior declaration of works.

If the enlargement is between 20 and 40 m² and brings the total area to more than 150 m² of floor surface, you have to ask for **building permit** (<https://www.service-public.fr/particuliers/vosdroits/F1986?lang=en>) and **use an architect** (<https://www.service-public.fr/particuliers/vosdroits/F20568?lang=en>).

Your project must follow the rules of PLU (), even if it is not subject to prior declaration. Before starting your work, you should consult the PLU or the city planning document in the town hall.

Who shall I contact

Specify your city or postcode The choice of a municipality in the suggestion list will automatically trigger an update of the content

- [City \(https://lannuaire.service-public.fr/\)](https://lannuaire.service-public.fr/)

In a commune not covered by a local city planning plan

A pre-employment declaration (SOW) is required when you create a footprint or a floor surface of **more than 5 m² and less than or equal to 20 m²**.

Your project must comply with the city planning document of your municipality, even if it is not subject to prior declaration. Before starting your work, you must consult this city planning document (municipal map, national city planning regulation).

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Protected Area

Near historical monuments, remarkable heritage sites or protected site A RFP is required regardless of the size of the expansion.

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Filing of advance declaration

You can use an online support service to build your case or fill out a form.

City planning authorisation request assistance

City planning Authorisation Assistance guides you through your pre-registration application. Depending on your project, it tells you which additional documents to attach to your file.

Support for your city planning authorisation request

Ministry of city planning

**Go to
online service **
(<https://www.service-public.fr/compte/activer-un-espace-particulier?lienDemarche=https://psl.service-public.fr/mademarche/DAUA/demarche>)

Pre-notification (PNR) may be made by:

- Owner(s) of the land or their agent
- Persons authorised by the owner(s) to perform the work
- Co-indivisary or their agent

When several persons file a prior declaration together for the same project, they complete a supplementary form in which they give their identity and contact details.

Complementary/other applicants for the same project

Document to be attached to the application for city planning authorisation when several persons are involved in the same project

**Go to
form **
(<https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=1&cerfaFormulaire=88065>)

From 1st in January 2022, you may submit your application by dematerialised means in accordance with the procedure defined by the municipality responsible for receiving it. Your file can also be submitted or sent by mail [RAR \(\)](#) at the town hall.

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Form

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Pre-declaration for an individual house and/or its annexes - DPMI

Go to
form(pdf - 1.1 MB) [↗](https://www.formulaires.service-public.fr/gf/cerfa_13703.do)
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 Consult the online manual

- [Notice - Permit to build, build, demolish, pre-declaration](https://www.formulaires.service-public.fr/gf/getNotice.do?cerfaNotice=51434&cerfaFormulaire=88065) [↗](https://www.formulaires.service-public.fr/gf/getNotice.do?cerfaNotice=51434&cerfaFormulaire=88065) (<https://www.formulaires.service-public.fr/gf/getNotice.do?cerfaNotice=51434&cerfaFormulaire=88065>)
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 Formulaires annexes

- Document to be attached to the pre-declaration of work when several persons are involved in the same project :
[Complementary/other applicants for the same project](https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=1&cerfaFormulaire=88065) [↗](https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=1&cerfaFormulaire=88065) (<https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=1&cerfaFormulaire=88065>)

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The RFP file includes the completed form with attachments depending on the nature of your project. One **situation plan** land within the municipality must be provided for all projects.

Depending on the nature of your project, you may be asked for additional documents, for example:

- **Mass Plan** if you are creating a new construction or changing the volume of an existing construction
- **Cutting plan** if you build, for example, a buried pool that changes the profile of the land
- **Roof and façade map** for laying a roof window, or creating a door, for example

Depending on the situation of your project, the City Council may ask you for additional documents listed in the "Attachment Filing Form".

You must also complete **declaration of the elements necessary for calculating taxes** form. This is the basis on which the development tax (<https://www.service-public.fr/particuliers/vosdroits/F23263?lang=en>) or the sub-density payment that you may be liable for.

The application must consist of the following documents:

- 2 copies of the advance declaration of work form and accompanying file
- 2 additional copies of the plan for the situation of the land within the commune
- 2 additional copies of the mass plan of the listed constructions in the 3 dimensions when you create a construction or modify the volume of an existing construction
- 2 additional copies of the cutting plan when the project changes the profile of the land

Additional copies of the RFP and attached file are required if your project is located in a protected area (remarkable heritage sites, near historical monuments, classified or pending site, nature reserves, areas to be classified in the heart of a future national park and the heart of the delimited national parks).

To find out if you are in this situation, ask the city planning department of your town hall.

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The town hall issues you a receipt. It contains the registration number of your file and the information you need to know when the work will start.

This receipt specifies that, within 1 month of the filing of the file, the town hall can notify a different time to start your work. She also has 1 month to inform you that your file is incomplete.

Instruction times

Instruction time is **1 month** from the date of filing of the prior declaration.

Moves to **2 months in a protected area** (remarkable heritage sites, near historical monuments, classified or pending site, nature reserves, areas to be classified in the heart of a future national park and the heart of the delimited national parks).

However, within one month of the filing of your prior declaration, the administration may, by mail you notify one **1 or 2 month extension**.

The town hall can also ask for **missing parts** if your folder is incomplete. You will then have 3 months to complete it. The statement timeout will start when your folder is complete. If you do not provide the missing parts, your RFP will be considered rejected.

In **15 days** following the filing of the pre-filing, an extract from the RFP specifying the essential characteristics of the project is **displayed in town hall**. This view is maintained **for the duration of the case**.

Decision of the Administration

Répondez aux questions successives et les réponses s'afficheront automatiquement

Timely acceptance or no response

The silence of the administration is a decision of no opposition. The absence of an opposition after the investigation period allows you to carry out the planned work, as mentioned in the declaration.

Upon your request, the town hall must issue a **certificate of non-objection**. This gives you proof of your rights (obtaining a loan, taking out insurance).

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Acceptance with requirements

If the city hall has reservations, it takes a **arrested** with requirements. It shall specify the reasons for the decision and indicate the means and time limits for appeal. You must then perform the jobs according to these imposed rules.

This decision is addressed to you by letter [RAR \(\)](#).

Refusal

If the mayor refuses your project, she takes a **order**. It must state the reasons for the opposition decision in full, including the lack of conformity of the work with legislative and regulatory provisions.

This order is notified to you by letter [RAR \(\)](#). Within 2 months of receiving it, you can send a **ex gratia** (<https://www.service-public.fr/particuliers/vosdroits/F2474?lang=en>) to ask him to reconsider his position. She has 2 months to answer you. Failure to respond means that your request is denied.

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If your grace attempt fails, you have a further 2 months to make a **appeal to administrative tribunal** (<https://www.service-public.fr/particuliers/vosdroits/F2026?lang=en>) by letter [RAR \(\)](#). You must clearly state your reasons for obtaining a RFP.

- **Administrative Tribunal** [↗ \(https://www.conseil-etat.fr/tribunaux-cours/la-carte-des-juridictions-administratives\)](https://www.conseil-etat.fr/tribunaux-cours/la-carte-des-juridictions-administratives)

Stay

City Hall can suspend its decision for 2 years by making a decision **stay**.

The decision to stay the proceedings must be substantiated. It indicates the duration of the stay and the time within which you will be able to confirm your work request. It shall also specify the remedies and time limits for appeals against the stay of proceedings.

➡ **FYI** : the owner of land who has been granted a stay of proceedings may demand that the community (or the public service which has taken the initiative) purchase its land.

Field Pre-Declaration Display

Field pre-declaration posting (<https://www.service-public.fr/particuliers/vosdroits/F1988?lang=en>) is mandatory from notification the order or, if you did not receive it, as soon as the time limit for your file has expired.

The display shall remain in place for the duration of the work and be visible from the outside. The information on your billboard must be legible from the highway or from spaces open to the public.

Your neighbours can do one **ex gratia** (<https://www.service-public.fr/particuliers/vosdroits/F2474?lang=en>) to the Mayor, from 1st day of posting in the field and for 2 months. In the absence of a posting, they can challenge the authorisation for another 6 months after the completion of the work.

Term

The advance declaration of work has **validity** (<https://www.service-public.fr/particuliers/vosdroits/F2082?lang=en>) 3 years.

It is out of date if you have not started the work within 3 years or if, after this period, you interrupt it for more than 1 year.

Where the declaration concerns a change of destination or a division of land, the decision is no longer valid if these operations have not taken place within 3 years.

However, the time limit may be extended **2 times for 1 year** if the city planning rules and administrative procedures have not changed.

You must apply for at least 2 months **before the initial validity period of your RFP expires** (or before your 1st expires^{re} request for extension). This request for an extension must be sent on free paper, in 2 copies, by letter RAR () or deposited in the town hall. The extension is granted if the town hall does not send you a decision within 2 months of receiving the request in the town hall.

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Change the exterior appearance of a building: doors, windows, roof...

A prior declaration (DP) is required by the town hall when **you change the appearance** a building, in particular for one of the following works:

- Create an opening (door, window, velux)
- Change a door, window or window by another model
- Change panes (material, shape or colour)
- Change roof

➡ **FYI** : if changes to facade or supporting structures are accompanied by change of destination of your construction, you must file **building permit** (<https://www.service-public.fr/particuliers/vosdroits/F1986?lang=en>).

Filing of advance declaration

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form [↗](#)

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Cerfa n° 13703*08 - Ministry of city planning

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form(pdf - 1.1 MB) [↗](#)

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Converting a garage into a living room

You must file a Statement of Work (SOW) if **you transform a garage of more than 5 m²** of a closed surface and covered in a living room.

Changes to the exterior appearance, such as window placement, are also subject to DP. You can declare your entire project with the same form.

By transforming your garage, you remove a parking space. The PLU () of your municipality may contain rules concerning the creation of parking areas. In this case, you should plan to settle another place on your land. Ask your local city planning department.

Filing of advance declaration

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City planning authorisation request assistance

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Ministry of city planning

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- Co-indivisary or their agent



Prior declaration (construction, works, installations and installations not subject to building permits)

Cerfa n° 13404*08 - Ministry of city planning

Go to
form(pdf - 687.5 KB) [↗](https://www.formulaires.service-public.fr/gf/cerfa_13404.do)
(https://www.formulaires.service-public.fr/gf/cerfa_13404.do)

Consult the online manual

- [Notice - Permit to build, build, demolish, pre-declaration](https://www.formulaires.service-public.fr/gf/getNotice.do?cerfaNotice=51434&cerfaFormulaire=88065) [↗](https://www.formulaires.service-public.fr/gf/getNotice.do?cerfaNotice=51434&cerfaFormulaire=88065) (<https://www.formulaires.service-public.fr/gf/getNotice.do?cerfaNotice=51434&cerfaFormulaire=88065>)
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Formulaires annexes

- Document to be attached to the pre-declaration of work when several persons are involved in the same project :
↳ [Complementary/other applicants for the same project](https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=1&cerfaFormulaire=88065) [↗](https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=1&cerfaFormulaire=88065) (<https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=1&cerfaFormulaire=88065>)

When several persons file a prior declaration together, they attach a supplementary form in which they give the identity and contact details of each owner.



Complementary/other applicants for the same project

Document to be attached to the application for city planning authorisation when several persons are involved in the same project

Go to
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The RFP file includes the completed form with attachments depending on the nature of your project. One **situation plan** land within the municipality must be provided for all projects.

Depending on the nature of your project, you may be asked for additional documents, for example:

- **Mass Plan** if you are creating a new construction or changing the volume of an existing construction
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Depending on the situation of your project, the City Council may ask you for additional documents listed in the "Attachment Filing Form".

You must also complete **declaration of the elements necessary for calculating taxes** form. This is the basis on which the development tax (<https://www.service-public.fr/particuliers/vosdroits/F23263?lang=en>) or the sub-density payment that you may be liable for.

The application must consist of the following documents:

- 2 copies of the advance declaration of work form and accompanying file
- 2 additional copies of the plan for the situation of the land within the commune
- 2 additional copies of the mass plan of the listed constructions in the 3 dimensions when you create a construction or modify the volume of an existing construction
- 2 additional copies of the cutting plan when the project changes the profile of the land

Additional copies of the RFP and attached file are required if your project is located in a protected area (remarkable heritage sites, near historical monuments, classified or pending site, nature reserves, areas to be classified in the heart of a future national park and the heart of the delimited national parks).

To find out if you are in this situation, ask the city planning department of your town hall.

From 1st in January 2022, you may submit your application by dematerialised means in accordance with the procedure defined by the municipality responsible for receiving it. Your file can also be submitted or sent by mail RAR () at the town hall.

Who shall I contact

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The town hall issues you a receipt. It contains the registration number of your file and the information you need to know when the work will start.

This receipt specifies that, within 1 month of the filing of the file, the town hall can notify a different time to start your work. She also has 1 month to inform you that your file is incomplete.

Instruction times

Instruction time is **1 month** from the date of filing of the prior declaration.

Moves to **2 months in a protected area** (remarkable heritage sites, near historical monuments, classified or pending site, nature reserves, areas to be classified in the heart of a future national park and the heart of the delimited national parks).

However, within one month of the filing of your prior declaration, the administration may, by mail you notify one **1 or 2 month extension**.

The town hall can also ask for **missing parts** if your folder is incomplete. You will then have 3 months to complete it. The statement timeout will start when your folder is complete. If you do not provide the missing parts, your RFP will be considered rejected.

In **15 days** following the filing of the pre-filing, an extract from the RFP specifying the essential characteristics of the project is **displayed in town hall**. This view is maintained **for the duration of the case**.

Decision of the Administration

Répondez aux questions successives et les réponses s'afficheront automatiquement

Timely acceptance or no response

The silence of the administration is a decision of no opposition. The absence of an opposition after the investigation period allows you to carry out the planned work, as mentioned in the declaration.

Upon your request, the town hall must issue a **certificate of non-objection**. This gives you proof of your rights (obtaining a loan, taking out insurance).

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Acceptance with requirements

If the city hall has reservations, it takes a **arrested** with requirements. It shall specify the reasons for the decision and indicate the means and time limits for appeal. You must then perform the jobs according to these imposed rules.

This decision is addressed to you by letter **RAR** ().

Refusal

If the mayor refuses your project, she takes a **order**. It must state the reasons for the opposition decision in full, including the lack of conformity of the work with legislative and regulatory provisions.

This order is notified to you by letter **RAR** (). Within 2 months of receiving it, you can send a **ex gratia** (<https://www.service-public.fr/particuliers/vosdroits/F2474?lang=en>) to ask him to reconsider his position. She has 2 months to answer you. Failure to respond means that your request is denied.

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If your grace attempt fails, you have a further 2 months to make a **appeal to administrative tribunal** (<https://www.service-public.fr/particuliers/vosdroits/F2026?lang=en>) by letter **RAR** (). You must clearly state your reasons for obtaining a RFP.

▸ **Administrative Tribunal**  (<https://www.conseil-etat.fr/tribunaux-cours/la-carte-des-juridictions-administratives>)

Stay

City Hall can suspend its decision for 2 years by making a decision **stay**.

The decision to stay the proceedings must be substantiated. It indicates the duration of the stay and the time within which you will be able to confirm your work request. It shall also specify the remedies and time limits for appeals against the stay of proceedings.

➡ **FYI** : the owner of land who has been granted a stay of proceedings may demand that the community (or the public service which has taken the initiative) purchase its land.

Field Pre-Declaration Display

Field pre-declaration posting (<https://www.service-public.fr/particuliers/vosdroits/F1988?lang=en>) is mandatory from notification the order or, if you did not receive it, as soon as the time limit for your file has expired.

The display shall remain in place for the duration of the work and be visible from the outside. The information on your billboard must be legible from the highway or from spaces open to the public.

Your neighbours can do one **ex gratia** (<https://www.service-public.fr/particuliers/vosdroits/F2474?lang=en>) to the Mayor, from 1st day of posting in the field and for 2 months. In the absence of a posting, they can challenge the authorisation for another 6 months after the completion of the work.

Term

The advance declaration of work has **validity** (<https://www.service-public.fr/particuliers/vosdroits/F2082?lang=en>) 3 years.

It is out of date if you have not started the work within 3 years or if, after this period, you interrupt it for more than 1 year.

Where the declaration concerns a change of destination or a division of land, the decision is no longer valid if these operations have not taken place within 3 years.

However, the time limit may be extended **2 times for 1 year** if the city planning rules and administrative procedures have not changed.

You must apply for at least 2 months **before the initial validity period of your RFP expires** (or before your 1st expires^{re} request for extension). This request for an extension must be sent on free paper, in 2 copies, by letter **RAR** () or deposited in the town hall. The extension is granted if the town hall does not send you a decision within 2 months of receiving the request in the town hall.

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Facade

In principle, the overhaul is not subject to prior declaration.

However, you must file a prior declaration if the building you swallow is located in one of the following areas:

- Perimeter of a remarkable heritage site
- Historic landmarks
- Registered Site
- Listed or Pending Site
- Natural reserves
- Inside the heart of the delimited national parks
- Building protected
- Commune or perimeter of municipality where the municipal council has decided to subject the renovation to city planning authorisation

Before starting your work, ask the city planning department of your town hall to find out if you are concerned.

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Ministry of city planning

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Pre-notification (PNR) may be made by:

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 [Complementary/other applicants for the same project](#)

Document to be attached to the application for city planning authorisation when several persons are involved in the same project

Go to
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Pre-declaration for an individual house and/or its annexes - DPMI

Cerfa n° 13703*08 - Ministry of city planning

Go to
form(pdf - 1.1 MB) [↗](#)

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Formulaires annexes

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If your grace attempt fails, you have a further 2 months to make a **appeal to administrative tribunal** (<https://www.service-public.fr/particuliers/vosdroits/F2026?lang=en>) by letter **RAR** (). You must clearly state your reasons for obtaining a RFP.

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➡ **FYI** : the owner of land who has been granted a stay of proceedings may demand that the community (or the public service which has taken the initiative) purchase its land.

Field Pre-Declaration Display

Field pre-declaration posting (<https://www.service-public.fr/particuliers/vosdroits/F1988?lang=en>) is mandatory from notification the order or, if you did not receive it, as soon as the time limit for your file has expired.

The display shall remain in place for the duration of the work and be visible from the outside. The information on your billboard must be legible from the highway or from spaces open to the public.

Your neighbours can do one **ex gratia** (<https://www.service-public.fr/particuliers/vosdroits/F2474?lang=en>) to the Mayor, from 1^{to} day of posting in the field and for 2 months. In the absence of a posting, they can challenge the authorisation for another 6 months after the completion of the work.

Term

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New construction (garden shed, garage...)

A new building is independent of the building. It can be [garden shelter \(https://www.service-public.fr/particuliers/vosdroits/F662?lang=en\)](https://www.service-public.fr/particuliers/vosdroits/F662?lang=en), a pergola, a carport, a garage...

general

The project is subject to prior declaration (DP) when its footprint or its floor surface is more than 5 m² and meets one or more of the following criteria:

- Ground footprint less than or equal to 20 m²
- Floor area less than or equal to 20 m²
- Height above ground less than or equal to 12 metres

Your project will have to comply with [PLU \(\)](#) even if it is not subject to city planning authorisation. You must consult the PLU or the city planning document in the town hall.

Protected Area

Near historical monuments, remarkable heritage sites or protected site A RFP is required for any construction regardless of size.

Filing of advance declaration

You can use an online support service to build your case or fill out a form.

City planning authorisation request assistance

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Ministry of city planning

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Pre-notification (PNR) may be made by:

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 [Complementary/other applicants for the same project](#)

Document to be attached to the application for city planning authorisation when several persons are involved in the same project

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Pre-declaration for an individual house and/or its annexes - DPMI

Cerfa n° 13703*08 - Ministry of city planning

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Moves to **2 months in a protected area** (remarkable heritage sites, near historical monuments, classified or pending site, nature reserves, areas to be classified in the heart of a future national park and the heart of the delimited national parks).

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The town hall can also ask for **missing parts** if your folder is incomplete. You will then have 3 months to complete it. The statement timeout will start when your folder is complete. If you do not provide the missing parts, your RFP will be considered rejected.

In **15 days** following the filing of the pre-filing, an extract from the RFP specifying the essential characteristics of the project is **displayed in town hall**. This view is maintained **for the duration of the case**.

Decision of the Administration

Répondez aux questions successives et les réponses s'afficheront automatiquement

Timely acceptance or no response

The silence of the administration is a decision of no opposition. The absence of an opposition after the investigation period allows you to carry out the planned work, as mentioned in the declaration.

Upon your request, the town hall must issue a **certificate of non-objection**. This gives you proof of your rights (obtaining a loan, taking out insurance).

Who shall I contact

Specify your city or postcode The choice of a municipality in the suggestion list will automatically trigger an update of the content

- [City \(https://annuaire.service-public.fr/\)](https://annuaire.service-public.fr/)

Acceptance with requirements

If the city hall has reservations, it takes a **arrested** with requirements. It shall specify the reasons for the decision and indicate the means and time limits for appeal. You must then perform the jobs according to these imposed rules.

This decision is addressed to you by letter RAR ().

Refusal

If the mayor refuses your project, she takes a **order**. It must state the reasons for the opposition decision in full, including the lack of conformity of the work with legislative and regulatory provisions.

This order is notified to you by letter RAR (). Within 2 months of receiving it, you can send a **ex gratia** (<https://www.service-public.fr/particuliers/vosdroits/F2474?lang=en>) to ask him to reconsider his position. She has 2 months to answer you. Failure to respond means that your request is denied.

Who shall I contact

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- [City \(https://annuaire.service-public.fr/\)](https://annuaire.service-public.fr/)

If your grace attempt fails, you have a further 2 months to make a **appeal to administrative tribunal** (<https://www.service-public.fr/particuliers/vosdroits/F2026?lang=en>) by letter RAR (). You must clearly state your reasons for obtaining a RFP.

- **Administrative Tribunal** [↗ \(https://www.conseil-etat.fr/tribunaux-cours/la-carte-des-juridictions-administratives\)](https://www.conseil-etat.fr/tribunaux-cours/la-carte-des-juridictions-administratives)

Stay

City Hall can suspend its decision for 2 years by making a decision **stay**.

The decision to stay the proceedings must be substantiated. It indicates the duration of the stay and the time within which you will be able to confirm your work request. It shall also specify the remedies and time limits for appeals against the stay of proceedings.

FYI : the owner of land who has been granted a stay of proceedings may demand that the community (or the public service which has taken the initiative) purchase its land.

Field Pre-Declaration Display

Field pre-declaration posting (<https://www.service-public.fr/particuliers/vosdroits/F1988?lang=en>) is mandatory from notification the order or, if you did not receive it, as soon as the time limit for your file has expired.

The display shall remain in place for the duration of the work and be visible from the outside. The information on your billboard must be legible from the highway or from spaces open to the public.

Your neighbours can do one **ex gratia** (<https://www.service-public.fr/particuliers/vosdroits/F2474?lang=en>) to the Mayor, from 1st day of posting in the field and for 2 months. In the absence of a posting, they can challenge the authorisation for another 6 months after the completion of the work.

Term

The advance declaration of work has **validity** (<https://www.service-public.fr/particuliers/vosdroits/F2082?lang=en>) 3 years.

It is out of date if you have not started the work within 3 years or if, after this period, you interrupt it for more than 1 year.

Where the declaration concerns a change of destination or a division of land, the decision is no longer valid if these operations have not taken place within 3 years.

However, the time limit may be extended **2 times for 1 year** if the city planning rules and administrative procedures have not changed.

You must apply for at least 2 months **before the initial validity period of your RFP expires** (or before your 1 expires^{re} request for extension). This request for an extension must be sent on free paper, in 2 copies, by letter RAR () or deposited in the town hall. The extension is granted if the town hall does not send you a decision within 2 months of receiving the request in the town hall.

Who shall I contact

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Greenhouses

A greenhouse with an area of 5 m² or less may be settled without prior declaration (DP).

You must place an RFP for the construction of a greenhouse whose height above the ground is between 1.80 metres and 4 metres and the ground surface is less than 2000 m².

⚠ Warning : you build a greenhouse on the edge of a historic monument, a remarkable heritage site or listed site or pending classification. A RFP is required even if its height is less than 4 metres and its surface area is less than 2000 m².

Filing of advance declaration

You can use an online support service to build your case or fill out a form.

You can use a help desk to build your case or fill out a form.

City planning authorisation request assistance

City planning Authorisation Assistance guides you through your pre-registration application. Depending on your project, it tells you which additional documents to attach to your file.

Support for your city planning authorisation request

Ministry of city planning

Go to
online service 
(<https://www.service-public.fr/compte/activer-un-espace-particulier?lienDemarche=https://psl.service-public.fr/mademarche/DAUA/demarche>)

Pre-notification (PNR) may be made by:

- Owner(s) of the land or their agent
- Persons authorised by the owner(s) to perform the work
- Co-indivisary or their agent

When several persons file a prior declaration together for the same project, they complete a supplementary form in which they give their identity and contact details.

Complementary/other applicants for the same project

Document to be attached to the application for city planning authorisation when several persons are involved in the same project

Go to
form 
(<https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=1&cerfaFormulaire=88065>)

From 1st in january 2022, you may submit your application by dematerialised means in accordance with the procedure defined by the municipality responsible for receiving it. Your file can also be submitted or sent by mail RAR () at the town hall.

Who shall I contact

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The town hall issues you a receipt. It contains the registration number of your file and the information you need to know when the work will start.

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Pre-declaration for an individual house and/or its annexes - DPMI

Cerfa n° 13703*08 - Ministry of city planning

Go to
form(pdf - 1.1 MB) ↗

(https://www.formulaires.service-public.fr/gf/cerfa_13703.do)



Consult the online manual

- ▶ > [Notice - Permit to build, build, demolish, pre-declaration](https://www.formulaires.service-public.fr/gf/getNotice.do?cerfaNotice=51434&cerfaFormulaire=88065) ↗ (<https://www.formulaires.service-public.fr/gf/getNotice.do?cerfaNotice=51434&cerfaFormulaire=88065>)
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Formulaires annexes

- ▶ Document to be attached to the pre-declaration of work when several persons are involved in the same project :
> [Complementary/other applicants for the same project](https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=1&cerfaFormulaire=88065) ↗ (<https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=1&cerfaFormulaire=88065>)

When several persons file a prior declaration together, they attach a supplementary form in which they give the identity and contact details of each owner.



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Document to be attached to the application for city planning authorisation when several persons are involved in the same project

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form ↗

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The RFP file includes the completed form with attachments depending on the nature of your project. One **situation plan** land within the municipality must be provided for all projects.

Depending on the nature of your project, you may be asked for additional documents, for example:

- ▶ **Mass Plan** if you are creating a new construction or changing the volume of an existing construction
- ▶ **Cutting plan** if you build, for example, a buried pool that changes the profile of the land
- ▶ **Roof and façade map** for laying a roof window, or creating a door, for example

Depending on the situation of your project, the City Council may ask you for additional documents listed in the "Attachment Filing Form".

You must also complete **declaration of the elements necessary for calculating taxes** form. This is the basis on which the [development tax](https://www.service-public.fr/particuliers/vosdroits/F23263?lang=en) (<https://www.service-public.fr/particuliers/vosdroits/F23263?lang=en>) or the sub-density payment that you may be liable for.

The application must consist of the following documents:

- ▶ 2 copies of the advance declaration of work form and accompanying file
- ▶ 2 additional copies of the plan for the situation of the land within the commune
- ▶ 2 additional copies of the mass plan of the listed constructions in the 3 dimensions when you create a construction or modify the volume of an existing construction
- ▶ 2 additional copies of the cutting plan when the project changes the profile of the land

Additional copies of the RFP and attached file are required if your project is located in a protected area (remarkable heritage sites, near historical monuments, classified or pending site, nature reserves, areas to be classified in the heart of a future national park and the heart of the delimited national parks).

To find out if you are in this situation, ask the city planning department of your town hall.

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This receipt specifies that, within 1 month of the filing of the file, the town hall can notify a different time to start your work. She also has 1 month to inform you that your file is incomplete.

Instruction times

Instruction time is **1 month** from the date of filing of the prior declaration.

Moves to **2 months in a protected area** (remarkable heritage sites, near historical monuments, classified or pending site, nature reserves, areas to be classified in the heart of a future national park and the heart of the delimited national parks).

However, within one month of the filing of your prior declaration, the administration may, by mail you notify one **1 or 2 month extension**.

The town hall can also ask for **missing parts** if your folder is incomplete. You will then have 3 months to complete it. The statement timeout will start when your folder is complete. If you do not provide the missing parts, your RFP will be considered rejected.

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Decision of the Administration

Répondez aux questions successives et les réponses s'afficheront automatiquement

Timely acceptance or no response

The silence of the administration is a decision of no opposition. The absence of an opposition after the investigation period allows you to carry out the planned work, as mentioned in the declaration.

Upon your request, the town hall must issue a **certificate of non-objection**. This gives you proof of your rights (obtaining a loan, taking out insurance).

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Acceptance with requirements

If the city hall has reservations, it takes a **arrested** with requirements. It shall specify the reasons for the decision and indicate the means and time limits for appeal. You must then perform the jobs according to these imposed rules.

This decision is addressed to you by letter RAR ().

Refusal

If the mayor refuses your project, she takes a **order**. It must state the reasons for the opposition decision in full, including the lack of conformity of the work with legislative and regulatory provisions.

This order is notified to you by letter RAR (). Within 2 months of receiving it, you can send a **ex gratia** (<https://www.service-public.fr/particuliers/vosdroits/F2474?lang=en>) to ask him to reconsider his position. She has 2 months to answer you. Failure to respond means that your request is denied.

Who shall I contact

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If your grace attempt fails, you have a further 2 months to make a [appeal to administrative tribunal \(https://www.service-public.fr/particuliers/vosdroits/F2026?lang=en\)](https://www.service-public.fr/particuliers/vosdroits/F2026?lang=en) by letter RAR (). You must clearly state your reasons for obtaining a RFP.

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Stay

City Hall can suspend its decision for 2 years by making a decision **stay**.

The decision to stay the proceedings must be substantiated. It indicates the duration of the stay and the time within which you will be able to confirm your work request. It shall also specify the remedies and time limits for appeals against the stay of proceedings.

➡ **FYI** : the owner of land who has been granted a stay of proceedings may demand that the community (or the public service which has taken the initiative) purchase its land.

Field Pre-Declaration Display

[Field pre-declaration posting \(https://www.service-public.fr/particuliers/vosdroits/F1988?lang=en\)](https://www.service-public.fr/particuliers/vosdroits/F1988?lang=en) is mandatory from notification the order or, if you did not receive it, as soon as the time limit for your file has expired.

The display shall remain in place for the duration of the work and be visible from the outside. The information on your billboard must be legible from the highway or from spaces open to the public.

Your neighbours can do one [ex gratia \(https://www.service-public.fr/particuliers/vosdroits/F2474?lang=en\)](https://www.service-public.fr/particuliers/vosdroits/F2474?lang=en) to the Mayor, from 1^{to} day of posting in the field and for 2 months. In the absence of a posting, they can challenge the authorisation for another 6 months after the completion of the work.

Term

The advance declaration of work has [validity \(https://www.service-public.fr/particuliers/vosdroits/F2082?lang=en\)](https://www.service-public.fr/particuliers/vosdroits/F2082?lang=en) 3 years.

It is out of date if you have not started the work within 3 years or if, after this period, you interrupt it for more than 1 year.

Where the declaration concerns a change of destination or a division of land, the decision is no longer valid if these operations have not taken place within 3 years.

However, the time limit may be extended **2 times for 1 year** if the city planning rules and administrative procedures have not changed.

You must apply for at least 2 months **before the initial validity period of your RFP expires** (or before your 1 expires^{re} request for extension). This request for an extension must be sent on free paper, in 2 copies, by letter RAR () or deposited in the town hall. The extension is granted if the town hall does not send you a decision within 2 months of receiving the request in the town hall.

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Swimming pool

Répondez aux questions successives et les réponses s'afficheront automatiquement

General case

The [construction of a swimming pool \(https://www.service-public.fr/particuliers/vosdroits/F31404?lang=en\)](https://www.service-public.fr/particuliers/vosdroits/F31404?lang=en) not covered is subject to prior declaration (PNR) when **pool area** is greater than 10 m² and less than or equal to 100 m². If you are building an indoor pool, the fixed or mobile blanket must be less than 1.80 m above the ground.

A smaller pool will have to comply with the PLU rules even if it is not subject to a DP. You must see [PLU \(\)](#) or the city planning document in lieu, at the town hall.

⚠ **Warning** : you settle a swimming pool in the perimeter remarkable heritage sites, on the edge of a historical monument or protected site classified or pending. You must file an RFP regardless of the size of the pool.

Installation of an above ground pool

For more than 3 months, you settle [above ground pool](https://www.service-public.fr/particuliers/vosdroits/F31404?lang=en) whose surface area is more than 10 m². You must file a prior declaration (DP) in the town hall. If this pool is covered, the height of the shelter must be less than 1.80 m.

⚠ Warning : you live in the perimeter of remarkable heritage sites, on the edge of a historical monument or protected site classified or pending. You must file an RFP regardless of the size of the pool.

Filing of advance declaration

You can use an online support service to build your case or fill out a form.

City planning authorisation request assistance

City planning Authorisation Assistance guides you through your pre-registration application. Depending on your project, it tells you which additional documents to attach to your file.

Support for your city planning authorisation request

Ministry of city planning

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online service 
(<https://www.service-public.fr/compte/activer-un-espace-particulier?lienDemarche=https://psl.service-public.fr/mademarche/DAUA/demarche>)

Pre-notification (PNR) may be made by:

- ▶ Owner(s) of the land or their agent
- ▶ Persons authorised by the owner(s) to perform the work
- ▶ Co-indivisary or their agent

When several persons file a prior declaration together for the same project, they complete a supplementary form in which they give their identity and contact details.

Complementary/other applicants for the same project

Document to be attached to the application for city planning authorisation when several persons are involved in the same project

Go to
form 
(<https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=1&cerfaFormulaire=88065>)

From 1st in January 2022, you may submit your application by dematerialised means in accordance with the procedure defined by the municipality responsible for receiving it. Your file can also be submitted or sent by mail RAR () at the town hall.

Who shall I contact

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Pre-declaration for an individual house and/or its annexes - DPMI

Cerfa n° 13703*08 - Ministry of city planning

Go to
form(pdf - 1.1 MB) [↗](https://www.formulaires.service-public.fr/gf/cerfa_13703.do)
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Consult the online manual

- ▶ [Notice - Permit to build, build, demolish, pre-declaration](https://www.formulaires.service-public.fr/gf/getNotice.do?cerfaNotice=51434&cerfaFormulaire=88065) [↗](https://www.formulaires.service-public.fr/gf/getNotice.do?cerfaNotice=51434&cerfaFormulaire=88065) (<https://www.formulaires.service-public.fr/gf/getNotice.do?cerfaNotice=51434&cerfaFormulaire=88065>)
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Formulaires annexes

- ▶ Document to be attached to the pre-declaration of work when several persons are involved in the same project :
▶ [Complementary/other applicants for the same project](https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=1&cerfaFormulaire=88065) [↗](https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=1&cerfaFormulaire=88065) (<https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=1&cerfaFormulaire=88065>)

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[Field pre-declaration posting \(https://www.service-public.fr/particuliers/vosdroits/F1988?lang=en\)](https://www.service-public.fr/particuliers/vosdroits/F1988?lang=en) is mandatory from notification the order or, if you did not receive it, as soon as the time limit for your file has expired.

The display shall remain in place for the duration of the work and be visible from the outside. The information on your billboard must be legible from the highway or from spaces open to the public.

Your neighbours can do one [ex gratia \(https://www.service-public.fr/particuliers/vosdroits/F2474?lang=en\)](https://www.service-public.fr/particuliers/vosdroits/F2474?lang=en) to the Mayor, from 1st day of posting in the field and for 2 months. In the absence of a posting, they can challenge the authorisation for another 6 months after the completion of the work.

Term

The advance declaration of work has [validity \(https://www.service-public.fr/particuliers/vosdroits/F2082?lang=en\)](https://www.service-public.fr/particuliers/vosdroits/F2082?lang=en) 3 years.

It is out of date if you have not started the work within 3 years or if, after this period, you interrupt it for more than 1 year.

Where the declaration concerns a change of destination or a division of land, the decision is no longer valid if these operations have not taken place within 3 years.

However, the time limit may be extended **2 times for 1 year** if the city planning rules and administrative procedures have not changed.

You must apply for at least 2 months **before the initial validity period of your RFP expires** (or before your 1st expires^{re} request for extension). This request for an extension must be sent on free paper, in 2 copies, by letter RAR () or deposited in the town hall. The extension is granted if the town hall does not send you a decision within 2 months of receiving the request in the town hall.

Who shall I contact

Specify your city or postcode The choice of a municipality in the suggestion list will automatically trigger an update of the content

▸ [City \(https://lannuaire.service-public.fr/\)](https://lannuaire.service-public.fr/)

Installation of a caravan in your garden

Répondez aux questions successives et les réponses s'afficheront automatiquement

Less than 3 months per year

You can settle a caravan in the garden of your main residence **less than 3 months per year** without prior declaration (PNR). It is forbidden to use it as a dwelling or an annexe to your dwelling. The caravan must always maintain its mobility means (wheels, traction bar...).

All parking periods, consecutive or otherwise, are taken into account to calculate the 3-month period.

Warning : local city planning rules may impose specific restrictions in the case of installation less than or greater than 3 months. Remember to consult the city planning department of your town hall.

More than 3 months per year

You must file a prior declaration of works in the town hall.

All parking periods, consecutive or otherwise, are taken into account to calculate the 3-month period.

Warning : local city planning rules may impose specific restrictions in the case of installation less than or greater than 3 months. Remember to consult the city planning department of your town hall.

Filing of advance declaration

You can use an online support service to build your case or fill out a form.

City planning authorisation request assistance

Support for your city planning authorisation request

Ministry of city planning

Go to
online service 

(<https://www.service-public.fr/compte/activer-un-espace-particulier?lienDemarche=https://psl.service-public.fr/mademarche/DAUA/demarche>)

Pre-notification (PNR) may be made by:

- Owner(s) of the land or their agent
- Persons authorised by the owner(s) to perform the work
- Co-indivisary or their agent

When several persons file a prior declaration together for the same project, they complete a supplementary form in which they give their identity and contact details.

Complementary/other applicants for the same project

Document to be attached to the application for city planning authorisation when several persons are involved in the same project

Go to
form 

(<https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=1&cerfaFormulaire=88065>)

From 1st in january 2022, you may submit your application by dematerialised means in accordance with the procedure defined by the municipality responsible for receiving it. Your file can also be submitted or sent by mail [RAR \(\)](#) at the town hall.

Who shall I contact

Specify your city or postcode The choice of a municipality in the suggestion list will automatically trigger an update of the content

- [City \(https://lannuaire.service-public.fr/\)](https://lannuaire.service-public.fr/)

The town hall issues you a receipt. It contains the registration number of your file and the information you need to know when the work will start.

This receipt specifies that, within 1 month of the filing of the file, the town hall can notify a different time to start your work. She also has 1 month to inform you that your file is incomplete.

Form

Pre-notification (PNR) may be made by:

- Owner(s) of the land or their agent
- Persons authorised by the owner(s) to perform the work
- Co-indivisary or their agent

Prior declaration (construction, works, installations and installations not subject to building permits)

Cerfa n° 13404*08 - Ministry of city planning

Go to
form(pdf - 687.5 KB) [↗](https://www.formulaires.service-public.fr/gf/cerfa_13404.do)
(https://www.formulaires.service-public.fr/gf/cerfa_13404.do)

 Consult the online manual

- [Notice - Permit to build, build, demolish, pre-declaration](https://www.formulaires.service-public.fr/gf/getNotice.do?cerfaNotice=51434&cerfaFormulaire=88065) [↗](https://www.formulaires.service-public.fr/gf/getNotice.do?cerfaNotice=51434&cerfaFormulaire=88065) (<https://www.formulaires.service-public.fr/gf/getNotice.do?cerfaNotice=51434&cerfaFormulaire=88065>)
- [Help Sheet for the Calculation of Floor and Taxable Surface](https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=2&cerfaFormulaire=13406) [↗](https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=2&cerfaFormulaire=13406) (<https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=2&cerfaFormulaire=13406>)

 Formulaires annexes

- Document to be attached to the pre-declaration of work when several persons are involved in the same project :
> [Complementary/other applicants for the same project](https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=1&cerfaFormulaire=88065) [↗](https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=1&cerfaFormulaire=88065) (<https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=1&cerfaFormulaire=88065>)

When several persons file a prior declaration together, they attach a supplementary form in which they give the identity and contact details of each owner.



Complementary/other applicants for the same project

Document to be attached to the application for city planning authorisation when several persons are involved in the same project

Go to
form [↗](https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=1&cerfaFormulaire=88065)
(<https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=1&cerfaFormulaire=88065>)

The RFP file includes the completed form with attachments depending on the nature of your project. One **situation plan** land within the municipality must be provided for all projects.

Depending on the nature of your project, you may be asked for additional documents, for example:

- **Mass Plan** if you are creating a new construction or changing the volume of an existing construction
- **Cutting plan** if you build, for example, a buried pool that changes the profile of the land
- **Roof and façade map** for laying a roof window, or creating a door, for example

Depending on the situation of your project, the City Council may ask you for additional documents listed in the "Attachment Filing Form".

You must also complete **declaration of the elements necessary for calculating taxes** form. This is the basis on which the [development tax](https://www.service-public.fr/particuliers/vosdroits/F23263?lang=en) (<https://www.service-public.fr/particuliers/vosdroits/F23263?lang=en>) or the sub-density payment that you may be liable for.

The application must consist of the following documents:

- 2 copies of the advance declaration of work form and accompanying file
- 2 additional copies of the plan for the situation of the land within the commune
- 2 additional copies of the mass plan of the listed constructions in the 3 dimensions when you create a construction or modify the volume of an existing construction
- 2 additional copies of the cutting plan when the project changes the profile of the land

Additional copies of the RFP and attached file are required if your project is located in a protected area (remarkable heritage sites, near historical monuments, classified or pending site, nature reserves, areas to be classified in the heart of a future national park and the heart of the delimited national parks).

To find out if you are in this situation, ask the city planning department of your town hall.

From 1st in January 2022, you may submit your application by dematerialised means in accordance with the procedure defined by the municipality responsible for receiving it. Your file can also be submitted or sent by mail [RAR](#) () at the town hall.

Who shall I contact

Specify your city or postcode. The choice of a municipality in the suggestion list will automatically trigger an update of the content

▸ [City \(https://annuaire.service-public.fr/\)](https://annuaire.service-public.fr/)

The town hall issues you a receipt. It contains the registration number of your file and the information you need to know when the work will start.

This receipt specifies that, within 1 month of the filing of the file, the town hall can notify a different time to start your work. She also has 1 month to inform you that your file is incomplete.

Instruction times

Instruction time is **1 month** from the date of filing of the prior declaration.

Moves to **2 months in a protected area** (remarkable heritage sites, near historical monuments, classified or pending site, nature reserves, areas to be classified in the heart of a future national park and the heart of the delimited national parks).

However, within one month of the filing of your prior declaration, the administration may, by mail you notify one **1 or 2 month extension**.

The town hall can also ask for **missing parts** if your folder is incomplete. You will then have 3 months to complete it. The statement timeout will start when your folder is complete. If you do not provide the missing parts, your RFP will be considered rejected.

In **15 days** following the filing of the pre-filing, an extract from the RFP specifying the essential characteristics of the project is **displayed in town hall**. This view is maintained **for the duration of the case**.

Decision of the Administration

Répondez aux questions successives et les réponses s'afficheront automatiquement

Timely acceptance or no response

The silence of the administration is a decision of no opposition. The absence of an opposition after the investigation period allows you to carry out the planned work, as mentioned in the declaration.

Upon your request, the town hall must issue a **certificate of non-objection**. This gives you proof of your rights (obtaining a loan, taking out insurance).

Who shall I contact

Specify your city or postcode The choice of a municipality in the suggestion list will automatically trigger an update of the content

▸ [City \(https://annuaire.service-public.fr/\)](https://annuaire.service-public.fr/)

Acceptance with requirements

If the city hall has reservations, it takes a **arrested** with requirements. It shall specify the reasons for the decision and indicate the means and time limits for appeal. You must then perform the jobs according to these imposed rules.

This decision is addressed to you by letter RAR ().

Refusal

If the mayor refuses your project, she takes a **order**. It must state the reasons for the opposition decision in full, including the lack of conformity of the work with legislative and regulatory provisions.

This order is notified to you by letter RAR (). Within 2 months of receiving it, you can send a **ex gratia** (<https://www.service-public.fr/particuliers/vosdroits/F2474?lang=en>) to ask him to reconsider his position. She has 2 months to answer you. Failure to respond means that your request is denied.

Who shall I contact

Specify your city or postcode The choice of a municipality in the suggestion list will automatically trigger an update of the content

▸ [City \(https://annuaire.service-public.fr/\)](https://annuaire.service-public.fr/)

If your grace attempt fails, you have a further 2 months to make a **appeal to administrative tribunal** (<https://www.service-public.fr/particuliers/vosdroits/F2026?lang=en>) by letter RAR (). You must clearly state your reasons for obtaining a RFP.

▸ **Administrative Tribunal** ↗ (<https://www.conseil-etat.fr/tribunaux-cours/la-carte-des-juridictions-administratives>)

Stay

City Hall can suspend its decision for 2 years by making a decision **stay**.

The decision to stay the proceedings must be substantiated. It indicates the duration of the stay and the time within which you will be able to confirm your work request. It shall also specify the remedies and time limits for appeals against the stay of proceedings.

➔ **FYI** : the owner of land who has been granted a stay of proceedings may demand that the community (or the public service which has taken the initiative) purchase its land.

Field Pre-Declaration Display

Field pre-declaration posting (<https://www.service-public.fr/particuliers/vosdroits/F1988?lang=en>) is mandatory from notification the order or, if you did not receive it, as soon as the time limit for your file has expired.

The display shall remain in place for the duration of the work and be visible from the outside. The information on your billboard must be legible from the highway or from spaces open to the public.

Your neighbours can do one **ex gratia** (<https://www.service-public.fr/particuliers/vosdroits/F2474?lang=en>) to the Mayor, from 1st day of posting in the field and for 2 months. In the absence of a posting, they can challenge the authorisation for another 6 months after the completion of the work.

Term

The advance declaration of work has **validity** (<https://www.service-public.fr/particuliers/vosdroits/F2082?lang=en>) 3 years.

It is out of date if you have not started the work within 3 years or if, after this period, you interrupt it for more than 1 year.

Where the declaration concerns a change of destination or a division of land, the decision is no longer valid if these operations have not taken place within 3 years.

However, the time limit may be extended **2 times for 1 year** if the city planning rules and administrative procedures have not changed.

You must apply for at least 2 months **before the initial validity period of your RFP expires** (or before your 1st expires^{re} request for extension). This request for an extension must be sent on free paper, in 2 copies, by letter RAR () or deposited in the town hall. The extension is granted if the town hall does not send you a decision within 2 months of receiving the request in the town hall.

Who shall I contact

Specify your city or postcode The choice of a municipality in the suggestion list will automatically trigger an update of the content

▸ [City \(https://annuaire.service-public.fr/\)](https://annuaire.service-public.fr/)

Fence and Wall

Répondez aux questions successives et les réponses s'afficheront automatiquement

Closing

One **closing** (<https://www.service-public.fr/particuliers/vosdroits/F3131?lang=en>) may consist of a plant hedge, fencing, openwork walls, any other element that closes a land or a combination of several elements.

If fencing is required for agricultural or forestry activities, it is not subject to a prior declaration (PNR).

The other fences are also exempt from formality. However, the filing of a RFP is mandatory in certain sectors:

- Sector delimited by PLU ()
- Commune or part of commune where the municipal council has decided to subject the walls to declaration
- Perimeter of a remarkable heritage site
- Historic landmarks
- Registered Site, Listed Site, or Pending

Check with your town hall.

If your project is not submitted to DP, you must consult the **PLU** () or the city planning document in lieu thereof. Your project will have to respect the PLU.

Wall

To build **wall** (<https://www.service-public.fr/particuliers/vosdroits/F3131?lang=en>), you must file a prior declaration of works with the town hall in the following cases:

- Height of wall to be built more than 2 metres
- Sector delimited by PLU ()
- Perimeter of a remarkable heritage site

- Historic landmarks
- Registered Site classified or pending site

Check with your town hall.

If your project is not subject to city planning authorisation, you must consult the [PLU \(\)](#) or the city planning document in lieu thereof. Your project will have to comply with the PLU rules.

Filing of advance declaration

You can use an online support service to build your case or fill out a form.

City planning authorisation request assistance

City planning Authorisation Assistance guides you through your pre-registration application. Depending on your project, it tells you which additional documents to attach to your file.

Support for your city planning authorisation request

Ministry of city planning

Go to
online service 
(<https://www.service-public.fr/compte/activer-un-espace-particulier?lienDemarche=https://psl.service-public.fr/mademarche/DAUA/demarche>)

Pre-notification (PNR) may be made by:

- Owner(s) of the land or their agent
- Persons authorised by the owner(s) to perform the work
- Co-indivisary or their agent

When several persons file a prior declaration together for the same project, they complete a supplementary form in which they give their identity and contact details.

Complementary/other applicants for the same project

Document to be attached to the application for city planning authorisation when several persons are involved in the same project

Go to
form 
(<https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=1&cerfaFormulaire=88065>)

From 1st in january 2022, you may submit your application by dematerialised means in accordance with the procedure defined by the municipality responsible for receiving it. Your file can also be submitted or sent by mail [RAR \(\)](#) at the town hall.

Who shall I contact

Specify your city or postcode The choice of a municipality in the suggestion list will automatically trigger an update of the content

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The town hall issues you a receipt. It contains the registration number of your file and the information you need to know when the work will start.

This receipt specifies that, within 1 month of the filing of the file, the town hall can notify a different time to start your work. She also has 1 month to inform you that your file is incomplete.

Form

Pre-notification (PNR) may be made by:

- Owner(s) of the land or their agent
- Persons authorised by the owner(s) to perform the work

- Co-indivisary or their agent



Pre-declaration for an individual house and/or its annexes - DPMI

Cerfa n° 13703*08 - Ministry of city planning

Go to
form(pdf - 1.1 MB) [↗](https://www.formulaires.service-public.fr/gf/cerfa_13703.do)
(https://www.formulaires.service-public.fr/gf/cerfa_13703.do)

Consult the online manual

- ▶ [Notice - Permit to build, build, demolish, pre-declaration](https://www.formulaires.service-public.fr/gf/getNotice.do?cerfaNotice=51434&cerfaFormulaire=88065) [↗](https://www.formulaires.service-public.fr/gf/getNotice.do?cerfaNotice=51434&cerfaFormulaire=88065) (<https://www.formulaires.service-public.fr/gf/getNotice.do?cerfaNotice=51434&cerfaFormulaire=88065>)
- ▶ [Help Sheet for the Calculation of Floor and Taxable Surface](https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=2&cerfaFormulaire=13406) [↗](https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=2&cerfaFormulaire=13406) (<https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=2&cerfaFormulaire=13406>)

Formulaires annexes

- ▶ Document to be attached to the pre-declaration of work when several persons are involved in the same project :
▶ [Complementary/other applicants for the same project](https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=1&cerfaFormulaire=88065) [↗](https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=1&cerfaFormulaire=88065) (<https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=1&cerfaFormulaire=88065>)

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Complementary/other applicants for the same project

Document to be attached to the application for city planning authorisation when several persons are involved in the same project

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(<https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=1&cerfaFormulaire=88065>)

The RFP file includes the completed form with attachments depending on the nature of your project. One **situation plan** land within the municipality must be provided for all projects.

Depending on the nature of your project, you may be asked for additional documents, for example:

- ▶ **Mass Plan** if you are creating a new construction or changing the volume of an existing construction
- ▶ **Cutting plan** if you build, for example, a buried pool that changes the profile of the land
- ▶ **Roof and façade map** for laying a roof window, or creating a door, for example

Depending on the situation of your project, the City Council may ask you for additional documents listed in the "Attachment Filing Form".

You must also complete **declaration of the elements necessary for calculating taxes** form. This is the basis on which the development tax (<https://www.service-public.fr/particuliers/vosdroits/F23263?lang=en>) or the sub-density payment that you may be liable for.

The application must consist of the following documents:

- ▶ 2 copies of the advance declaration of work form and accompanying file
- ▶ 2 additional copies of the plan for the situation of the land within the commune
- ▶ 2 additional copies of the mass plan of the listed constructions in the 3 dimensions when you create a construction or modify the volume of an existing construction
- ▶ 2 additional copies of the cutting plan when the project changes the profile of the land

Additional copies of the RFP and attached file are required if your project is located in a protected area (remarkable heritage sites, near historical monuments, classified or pending site, nature reserves, areas to be classified in the heart of a future national park and the heart of the delimited national parks).

To find out if you are in this situation, ask the city planning department of your town hall.

Who shall I contact

Specify your city or postcode The choice of a municipality in the suggestion list will automatically trigger an update of the content

► [City \(https://lannuaire.service-public.fr/\)](https://lannuaire.service-public.fr/)

From 1st in January 2022, you may submit your application by dematerialised means in accordance with the procedure defined by the municipality responsible for receiving it. Your file can also be submitted or sent by mail RAR () at the town hall.

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This receipt specifies that, within 1 month of the filing of the file, the town hall can notify a different time to start your work. She also has 1 month to inform you that your file is incomplete.

Instruction times

Instruction time is **1 month** from the date of filing of the prior declaration.

Moves to **2 months in a protected area** (remarkable heritage sites, near historical monuments, classified or pending site, nature reserves, areas to be classified in the heart of a future national park and the heart of the delimited national parks).

However, within one month of the filing of your prior declaration, the administration may, by mail you notify one **1 or 2 month extension**.

The town hall can also ask for **missing parts** if your folder is incomplete. You will then have 3 months to complete it. The statement timeout will start when your folder is complete. If you do not provide the missing parts, your RFP will be considered rejected.

In **15 days** following the filing of the pre-filing, an extract from the RFP specifying the essential characteristics of the project is **displayed in town hall**. This view is maintained **for the duration of the case**.

Decision of the Administration

Répondez aux questions successives et les réponses s'afficheront automatiquement

Timely acceptance or no response

The silence of the administration is a decision of no opposition. The absence of an opposition after the investigation period allows you to carry out the planned work, as mentioned in the declaration.

Upon your request, the town hall must issue a **certificate of non-objection**. This gives you proof of your rights (obtaining a loan, taking out insurance).

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► [City \(https://lannuaire.service-public.fr/\)](https://lannuaire.service-public.fr/)

Acceptance with requirements

If the city hall has reservations, it takes a **arrested** with requirements. It shall specify the reasons for the decision and indicate the means and time limits for appeal. You must then perform the jobs according to these imposed rules.

This decision is addressed to you by letter RAR ().

Refusal

If the mayor refuses your project, she takes a **order**. It must state the reasons for the opposition decision in full, including the lack of conformity of the work with legislative and regulatory provisions.

This order is notified to you by letter RAR (). Within 2 months of receiving it, you can send a **ex gratia** (<https://www.service-public.fr/particuliers/vosdroits/F2474?lang=en>) to ask him to reconsider his position. She has 2 months to answer you. Failure to respond means that your request is denied.

Who shall I contact

Specify your city or postcode The choice of a municipality in the suggestion list will automatically trigger an update of the content

▸ [City \(https://lannuaire.service-public.fr/\)](https://lannuaire.service-public.fr/)

If your grace attempt fails, you have a further 2 months to make a [appeal to administrative tribunal \(https://www.service-public.fr/particuliers/vosdroits/F2026?lang=en\)](https://www.service-public.fr/particuliers/vosdroits/F2026?lang=en) by letter RAR (). You must clearly state your reasons for obtaining a RFP.

▸ [Administrative Tribunal](https://www.conseil-etat.fr/tribunaux-cours/la-carte-des-juridictions-administratives)  (https://www.conseil-etat.fr/tribunaux-cours/la-carte-des-juridictions-administratives)

Stay

City Hall can suspend its decision for 2 years by making a decision **stay**.

The decision to stay the proceedings must be substantiated. It indicates the duration of the stay and the time within which you will be able to confirm your work request. It shall also specify the remedies and time limits for appeals against the stay of proceedings.

 **FYI** : the owner of land who has been granted a stay of proceedings may demand that the community (or the public service which has taken the initiative) purchase its land.

Field Pre-Declaration Display

[Field pre-declaration posting \(https://www.service-public.fr/particuliers/vosdroits/F1988?lang=en\)](https://www.service-public.fr/particuliers/vosdroits/F1988?lang=en) is mandatory from notification the order or, if you did not receive it, as soon as the time limit for your file has expired.

The display shall remain in place for the duration of the work and be visible from the outside. The information on your billboard must be legible from the highway or from spaces open to the public.

Your neighbours can do one [ex gratia \(https://www.service-public.fr/particuliers/vosdroits/F2474?lang=en\)](https://www.service-public.fr/particuliers/vosdroits/F2474?lang=en) to the Mayor, from 1st day of posting in the field and for 2 months. In the absence of a posting, they can challenge the authorisation for another 6 months after the completion of the work.

Term

The advance declaration of work has [validity \(https://www.service-public.fr/particuliers/vosdroits/F2082?lang=en\)](https://www.service-public.fr/particuliers/vosdroits/F2082?lang=en) 3 years.

It is out of date if you have not started the work within 3 years or if, after this period, you interrupt it for more than 1 year.

Where the declaration concerns a change of destination or a division of land, the decision is no longer valid if these operations have not taken place within 3 years.

However, the time limit may be extended **2 times for 1 year** if the city planning rules and administrative procedures have not changed.

You must apply for at least 2 months **before the initial validity period of your RFP expires** (or before your 1st expires^{re} request for extension). This request for an extension must be sent on free paper, in 2 copies, by letter RAR () or deposited in the town hall. The extension is granted if the town hall does not send you a decision within 2 months of receiving the request in the town hall.

Who shall I contact

Specify your city or postcode The choice of a municipality in the suggestion list will automatically trigger an update of the content

▸ [City \(https://lannuaire.service-public.fr/\)](https://lannuaire.service-public.fr/)

Change a Construction Destination

The [change of destination \(https://www.service-public.fr/professionnels-entreprises/vosdroits/F35336?lang=en\)](https://www.service-public.fr/professionnels-entreprises/vosdroits/F35336?lang=en) Change the assignment of all or part of a building. A business can, for example, become a home. A prior declaration of works is then required by the town hall.

 **Warning** : if you change the destination of your construction while doing work that changes the bearing structure or the building's facade, you must apply for [building permit \(https://www.service-public.fr/particuliers/vosdroits/F1986?lang=en\)](https://www.service-public.fr/particuliers/vosdroits/F1986?lang=en).

Filing of advance declaration

You can use an online support service to build your case or fill out a form.

City planning authorisation request assistance

 Support for your city planning authorisation request

Ministry of city planning

Go to
online service [↗](#)

(<https://www.service-public.fr/compte/activer-un-espace-particulier?lienDemarche=https://psl.service-public.fr/mademarche/DAUA/demarche>)

Pre-notification (PNR) may be made by:

- Owner(s) of the land or their agent
- Persons authorised by the owner(s) to perform the work
- Co-indivisary or their agent

When several persons file a prior declaration together for the same project, they complete a supplementary form in which they give their identity and contact details.



Complementary/other applicants for the same project

Document to be attached to the application for city planning authorisation when several persons are involved in the same project

Go to
form [↗](#)

(<https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=1&cerfaFormulaire=88065>)

From 1st in January 2022, you may submit your application by dematerialised means in accordance with the procedure defined by the municipality responsible for receiving it. Your file can also be submitted or sent by mail [RAR \(\)](#) at the town hall.

Who shall I contact

Specify your city or postcode. The choice of a municipality in the suggestion list will automatically trigger an update of the content

- [City \(https://annuaire.service-public.fr/\)](https://annuaire.service-public.fr/)

The town hall issues you a receipt. It contains the registration number of your file and the information you need to know when the work will start.

This receipt specifies that, within 1 month of the filing of the file, the town hall can notify a different time to start your work. She also has 1 month to inform you that your file is incomplete.

Form

Pre-notification (PNR) may be made by:

- Owner(s) of the land or their agent
- Persons authorised by the owner(s) to perform the work
- Co-indivisary or their agent



Prior declaration (construction, works, installations and installations not subject to building permits)

Cerfa n° 13404*08 - Ministry of city planning

Go to
form(pdf - 687.5 KB) [↗](#)

(https://www.formulaires.service-public.fr/gf/cerfa_13404.do)

Consult the online manual

- > [Notice - Permit to build, build, demolish, pre-declaration](https://www.formulaires.service-public.fr/gf/getNotice.do?cerfaNotice=51434&cerfaFormulaire=88065) [↗](#) (<https://www.formulaires.service-public.fr/gf/getNotice.do?cerfaNotice=51434&cerfaFormulaire=88065>)
- > [Help Sheet for the Calculation of Floor and Taxable Surface](https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=2&cerfaFormulaire=13406) [↗](#) (<https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=2&cerfaFormulaire=13406>)

Formulaires annexes

- Document to be attached to the pre-declaration of work when several persons are involved in the same project :
> [Complementary/other applicants for the same project](https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=1&cerfaFormulaire=88065) (https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=1&cerfaFormulaire=88065)

When several persons file a prior declaration together, they attach a supplementary form in which they give the identity and contact details of each owner.



Complementary/other applicants for the same project

Document to be attached to the application for city planning authorisation when several persons are involved in the same project

Go to
form

(https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=1&cerfaFormulaire=88065)

The RFP file includes the completed form with attachments depending on the nature of your project. One **situation plan** land within the municipality must be provided for all projects.

Depending on the nature of your project, you may be asked for additional documents, for example:

- Mass Plan** if you are creating a new construction or changing the volume of an existing construction
- Cutting plan** if you build, for example, a buried pool that changes the profile of the land
- Roof and façade map** for laying a roof window, or creating a door, for example

Depending on the situation of your project, the City Council may ask you for additional documents listed in the "Attachment Filing Form".

You must also complete **declaration of the elements necessary for calculating taxes** form. This is the basis on which the [development tax](https://www.service-public.fr/particuliers/vosdroits/F23263?lang=en) (https://www.service-public.fr/particuliers/vosdroits/F23263?lang=en) or the sub-density payment that you may be liable for.

The application must consist of the following documents:

- 2 copies of the advance declaration of work form and accompanying file
- 2 additional copies of the plan for the situation of the land within the commune
- 2 additional copies of the mass plan of the listed constructions in the 3 dimensions when you create a construction or modify the volume of an existing construction
- 2 additional copies of the cutting plan when the project changes the profile of the land

Additional copies of the RFP and attached file are required if your project is located in a protected area (remarkable heritage sites, near historical monuments, classified or pending site, nature reserves, areas to be classified in the heart of a future national park and the heart of the delimited national parks).

To find out if you are in this situation, ask the city planning department of your town hall.

From 1st in January 2022, you may submit your application by dematerialised means in accordance with the procedure defined by the municipality responsible for receiving it. Your file can also be submitted or sent by mail RAR () at the town hall.

Who shall I contact

Specify your city or postcode The choice of a municipality in the suggestion list will automatically trigger an update of the content

- [City](https://lannuaire.service-public.fr/) (https://lannuaire.service-public.fr/)

The town hall issues you a receipt. It contains the registration number of your file and the information you need to know when the work will start.

This receipt specifies that, within 1 month of the filing of the file, the town hall can notify a different time to start your work. She also has 1 month to inform you that your file is incomplete.

Instruction times

Instruction time is **1 month** from the date of filing of the prior declaration.

Moves to **2 months in a protected area** (remarkable heritage sites, near historical monuments, classified or pending site, nature reserves, areas to be classified in the heart of a future national park and the heart of the delimited national parks).

However, within one month of the filing of your prior declaration, the administration may, by mail you notify one **1 or 2 month extension**.

The town hall can also ask for **missing parts** if your folder is incomplete. You will then have 3 months to complete it. The statement timeout will start when your folder is complete. If you do not provide the missing parts, your RFP will be considered rejected.

In **15 days** following the filing of the pre-filing, an extract from the RFP specifying the essential characteristics of the project is **displayed in town hall**. This view is maintained **for the duration of the case**.

Decision of the Administration

Répondez aux questions successives et les réponses s'afficheront automatiquement

Timely acceptance or no response

The silence of the administration is a decision of no opposition. The absence of an opposition after the investigation period allows you to carry out the planned work, as mentioned in the declaration.

Upon your request, the town hall must issue a **certificate of non-objection**. This gives you proof of your rights (obtaining a loan, taking out insurance).

Who shall I contact

Specify your city or postcode The choice of a municipality in the suggestion list will automatically trigger an update of the content

▸ [City \(https://lannuaire.service-public.fr/\)](https://lannuaire.service-public.fr/)

Acceptance with requirements

If the city hall has reservations, it takes a **arrested** with requirements. It shall specify the reasons for the decision and indicate the means and time limits for appeal. You must then perform the jobs according to these imposed rules.

This decision is addressed to you by letter RAR ().

Refusal

If the mayor refuses your project, she takes a **order**. It must state the reasons for the opposition decision in full, including the lack of conformity of the work with legislative and regulatory provisions.

This order is notified to you by letter RAR (). Within 2 months of receiving it, you can send a **ex gratia** (<https://www.service-public.fr/particuliers/vosdroits/F2474?lang=en>) to ask him to reconsider his position. She has 2 months to answer you. Failure to respond means that your request is denied.

Who shall I contact

Specify your city or postcode The choice of a municipality in the suggestion list will automatically trigger an update of the content

▸ [City \(https://lannuaire.service-public.fr/\)](https://lannuaire.service-public.fr/)

If your grace attempt fails, you have a further 2 months to make a **appeal to administrative tribunal** (<https://www.service-public.fr/particuliers/vosdroits/F2026?lang=en>) by letter RAR (). You must clearly state your reasons for obtaining a RFP.

▸ [Administrative Tribunal](https://www.conseil-etat.fr/tribunaux-cours/la-carte-des-juridictions-administratives) (<https://www.conseil-etat.fr/tribunaux-cours/la-carte-des-juridictions-administratives>)

Stay

City Hall can suspend its decision for 2 years by making a decision **stay**.

The decision to stay the proceedings must be substantiated. It indicates the duration of the stay and the time within which you will be able to confirm your work request. It shall also specify the remedies and time limits for appeals against the stay of proceedings.

👉 **FYI** : the owner of land who has been granted a stay of proceedings may demand that the community (or the public service which has taken the initiative) purchase its land.

Field Pre-Declaration Display

Field pre-declaration posting (<https://www.service-public.fr/particuliers/vosdroits/F1988?lang=en>) is mandatory from notification the order or, if you did not receive it, as soon as the time limit for your file has expired.

The display shall remain in place for the duration of the work and be visible from the outside. The information on your billboard must be legible from the highway or from spaces open to the public.

Your neighbours can do one **ex gratia** (<https://www.service-public.fr/particuliers/vosdroits/F2474?lang=en>) to the Mayor, from 1st day of posting in the field and for 2 months. In the absence of a posting, they can challenge the authorisation for another 6 months after the completion of the work.

Term

The advance declaration of work has **validity** (<https://www.service-public.fr/particuliers/vosdroits/F2082?lang=en>) 3 years.

It is out of date if you have not started the work within 3 years or if, after this period, you interrupt it for more than 1 year.

Where the declaration concerns a change of destination or a division of land, the decision is no longer valid if these operations have not taken place within 3 years.

However, the time limit may be extended **2 times for 1 year** if the city planning rules and administrative procedures have not changed.

You must apply for at least 2 months **before the initial validity period of your RFP expires** (or before your 1st expires^{re} request for extension). This request for an extension must be sent on free paper, in 2 copies, by letter RAR () or deposited in the town hall. The extension is granted if the town hall does not send you a decision within 2 months of receiving the request in the town hall.

Who shall I contact

Specify your city or postcode The choice of a municipality in the suggestion list will automatically trigger an update of the content

- [City](https://lannuaire.service-public.fr/) (<https://lannuaire.service-public.fr/>)

Installation of photovoltaic panels on the roof of a building

A prior declaration (PNR) is required by the City Hall when settling photovoltaic panels on the roof of a building, regardless of the surface of the panels.

 **Please note :** installation of solar panels on the ground (<https://www.service-public.fr/particuliers/vosdroits/F31923?lang=en>) may require city planning clearance based on the height of the installation relative to the ground and its peak power (i.e. the maximum power delivered by the panel).

Filing of advance declaration

You can use an online support service to build your case or fill out a form.

City planning authorisation request assistance

City planning Authorisation Assistance guides you through your pre-registration application. Depending on your project, it tells you which additional documents to attach to your file.

 [Support for your city planning authorisation request](#)

Ministry of city planning

Go to
online service 
(<https://www.service-public.fr/compte/activer-un-espace-particulier?lienDemarche=https://psl.service-public.fr/mademarche/DAUA/demarche>)

Pre-notification (PNR) may be made by:

- Owner(s) of the land or their agent
- Persons authorised by the owner(s) to perform the work
- Co-indivisary or their agent

When several persons file a prior declaration together for the same project, they complete a supplementary form in which they give their identity and contact details.



Complementary/other applicants for the same project

Document to be attached to the application for city planning authorisation when several persons are involved in the same project

Go to
form [↗](https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=1&cerfaFormulaire=88065)
(<https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=1&cerfaFormulaire=88065>)

From 1st in January 2022, you may submit your application by dematerialised means in accordance with the procedure defined by the municipality responsible for receiving it. Your file can also be submitted or sent by mail RAR () at the town hall.

Who shall I contact

Specify your city or postcode. The choice of a municipality in the suggestion list will automatically trigger an update of the content

- ▶ [City \(https://lannuaire.service-public.fr/\)](https://lannuaire.service-public.fr/)

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This receipt specifies that, within 1 month of the filing of the file, the town hall can notify a different time to start your work. She also has 1 month to inform you that your file is incomplete.

Form

Pre-notification (PNR) may be made by:

- ▶ Owner(s) of the land or their agent
- ▶ Persons authorised by the owner(s) to perform the work
- ▶ Co-indivisary or their agent



Pre-declaration for an individual house and/or its annexes - DPMI

Cerfa n° 13703*08 - Ministry of city planning

Go to
form(pdf - 1.1 MB) [↗](https://www.formulaires.service-public.fr/gf/cerfa_13703.do)
(https://www.formulaires.service-public.fr/gf/cerfa_13703.do)

Consult the online manual

- ▶ [Notice - Permit to build, build, demolish, pre-declaration](https://www.formulaires.service-public.fr/gf/getNotice.do?cerfaNotice=51434&cerfaFormulaire=88065) [↗](https://www.formulaires.service-public.fr/gf/getNotice.do?cerfaNotice=51434&cerfaFormulaire=88065) (<https://www.formulaires.service-public.fr/gf/getNotice.do?cerfaNotice=51434&cerfaFormulaire=88065>)
- ▶ [Help Sheet for the Calculation of Floor and Taxable Surface](https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=2&cerfaFormulaire=13406) [↗](https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=2&cerfaFormulaire=13406) (<https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=2&cerfaFormulaire=13406>)

Formulaires annexes

- ▶ Document to be attached to the pre-declaration of work when several persons are involved in the same project :
▶ [Complementary/other applicants for the same project](https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=1&cerfaFormulaire=88065) [↗](https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=1&cerfaFormulaire=88065) (<https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=1&cerfaFormulaire=88065>)

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Complementary/other applicants for the same project

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Go to
form ↗

(<https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=1&cerfaFormulaire=88065>)

The RFP file includes the completed form with attachments depending on the nature of your project. One **situation plan** land within the municipality must be provided for all projects.

Depending on the nature of your project, you may be asked for additional documents, for example:

- **Mass Plan** if you are creating a new construction or changing the volume of an existing construction
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Depending on the situation of your project, the City Council may ask you for additional documents listed in the "Attachment Filing Form".

You must also complete **declaration of the elements necessary for calculating taxes** form. This is the basis on which the [development tax](https://www.service-public.fr/particuliers/vosdroits/F23263?lang=en) (<https://www.service-public.fr/particuliers/vosdroits/F23263?lang=en>) or the sub-density payment that you may be liable for.

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- 2 additional copies of the cutting plan when the project changes the profile of the land

Additional copies of the RFP and attached file are required if your project is located in a protected area (remarkable heritage sites, near historical monuments, classified or pending site, nature reserves, areas to be classified in the heart of a future national park and the heart of the delimited national parks).

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Instruction times

Instruction time is **1 month** from the date of filing of the prior declaration.

Moves to **2 months in a protected area** (remarkable heritage sites, near historical monuments, classified or pending site, nature reserves, areas to be classified in the heart of a future national park and the heart of the delimited national parks).

However, within one month of the filing of your prior declaration, the administration may, by mail you notify one **1 or 2 month extension**.

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Decision of the Administration

Répondez aux questions successives et les réponses s'afficheront automatiquement

Timely acceptance or no response

The silence of the administration is a decision of no opposition. The absence of an opposition after the investigation period allows you to carry out the planned work, as mentioned in the declaration.

Upon your request, the town hall must issue a **certificate of non-objection**. This gives you proof of your rights (obtaining a loan, taking out insurance).

Who shall I contact

Specify your city or postcode The choice of a municipality in the suggestion list will automatically trigger an update of the content

▸ [City \(https://lannuaire.service-public.fr/\)](https://lannuaire.service-public.fr/)

Acceptance with requirements

If the city hall has reservations, it takes a **arrested** with requirements. It shall specify the reasons for the decision and indicate the means and time limits for appeal. You must then perform the jobs according to these imposed rules.

This decision is addressed to you by letter [RAR \(\)](#).

Refusal

If the mayor refuses your project, she takes a **order**. It must state the reasons for the opposition decision in full, including the lack of conformity of the work with legislative and regulatory provisions.

This order is notified to you by letter [RAR \(\)](#). Within 2 months of receiving it, you can send a **ex gratia** (<https://www.service-public.fr/particuliers/vosdroits/F2474?lang=en>) to ask him to reconsider his position. She has 2 months to answer you. Failure to respond means that your request is denied.

Who shall I contact

Specify your city or postcode The choice of a municipality in the suggestion list will automatically trigger an update of the content

▸ [City \(https://lannuaire.service-public.fr/\)](https://lannuaire.service-public.fr/)

If your grace attempt fails, you have a further 2 months to make a **appeal to administrative tribunal** (<https://www.service-public.fr/particuliers/vosdroits/F2026?lang=en>) by letter [RAR \(\)](#). You must clearly state your reasons for obtaining a RFP.

▸ [Administrative Tribunal](https://www.conseil-etat.fr/tribunaux-cours/la-carte-des-juridictions-administratives) [\(https://www.conseil-etat.fr/tribunaux-cours/la-carte-des-juridictions-administratives\)](https://www.conseil-etat.fr/tribunaux-cours/la-carte-des-juridictions-administratives)

Stay

City Hall can suspend its decision for 2 years by making a decision **stay**.

The decision to stay the proceedings must be substantiated. It indicates the duration of the stay and the time within which you will be able to confirm your work request. It shall also specify the remedies and time limits for appeals against the stay of proceedings.

👉 **FYI**: the owner of land who has been granted a stay of proceedings may demand that the community (or the public service which has taken the initiative) purchase its land.

Pre-Declaration Display

Field pre-declaration posting (<https://www.service-public.fr/particuliers/vosdroits/F1988?lang=en>) is mandatory from notification the order or, if you did not receive it, as soon as the time limit for your file has expired.

The display shall remain in place for the duration of the work and be visible from the outside. The information on your billboard must be legible from the highway or from spaces open to the public.

Your neighbours can do one **ex gratia** (<https://www.service-public.fr/particuliers/vosdroits/F2474?lang=en>) to the Mayor, from 1st day of posting in the field and for 2 months. In the absence of a posting, they can challenge the authorisation for another 6 months after the completion of the work.

Term

The advance declaration of work has **validity** (<https://www.service-public.fr/particuliers/vosdroits/F2082?lang=en>) 3 years.

It is out of date if you have not started the work within 3 years or if, after this period, you interrupt it for more than 1 year.

Where the declaration concerns a change of destination or a division of land, the decision is no longer valid if these operations have not taken place within 3 years.

However, the time limit may be extended **2 times for 1 year** if the city planning rules and administrative procedures have not changed.

You must apply for at least 2 months **before the initial validity period of your RFP expires** (or before your 1st expires^{re} request for

extension). This request for an extension must be sent on free paper, in 2 copies, by letter RAR () or deposited in the town hall. The extension is granted if the town hall does not send you a decision within 2 months of receiving the request in the town hall.

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Statute and miscellaneous references

- City planning Code: Articles R421-9 to R*421-12 [↗](https://www.legifrance.gouv.fr/codes/id/LEGISCTA000006188272) (https://www.legifrance.gouv.fr/codes/id/LEGISCTA000006188272)
New structures requiring prior declaration
- City planning Code: Articles R*421-17 [↗](https://www.legifrance.gouv.fr/codes/article_lc/LEGIARTI000034355355) (https://www.legifrance.gouv.fr/codes/article_lc/LEGIARTI000034355355)
Work on existing construction, change of destination, overhaul requiring a RFP
- City planning Code: Article R*421-2 [↗](https://www.legifrance.gouv.fr/codes/article_lc/LEGIARTI000034355439) (https://www.legifrance.gouv.fr/codes/article_lc/LEGIARTI000034355439)
Jobs not requiring prior declaration
- City planning Code: Article R 421-5 [↗](https://www.legifrance.gouv.fr/codes/article_lc/LEGIARTI000034722169) (https://www.legifrance.gouv.fr/codes/article_lc/LEGIARTI000034722169)
Temporary construction
- City planning Code: items R111-47 to R111-50 [↗](https://www.legifrance.gouv.fr/codes/section_lc/LEGITEXT000006074075/LEGISCTA000031719440) (https://www.legifrance.gouv.fr/codes/section_lc/LEGITEXT000006074075/LEGISCTA000031719440)
Caravan parking
- City planning Code: items *R421-23 to *R421-25 [↗](https://www.legifrance.gouv.fr/codes/id/LEGISCTA000006188279) (https://www.legifrance.gouv.fr/codes/id/LEGISCTA000006188279)
Installation of a caravan for more than 3 months
- City planning Code: items R431-35 to R431-37 [↗](https://www.legifrance.gouv.fr/codes/id/LEGISCTA000006175991) (https://www.legifrance.gouv.fr/codes/id/LEGISCTA000006175991)
Contents of the prior declaration application
- City planning Code: Articles R*423-1 and R*423-2 [↗](https://www.legifrance.gouv.fr/codes/id/LEGISCTA000006176113) (https://www.legifrance.gouv.fr/codes/id/LEGISCTA000006176113)
Filing of applications and declarations
- City planning Code: R424-13 [↗](https://www.legifrance.gouv.fr/codes/article_lc/LEGIARTI000037215370) (https://www.legifrance.gouv.fr/codes/article_lc/LEGIARTI000037215370)
Notification of decision
- City planning Code: Article R*431-2 [↗](https://www.legifrance.gouv.fr/codes/article_lc/LEGIARTI000038682379) (https://www.legifrance.gouv.fr/codes/article_lc/LEGIARTI000038682379)
Use of an architect
- City planning Code: Articles R*424-17 to R*424-20 [↗](https://www.legifrance.gouv.fr/codes/id/LEGISCTA000006175982) (https://www.legifrance.gouv.fr/codes/id/LEGISCTA000006175982)
Deadline
- City planning Code: Articles R*424-21 to R*424-23 [↗](https://www.legifrance.gouv.fr/codes/id/LEGISCTA000006175983) (https://www.legifrance.gouv.fr/codes/id/LEGISCTA000006175983)
Extension of validity period
- City planning Code: Articles R*421-14 and R*421-16 [↗](https://www.legifrance.gouv.fr/codes/id/LEGISCTA000006188273) (https://www.legifrance.gouv.fr/codes/id/LEGISCTA000006188273)
Permit to construct for a modification of the supporting structures or the facade with a change of destination
- City planning Code: Article R*424-15 [↗](https://www.legifrance.gouv.fr/codes/id/LEGIARTI000038682316) (https://www.legifrance.gouv.fr/codes/id/LEGIARTI000038682316)
Field Display
- Written Question No 15770 of 28 October 2010 on the waiver of a decision not to oppose a prior declaration [↗](http://www.senat.fr/questions/base/2010/qSEQ101015770.html)
(http://www.senat.fr/questions/base/2010/qSEQ101015770.html)
- Departmental Response of March 30, 2017 regarding the conversion of a garage into a living room [↗](https://www.senat.fr/questions/base/2016/qSEQ161023533.html)
(https://www.senat.fr/questions/base/2016/qSEQ161023533.html)

Online services and forms

- Pre-declaration for an individual house and/or its annexes - DPMI (https://www.service-public.fr/particuliers/vosdroits/R2028?lang=en)
Form
- Prior declaration (construction, works, installations and installations not subject to building permits) (https://www.service-public.fr/particuliers/vosdroits/R11646?lang=en)
Form
- Pre-declaration (allotments and other land divisions not subject to development permits)(https://www.service-public.fr/particuliers/vosdroits/R1995?lang=en)
Form
- Support for your city planning authorisation request (https://www.service-public.fr/particuliers/vosdroits/R52221?lang=en)
Online service