



This page has been automatically translated. Please refer to the page in French if needed.

## Building permit

Verified 06 janvier 2022 - Legal and Administrative Information Directorate (Prime Minister)

The building permit is a city planning authorisation. It concerns new constructions, even without foundation, of more than 215 feet<sup>2</sup>. Extension and change of destination of existing buildings may also be subject to permits. Work that is not covered by the building permit is normally subject to prior declaration of work.

### Construction of an individual house

A building permit is required for the construction of an individual house of more than 20 m<sup>2</sup>. The [use of an architect](https://www.service-public.fr/particuliers/vosdroits/F20568?lang=en) (<https://www.service-public.fr/particuliers/vosdroits/F20568?lang=en>) is required to develop your architectural project if floor surface of your future construction exceeds 150 m<sup>2</sup>.

An individual house built for your personal use is not subject to the regulations on **accessibility**. On the other hand, houses intended to be rented, made available or sold must comply with these rules. They must be built and arranged so that they are accessible regardless of the disability. The accessibility requirement applies to outdoor traffic, accommodation and car parking.

#### Application for a building permit

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

#### Assistance with city planning applications

City planning Application Support guides you through completing your application for a building permit. Depending on your project, it determines the list of parts 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>)

From 1<sup>st</sup> 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 deposited or sent by registered mail with acknowledgement to the town hall where the land is located.

#### 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/)

#### Form


Your application for a building permit can be made on a form.



#### Application for a building permit for a single house and/or its annexes (PCMI)

Cerfa n° 13406\*08 - Ministry of city planning

Go to  
form(pdf - 798.1 KB) [↗](https://www.formulaires.service-public.fr/gf/cerfa_13406.do)  
([https://www.formulaires.service-public.fr/gf/cerfa\\_13406.do](https://www.formulaires.service-public.fr/gf/cerfa_13406.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*08) [↗](https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=2&cerfaFormulaire=13406*08) ([https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=2&cerfaFormulaire=13406\\*08](https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=2&cerfaFormulaire=13406*08))

 Formulaires annexes

- Document to be attached to the building permit 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=3&cerfaFormulaire=88065*08) [↗](https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=3&cerfaFormulaire=88065*08) ([https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=3&cerfaFormulaire=88065\\*08](https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=3&cerfaFormulaire=88065*08))


The construction permit file includes the following documents:

- Form
- Declaration of the elements necessary for the calculation of taxes (from 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 payment for subdensity)
- **Attachment Slip** that identifies the parts you want to supply according to your project

Some documents must be attached to the folder:

- **Situation plan** of the land within the commune, which specifies its scale and its orientation towards the north
- **Mass Plan** of the buildings, rated in the 3 dimensions which specifies its scale and the orientation of the land in relation to the north
- **Cutting plan** which specifies the location of the construction in relation to the land profile
- **Notice** describing the terrain and presenting the project
- **Roof and façade map** for all projects. It must show the initial and future state when the project has the effect of modifying the facades or roofs
- **Graphic Document** such as freehand sketches or computer simulations. It allows you to evaluate the insertion of the project in its environment
- **Photo** to place the land in its **nearby**
- **Photo** to place the land in its **remote environment**

Additional parts may be required depending on your project.

 **FYI** : the administration can request only the documents provided in the attachment form.

If you are in the metropolitan area, you must also include a **certificate of recognition of thermal regulation**.

You will have to go back to town:

- 4 full folders
- 5 additional copies of the status plan
- 5 more copies of the mass plan
- 5 more copies of cutting plan

Additional copies of the permit and attached file are required if your project is located in a protected site (near historic monuments, remarkable heritage sites or protected site classified or pending). To find out if you are in this situation, ask the city planning department of your town hall.

From 1<sup>st</sup> 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 deposited or sent by registered mail with acknowledgement to the town hall where the land is located.

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/>)

Upon receipt of your application for a permit, the town hall issues or sends you a receipt. It shall include a registration number indicating the starting point of the date from which the work may begin.

If your file is incomplete, the town hall has 1 month to claim the missing pieces. You will then have 3 months to complete it. If you do not provide the missing parts, your application will be considered rejected.

A Notice of Application for a Permit is posted in the City Hall within 15 days of your filing and for the duration of the investigation of the file. This notice specifies the essential characteristics of your project.

#### Instruction Time

##### General case

Instruction time is **2 months for a single house and its annexes** and 3 months for other projects.

##### Remarkable heritage site

The investigation period is 3 months. You will be informed within one month of the filing of your application.

##### On the edge of a historical monument

The investigation period is 3 months. You will be informed within one month of the filing of your application.

#### Decisions of the City Council

The building permit shall be granted if the proposed works comply with the rules of land use, location, destination, nature, architecture, dimensions, sanitation of buildings and development of their surroundings.

The planned construction must comply with the local city planning plan in force in the municipality.

##### If a city planning certificate has been issued

If the permit is filed within 18 months of the issuance of the city planning certificate, the city planning, fee and contribution rules apply as they existed on the date of the certificate. They can't be questioned.

##### If the project is located in a subdivision

During the 5 years following the authorisation to leave, the town hall applies the same city planning rules. When the subdivision has been subject to a preliminary declaration of works (SOW), this 5-year period begins on the date of non-opposition. When a development permit has been issued, the time limit begins on the completion date of the development.

##### Answer from City Hall

City Hall can accept or reject your request. It may also suspend its decision ( *stay*).

Répondez aux questions successives et les réponses s'afficheront automatiquement

##### Acceptance

The decision of the town hall takes the form of an order. This decision is sent to you by registered letter with notification of receipt or by email.

**⚠ Warning :** within 3 months of the date of the permit decision, the town hall may withdraw a permit if it considers that it was issued illegally.

#### Refusal

Refusal to issue a building permit takes the form of a reasoned order. It shall also indicate the means and time limits for appeal. This decision is sent to you by registered letter with notification of receipt or by email.

You can ask the town hall to review its position within 2 months of the refusal by registered letter with notice of receipt.

#### 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/)

#### No response

If you do not receive a reply from the town hall after the investigation period has expired, **permit is tacitly granted**.

Upon your request, the City Council may issue you a certificate stating that you have not opposed the application.

If you do not obtain this certificate within 2 months of your request, you can appeal to the [administrative court \(https://www.service-public.fr/particuliers/vosdroits/F2478?lang=en\)](https://www.service-public.fr/particuliers/vosdroits/F2478?lang=en).

**⚠ Warning :** within 3 months of the date of the permit decision, the town hall may withdraw a permit if it considers that it was issued illegally.

Failure to respond can also mean an implicit denial of a permit. This is the case for a project submitted to the agreement of the architect of the French Buildings (ABF) when he has issued an unfavourable opinion or a favourable opinion with prescriptions. The same applies to a project involving a building listed as a historic monument.

Stay

**City Hall can suspend its decision for 2 years** by taking a decision to stay a reasoned decision.

A decision on any application for authorisation of works, constructions or installations may be stayed in the following cases:

- The land is part of the perimeter of a Concerted Development Zone (CAZ)
- At the time of initiation of the pre-public utility (DUP) investigation of an operation
- The planned construction may jeopardise or increase the cost of carrying out public works or carrying out a development operation
- The planned constructions are likely to compromise or make it more expensive to execute the future local city planning plan (PLU)
- The project is located in an area that is destined to be in the heart of a national park

Upon expiry of the 2-year stay of proceedings, the City Hall must, on simple confirmation of your application for a building permit, examine your file and decide within 2 months.

**👉 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.

Duration of the building permit

The building permit is valid for 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.

The time limit may be extended 2 times for 1 year. You must apply for at least 2 months **before your licence expires**. This request for an extension is sent on free paper, in 2 copies, by registered letter with notice of receipt or filed in town hall.

The town hall has 2 months to answer you. If no reply is received, your request for extension is accepted.

You are not given a deadline to complete your work and you can schedule it. They must be large enough and never interrupted for more than a year.

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/)

Display of building permit in the field

The posting of the building permit in the field is mandatory.

You must display your permission on a panel as soon as notification of the order or from the date on which the tacit permit (or the decision not to oppose the prior declaration) is acquired.

The display is made by a rectangular panel at least 80 centimetres long and wide.

You can find this type of panel in DIY stores.

The sign shall be settled so that the information contained therein is clearly legible from the highway or from spaces open to the public throughout the construction period.

The display panel must include the following information:

- Name
- Corporate name
- Name of the architect responsible for the architectural project
- Date of issue of permit and its number
- Nature of the project and the area of the land
- Address of the town hall where the file can be consulted

If the project provides for **buildings**, the floor surface and the height of the construction(s) in metres relative to the natural ground.

If the project involves **housing**, it shall specify the maximum number of lots.

If the project involves **campsite or leisure park**, it shall give the total number of locations and, if applicable, the number of locations reserved for light-duty recreational housing.

If the project provides for **demolitions**, it shall indicate the surface of the building or buildings to be demolished.

The display panel shall be marked as follows:

« *Right of appeal:* »

« *The time limit for bringing a complaint is two months from the first day of a continuous period of two months of posting on the ground of this panel (art. R. 600-2 of the city planning code).* »

« *Any administrative or contentious appeal must, as soon as it is inadmissible, be notified to the author of the decision and to the beneficiary of the permit or decision taken on the prior declaration. This notification must be sent by registered letter with acknowledgement of receipt within 15 clear days of the filing of the appeal (Art. R. 600-1 of the city planning Code)* ».

A third party can consult the project file in the town hall. For 2 months from 1<sup>st</sup> day of posting in the field, your neighbours can challenge authorisation (<https://www.service-public.fr/particuliers/vosdroits/F20567?lang=en>) that was granted to you. They then make a free appeal to the mayor who issued the authorisation.

If they do not have a posting, they will be able to challenge the authorisation for 6 months after the completion of the work.

The panel shall be displayed without interruption and shall remain in place for the duration of the work.

It must be visible from the outside.

The absence of a city planning permit posting on the ground does not make the permit illegal. On the other hand, it allows for litigation for the duration of the work and up to 6 months after its completion.

In case of dispute, you must provide proof that you have completed the posting formalities.

To do this, you must establish the following 3 points:

- Display Start Date
- Display regularity
- Panel visibility and visibility

Proof of this display can be established by any means. The judges admitted that the evidence of persons not related to the permit holder could constitute evidence. The beneficiary can also produce a statement of bailiff made during the posting period.

## Expansion of an existing detached house

You plan to expand your home by raising it or by building, for example, a veranda or a garage. To find out what authority you will be seeking, you must know whether your building is located in an urban area of a municipality covered by a local city planning plan (PLU) or a land use plan (POS). You can obtain this information from 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/>)

Répondez aux questions successives et les réponses s'afficheront automatiquement

Urban area of a commune covered by a PLU or a POS

If your project creates floor surface or footprint less than or equal to 40 m<sup>2</sup>, prior declaration of work (<https://www.service-public.fr/particuliers/vosdroits/F17578?lang=en>) City Hall.

If your project involves an extension of more than 40 m<sup>2</sup> of floor surface or Ground, you must apply for a building permit.

**▲ Warning :** the use of an architect (<https://www.service-public.fr/particuliers/vosdroits/F20568?lang=en>) is mandatory from 215 ft<sup>2</sup> if the floor surface of your house is increased to 150 m<sup>2</sup> after works.

Other area of a commune covered by a PLU or a POS

If your project creates floor surface or footprint less than or equal to 20 m<sup>2</sup>, you must deposit prior declaration of work (<https://www.service-public.fr/particuliers/vosdroits/F17578?lang=en>) City Hall.

If your project creates more than 20 m<sup>2</sup> of floor surface or Ground, you must apply for a building permit.

**▲ Warning :** the use of an architect (<https://www.service-public.fr/particuliers/vosdroits/F20568?lang=en>) is mandatory for all expansion projects, subject to building permits, that bring the floor area of the existing construction to more than 150 m<sup>2</sup>.

Common not covered by PLU or POS

If your project creates floor surface or footprint less than or equal to 20 m<sup>2</sup>, you must deposit [prior declaration of work \(https://www.service-public.fr/particuliers/vosdroits/F17578?lang=en\)](https://www.service-public.fr/particuliers/vosdroits/F17578?lang=en) City Hall.

If your project creates more than 20 m<sup>2</sup> of floor surface or Ground, you must apply for a building permit.

**⚠ Warning :** the [use of an architect \(https://www.service-public.fr/particuliers/vosdroits/F20568?lang=en\)](https://www.service-public.fr/particuliers/vosdroits/F20568?lang=en) is mandatory for all expansion projects, subject to building permits, that bring the floor area of the existing construction to more than 150 m<sup>2</sup>.

Application for a building permit


You can use an online service to help you build your file or fill out a form.

Assistance with city planning applications

City planning Application Support guides you through completing your application for a building permit. Depending on your project, it determines the list of parts 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>)

From 1<sup>st</sup> 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 deposited or sent by registered mail with acknowledgement to the town hall where the land is located.


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/)


Form

Your application for a building permit can be made on a form.

 [Application for a building permit for a single house and/or its annexes \(PCMI\)](#)

Cerfa n° 13406\*08 - Ministry of city planning

Go to  
form(pdf - 798.1 KB)   
([https://www.formulaires.service-public.fr/gf/cerfa\\_13406.do](https://www.formulaires.service-public.fr/gf/cerfa_13406.do))

 Consult the online manual

- [Notice - Permit to build, build, demolish, pre-declaration !\[\]\(841791881156cc7108c4050183c5b497\_img.jpg\)](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 !\[\]\(2095a0984d344b1d716465bc36aa6a04\_img.jpg\)](https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=2&cerfaFormulaire=13406*08) ([https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=2&cerfaFormulaire=13406\\*08](https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=2&cerfaFormulaire=13406*08))

 Formulaires annexes

- Document to be attached to the building permit when several persons are involved in the same project :  
▸ [Complementary/other applicants for the same project !\[\]\(730ea7e6bf68922ca31896970e2db5a9\_img.jpg\)](https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=3&cerfaFormulaire=88065*08) ([https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=3&cerfaFormulaire=88065\\*08](https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=3&cerfaFormulaire=88065*08))

The construction permit file includes the following documents:

- ▶ Form
- ▶ Declaration of the elements necessary for the calculation of taxes (from 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 payment for subdensity)
- ▶ **Attachment Slip** that identifies the parts you want to supply according to your project

Some documents must be attached to the folder:

- ▶ **Situation plan** of the land within the commune, which specifies its scale and its orientation towards the north
- ▶ **Mass Plan** of the buildings, rated in the 3 dimensions which specifies its scale and the orientation of the land in relation to the north
- ▶ **Cutting plan** which specifies the location of the construction in relation to the land profile
- ▶ **Notice** describing the terrain and presenting the project
- ▶ **Roof and façade map** for all projects. It must show the initial and future state when the project has the effect of modifying the facades or roofs
- ▶ **Graphic Document** such as freehand sketches or computer simulations. It allows you to evaluate the insertion of the project in its environment
- ▶ **Photo** to place the land in its **nearby**
- ▶ **Photo** to place the land in its **remote environment**

Additional parts may be required depending on your project.

➡ **FYI** : the administration can request only the documents provided in the attachment form.

If you are in the metropolitan area, you must also include a **certificate of recognition of thermal regulation**.

You will have to go back to town:

- ▶ 4 full folders
- ▶ 5 additional copies of the status plan
- ▶ 5 more copies of the mass plan
- ▶ 5 more copies of cutting plan

Additional copies of the permit and attached file are required if your project is located in a protected site (near historic monuments, remarkable heritage sites or protected site classified or pending). To find out if you are in this situation, ask the city planning department of your town hall.

From 1<sup>st</sup> 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 deposited or sent by registered mail with acknowledgement to the town hall where the land is located.

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/)

Upon receipt of your application for a permit, the town hall issues or sends you a receipt. It shall include a registration number indicating the starting point of the date from which the work may begin.

If your file is incomplete, the town hall has 1 month to claim the missing pieces. You will then have 3 months to complete it. If you do not provide the missing parts, your application will be considered rejected.

A Notice of Application for a Permit is posted in the City Hall within 15 days of your filing and for the duration of the investigation of the file. This notice specifies the essential characteristics of your project.

Instruction Time

General case

Instruction time is **2 months for a single house and its annexes** and 3 months for other projects.

Remarkable heritage site

The investigation period is 3 months. You will be informed within one month of the filing of your application.

On the edge of a historical monument

The investigation period is 3 months. You will be informed within one month of the filing of your application.

Decisions of the City Council

The building permit shall be granted if the proposed works comply with the rules of land use, location, destination, nature, architecture, dimensions, sanitation of buildings and development of their surroundings.

The planned construction must comply with the local city planning plan in force in the municipality.

If a city planning certificate has been issued

If the permit is filed within 18 months of the issuance of the city planning certificate, the city planning, fee and contribution rules apply as they existed on the date of the certificate. They can't be questioned.

If the project is located in a subdivision

During the 5 years following the authorisation to leave, the town hall applies the same city planning rules. When the subdivision has been subject to a preliminary declaration of works (SOW), this 5-year period begins on the date of non-opposition. When a development permit has been issued, the time limit begins on the completion date of the development.

Answer from City Hall

City Hall can accept or reject your request. It may also suspend its decision ( *stay*).

Répondez aux questions successives et les réponses s'afficheront automatiquement

Acceptance

The decision of the town hall takes the form of an order. This decision is sent to you by registered letter with notification of receipt or by email.

**▲ Warning :** within 3 months of the date of the permit decision, the town hall may withdraw a permit if it considers that it was issued illegally.

Refusal

Refusal to issue a building permit takes the form of a reasoned order. It shall also indicate the means and time limits for appeal. This decision is sent to you by registered letter with notification of receipt or by email.

You can ask the town hall to review its position within 2 months of the refusal by registered letter with notice of receipt.

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/)

No response

If you do not receive a reply from the town hall after the investigation period has expired, **permit is tacitly granted**.

Upon your request, the City Council may issue you a certificate stating that you have not opposed the application.

If you do not obtain this certificate within 2 months of your request, you can appeal to the **administrative court** (<https://www.service-public.fr/particuliers/vosdroits/F2478?lang=en>).

**▲ Warning :** within 3 months of the date of the permit decision, the town hall may withdraw a permit if it considers that it was issued illegally.

Failure to respond can also mean an implicit denial of a permit. This is the case for a project submitted to the agreement of the architect of the French Buildings (ABF) when he has issued an unfavourable opinion or a favourable opinion with prescriptions. The same applies to a project involving a building listed as a historic monument.

Stay

**City Hall can suspend its decision for 2 years** by taking a decision to stay a reasoned decision.

A decision on any application for authorisation of works, constructions or installations may be stayed in the following cases:

- The land is part of the perimeter of a Concerted Development Zone (CAZ)
- At the time of initiation of the pre-public utility (DUP) investigation of an operation
- The planned construction may jeopardise or increase the cost of carrying out public works or carrying out a development operation
- The planned constructions are likely to compromise or make it more expensive to execute the future local city planning plan (PLU)
- The project is located in an area that is destined to be in the heart of a national park

Upon expiry of the 2-year stay of proceedings, the City Hall must, on simple confirmation of your application for a building permit, examine your file and decide within 2 months.

► **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.



## Term

The building permit is valid for 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.

The time limit may be extended 2 times for 1 year. You must apply for at least 2 months **before your licence expires**. This request for an extension is sent on free paper, in 2 copies, by registered letter with notice of receipt or filed in town hall.

The town hall has 2 months to answer you. If no reply is received, your request for extension is accepted.

You are not given a deadline to complete your work and you can schedule it. They must be large enough and never interrupted for more than a year.

## 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/)

## Field Display

The posting of the building permit in the field is mandatory.

You must display your permission on a panel as soon as notification of the order or from the date on which the tacit permit (or the decision not to oppose the prior declaration) is acquired.

The display is made by a rectangular panel at least 80 centimetres long and wide.

You can find this type of panel in DIY stores.

The sign shall be settled so that the information contained therein is clearly legible from the highway or from spaces open to the public throughout the construction period.

The display panel must include the following information:

- Name
- Corporate name
- Name of the architect responsible for the architectural project
- Date of issue of permit and its number
- Nature of the project and the area of the land
- Address of the town hall where the file can be consulted

If the project provides for **buildings**, the floor surface and the height of the construction(s) in metres relative to the natural ground.

If the project involves **housing**, it shall specify the maximum number of lots.

If the project involves **campsite or leisure park**, it shall give the total number of locations and, if applicable, the number of locations reserved for light-duty recreational housing.

If the project provides for **demolitions**, it shall indicate the surface of the building or buildings to be demolished.

The display panel shall be marked as follows:

« *Right of appeal:* »

« *The time limit for bringing a complaint is two months from the first day of a continuous period of two months of posting on the ground of this panel (art. R. 600-2 of the city planning code).* »

« *Any administrative or contentious appeal must, as soon as it is inadmissible, be notified to the author of the decision and to the beneficiary of the permit or decision taken on the prior declaration. This notification must be sent by registered letter with acknowledgement of receipt within 15 clear days of the filing of the appeal (Art. R. 600-1 of the city planning Code).* ».

A third party can consult the project file in the town hall. For 2 months from 1<sup>st</sup> day of posting in the field, your neighbours can challenge authorisation (<https://www.service-public.fr/particuliers/vosdroits/F20567?lang=en>) that was granted to you. They then make a free appeal to the mayor who issued the authorisation.

If they do not have a posting, they will be able to challenge the authorisation for 6 months after the completion of the work.

The panel shall be displayed without interruption and shall remain in place for the duration of the work.

It must be visible from the outside.

The absence of a city planning permit posting on the ground does not make the permit illegal. On the other hand, it allows for litigation for the duration of the work and up to 6 months after its completion.

In case of dispute, you must provide proof that you have completed the posting formalities.

To do this, you must establish the following 3 points:

- Display Start Date
- Display regularity
- Panel visibility and visibility

Proof of this display can be established by any means. The judges admitted that the evidence of persons not related to the permit holder could constitute evidence. The beneficiary can also produce a statement of bailiff made during the posting period.

## Swimming pool and pool shelter

One [pool](https://www.service-public.fr/particuliers/vosdroits/F31404?lang=en) (<https://www.service-public.fr/particuliers/vosdroits/F31404?lang=en>) above ground and a swimming pool with foundations are both considered as buildings.

A building permit is required for all swimming pools with an area of more than 100 m<sup>2</sup>. The same applies to an indoor pool with an area of between 10 and 100m<sup>2</sup> and a fixed or mobile cover with a height above 1.80m above the ground

**⚠ Warning :** the installation of a pool shelter is subject to a permit to build in the perimeter of a remarkable heritage site, in the vicinity of historical monuments or in a listed or unclassified site.

Application for a building permit


You can use an online service to help you build your file or fill out a form.

Assistance with city planning applications

City planning Application Support guides you through completing your application for a building permit. Depending on your project, it determines the list of parts 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>)

From 1<sup>st</sup> 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 deposited or sent by registered mail with acknowledgement to the town hall where the land is located.


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/>)


Form

Your application for a building permit can be made on a form.

 [Application for a building permit for a single house and/or its annexes \(PCMI\)](#)


Cerfa n° 13406\*08 - Ministry of city planning

Go to  
form(pdf - 798.1 KB)   
([https://www.formulaires.service-public.fr/gf/cerfa\\_13406.do](https://www.formulaires.service-public.fr/gf/cerfa_13406.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*08)  ([https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=2&cerfaFormulaire=13406\\*08](https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=2&cerfaFormulaire=13406*08))

#### ■ Formulaires annexes

- ▶ Document to be attached to the building permit 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=3&cerfaFormulaire=88065*08)  ([https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=3&cerfaFormulaire=88065\\*08](https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=3&cerfaFormulaire=88065*08))

The construction permit file includes the following documents:

- ▶ Form
- ▶ Declaration of the elements necessary for the calculation of taxes (from 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 payment for subdensity)
- ▶ **Attachment Slip** that identifies the parts you want to supply according to your project

Some documents must be attached to the folder:

- ▶ **Situation plan** of the land within the commune, which specifies its scale and its orientation towards the north
- ▶ **Mass Plan** of the buildings, rated in the 3 dimensions which specifies its scale and the orientation of the land in relation to the north
- ▶ **Cutting plan** which specifies the location of the construction in relation to the land profile
- ▶ **Notice** describing the terrain and presenting the project
- ▶ **Roof and façade map** for all projects. It must show the initial and future state when the project has the effect of modifying the facades or roofs
- ▶ **Graphic Document** such as freehand sketches or computer simulations. It allows you to evaluate the insertion of the project in its environment
- ▶ **Photo** to place the land in its **nearby**
- ▶ **Photo** to place the land in its **remote environment**

Additional parts may be required depending on your project.

➔ **FYI** : the administration can request only the documents provided in the attachment form.

If you are in the metropolitan area, you must also include a **certificate of recognition of thermal regulation**.

You will have to go back to town:

- ▶ 4 full folders
- ▶ 5 additional copies of the status plan
- ▶ 5 more copies of the mass plan
- ▶ 5 more copies of cutting plan

Additional copies of the permit and attached file are required if your project is located in a protected site (near historic monuments, remarkable heritage sites or protected site classified or pending). To find out if you are in this situation, ask the city planning department of your town hall.

From 1<sup>st</sup> 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 deposited or sent by registered mail with acknowledgement to the town hall where the land is located.

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/>)

Upon receipt of your application for a permit, the town hall issues or sends you a receipt. It shall include a registration number indicating the starting point of the date from which the work may begin.

If your file is incomplete, the town hall has 1 month to claim the missing pieces. You will then have 3 months to complete it. If you do not provide the missing parts, your application will be considered rejected.

A Notice of Application for a Permit is posted in the City Hall within 15 days of your filing and for the duration of the investigation of the file. This notice specifies the essential characteristics of your project.

## Instruction Time

### General case

Instruction time is **2 months for a single house and its annexes** and 3 months for other projects.

### Remarkable heritage site

The investigation period is 3 months. You will be informed within one month of the filing of your application.

### On the edge of a historical monument

The investigation period is 3 months. You will be informed within one month of the filing of your application.

## Decisions of the City Council

The building permit shall be granted if the proposed works comply with the rules of land use, location, destination, nature, architecture, dimensions, sanitation of buildings and development of their surroundings.

The planned construction must comply with the local city planning plan in force in the municipality.

### If a city planning certificate has been issued

If the permit is filed within 18 months of the issuance of the city planning certificate, the city planning, fee and contribution rules apply as they existed on the date of the certificate. They can't be questioned.

### If the project is located in a subdivision

During the 5 years following the authorisation to leave, the town hall applies the same city planning rules. When the subdivision has been subject to a preliminary declaration of works (SOW), this 5-year period begins on the date of non-opposition. When a development permit has been issued, the time limit begins on the completion date of the development.

### Answer from City Hall

City Hall can accept or reject your request. It may also suspend its decision ( *stay*).

Répondez aux questions successives et les réponses s'afficheront automatiquement

### Acceptance

The decision of the town hall takes the form of an order. This decision is sent to you by registered letter with notification of receipt or by email.

**⚠ Warning :** within 3 months of the date of the permit decision, the town hall may withdraw a permit if it considers that it was issued illegally.

## Refusal

Refusal to issue a building permit takes the form of a reasoned order. It shall also indicate the means and time limits for appeal. This decision is sent to you by registered letter with notification of receipt or by email.

You can ask the town hall to review its position within 2 months of the refusal by registered letter with notice of receipt.

### 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/)

### No response

If you do not receive a reply from the town hall after the investigation period has expired, **permit is tacitly granted**.

Upon your request, the City Council may issue you a certificate stating that you have not opposed the application.

If you do not obtain this certificate within 2 months of your request, you can appeal to the **administrative court** (<https://www.service-public.fr/particuliers/vosdroits/F2478?lang=en>).

**⚠ Warning :** within 3 months of the date of the permit decision, the town hall may withdraw a permit if it considers that it was issued illegally.

Failure to respond can also mean an implicit denial of a permit. This is the case for a project submitted to the agreement of the architect of the French Buildings (ABF) when he has issued an unfavourable opinion or a favourable opinion with prescriptions. The same applies to a project involving a building listed as a historic monument.

### Stay

**City Hall can suspend its decision for 2 years** by taking a decision to stay a reasoned decision.

A decision on any application for authorisation of works, constructions or installations may be stayed in the following cases:

- The land is part of the perimeter of a Concerted Development Zone (CAZ)
- At the time of initiation of the pre-public utility (DUP) investigation of an operation
- The planned construction may jeopardise or increase the cost of carrying out public works or carrying out a development operation
- The planned constructions are likely to compromise or make it more expensive to execute the future local city planning plan (PLU)
- The project is located in an area that is destined to be in the heart of a national park

Upon expiry of the 2-year stay of proceedings, the City Hall must, on simple confirmation of your application for a building permit, examine your file and decide within 2 months.

👉 **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.

#### Term

The building permit is valid for 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.

The time limit may be extended 2 times for 1 year. You must apply for at least 2 months **before your licence expires**. This request for an extension is sent on free paper, in 2 copies, by registered letter with notice of receipt or filed in town hall.

The town hall has 2 months to answer you. If no reply is received, your request for extension is accepted.

You are not given a deadline to complete your work and you can schedule it. They must be large enough and never interrupted for more than a year.

#### 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/)

#### Field Display

The posting of the building permit in the field is mandatory.

You must display your permission on a panel as soon as notification of the order or from the date on which the tacit permit (or the decision not to oppose the prior declaration) is acquired.

The display is made by a rectangular panel at least 80 centimetres long and wide.

You can find this type of panel in DIY stores.

The sign shall be settled so that the information contained therein is clearly legible from the highway or from spaces open to the public throughout the construction period.

The display panel must include the following information:

- Name
- Corporate name
- Name of the architect responsible for the architectural project
- Date of issue of permit and its number
- Nature of the project and the area of the land
- Address of the town hall where the file can be consulted

If the project provides for **buildings**, the floor surface and the height of the construction(s) in metres relative to the natural ground.

If the project involves **housing**, it shall specify the maximum number of lots.

If the project involves **campsite or leisure park**, it shall give the total number of locations and, if applicable, the number of locations reserved for light-duty recreational housing.

If the project provides for **demolitions**, it shall indicate the surface of the building or buildings to be demolished.

The display panel shall be marked as follows:

« *Right of appeal:* »

« *The time limit for bringing a complaint is two months from the first day of a continuous period of two months of posting on the ground of this panel (art. R. 600-2 of the city planning code).* »

« Any administrative or contentious appeal must, as soon as it is inadmissible, be notified to the author of the decision and to the beneficiary of the permit or decision taken on the prior declaration. This notification must be sent by registered letter with acknowledgement of receipt within 15 clear days of the filing of the appeal (Art. R. 600-1 of the city planning Code) ».

A third party can consult the project file in the town hall. For 2 months from 1<sup>st</sup> day of posting in the field, your neighbours can challenge authorisation (<https://www.service-public.fr/particuliers/vosdroits/F20567?lang=en>) that was granted to you. They then make a free appeal to the mayor who issued the authorisation.

If they do not have a posting, they will be able to challenge the authorisation for 6 months after the completion of the work.

The panel shall be displayed without interruption and shall remain in place for the duration of the work.

It must be visible from the outside.

The absence of a city planning permit posting on the ground does not make the permit illegal. On the other hand, it allows for litigation for the duration of the work and up to 6 months after its completion.

In case of dispute, you must provide proof that you have completed the posting formalities.


To do this, you must establish the following 3 points:

- Display Start Date
- Display regularity
- Panel visibility and visibility

Proof of this display can be established by any means. The judges admitted that the evidence of persons not related to the permit holder could constitute evidence. The beneficiary can also produce a statement of bailiff made during the posting period.

## Garden shelter, garage, cabin...

A building permit is required if you are creating a building that is independent of your home ground right of way or floor surface is more than 215 ft<sup>2</sup>.

 **Please note** : if the surface of your construction project is between 5 and 20 m<sup>2</sup>, you will have to deposit a advance notice of work. (<https://www.service-public.fr/particuliers/vosdroits/F17578?lang=en>)

If your project has a footprint and a floor area of less than 5 m<sup>2</sup>, it is not subject to city planning authorisation. However, you should consult the local city planning plan (PLU) or city planning document instead. Your project will have to comply with the city planning Code and PLU.

Application for a building permit


You can use an online service to help you build your file or fill out a form.

Assistance with city planning applications

City planning Application Support guides you through completing your application for a building permit. Depending on your project, it determines the list of parts 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>)

From 1<sup>st</sup> 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 deposited or sent by registered mail with acknowledgement to the town hall where the land is located.

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/>)

## Form

Your application for a building permit can be made on a form.



Application for a building permit for a single house and/or its annexes (PCMI)

Cerfa n° 13406\*08 - Ministry of city planning

Go to  
form(pdf - 798.1 KB)   
([https://www.formulaires.service-public.fr/gf/cerfa\\_13406.do](https://www.formulaires.service-public.fr/gf/cerfa_13406.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*08) ([https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=2&cerfaFormulaire=13406\\*08](https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=2&cerfaFormulaire=13406*08))

Formulaires annexes

- ▶ Document to be attached to the building permit 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=3&cerfaFormulaire=88065*08) ([https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=3&cerfaFormulaire=88065\\*08](https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=3&cerfaFormulaire=88065*08))

The construction permit file includes the following documents:

- ▶ Form
- ▶ Declaration of the elements necessary for the calculation of taxes (from 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 payment for subdensity)
- ▶ **Attachment Slip** that identifies the parts you want to supply according to your project

Some documents must be attached to the folder:

- ▶ **Situation plan** of the land within the commune, which specifies its scale and its orientation towards the north
- ▶ **Mass Plan** of the buildings, rated in the 3 dimensions which specifies its scale and the orientation of the land in relation to the north
- ▶ **Cutting plan** which specifies the location of the construction in relation to the land profile
- ▶ **Notice** describing the terrain and presenting the project
- ▶ **Roof and façade map** for all projects. It must show the initial and future state when the project has the effect of modifying the facades or roofs
- ▶ **Graphic Document** such as freehand sketches or computer simulations. It allows you to evaluate the insertion of the project in its environment
- ▶ **Photo** to place the land in its **nearby**
- ▶ **Photo** to place the land in its **remote environment**

Additional parts may be required depending on your project.

**FYI** : the administration can request only the documents provided in the attachment form.

If you are in the metropolitan area, you must also include a **certificate of recognition of thermal regulation**.

You will have to go back to town:

- ▶ 4 full folders
- ▶ 5 additional copies of the status plan
- ▶ 5 more copies of the mass plan
- ▶ 5 more copies of cutting plan

Additional copies of the permit and attached file are required if your project is located in a protected site (near historic monuments, remarkable heritage sites or protected site classified or pending). To find out if you are in this situation, ask the city planning department of your town hall.

From 1<sup>st</sup> 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 deposited or sent by registered mail with acknowledgement to the town hall where the land is located.

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/)

Upon receipt of your application for a permit, the town hall issues or sends you a receipt. It shall include a registration number indicating the starting point of the date from which the work may begin.

If your file is incomplete, the town hall has 1 month to claim the missing pieces. You will then have 3 months to complete it. If you do not provide the missing parts, your application will be considered rejected.

A Notice of Application for a Permit is posted in the City Hall within 15 days of your filing and for the duration of the investigation of the file. This notice specifies the essential characteristics of your project.

#### Instruction Time

##### General case

Instruction time is **2 months for a single house and its annexes** and 3 months for other projects.

##### Remarkable heritage site

The investigation period is 3 months. You will be informed within one month of the filing of your application.

##### On the edge of a historical monument

The investigation period is 3 months. You will be informed within one month of the filing of your application.

#### Decisions of the City Council

The building permit shall be granted if the proposed works comply with the rules of land use, location, destination, nature, architecture, dimensions, sanitation of buildings and development of their surroundings.

The planned construction must comply with the local city planning plan in force in the municipality.

##### If a city planning certificate has been issued

If the permit is filed within 18 months of the issuance of the city planning certificate, the city planning, fee and contribution rules apply as they existed on the date of the certificate. They can't be questioned.

##### If the project is located in a subdivision

During the 5 years following the authorisation to leave, the town hall applies the same city planning rules. When the subdivision has been subject to a preliminary declaration of works (SOW), this 5-year period begins on the date of non-opposition. When a development permit has been issued, the time limit begins on the completion date of the development.

#### Answer from City Hall

City Hall can accept or reject your request. It may also suspend its decision ( *stay*).

Répondez aux questions successives et les réponses s'afficheront automatiquement

#### Acceptance

The decision of the town hall takes the form of an order. This decision is sent to you by registered letter with notification of receipt or by email.

**⚠ Warning :** within 3 months of the date of the permit decision, the town hall may withdraw a permit if it considers that it was issued illegally.

#### Refusal

Refusal to issue a building permit takes the form of a reasoned order. It shall also indicate the means and time limits for appeal. This decision is sent to you by registered letter with notification of receipt or by email.

You can ask the town hall to review its position within 2 months of the refusal by registered letter with notice of receipt.

#### 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/)

No response



If you do not receive a reply from the town hall after the investigation period has expired, **permit is tacitly granted**.

Upon your request, the City Council may issue you a certificate stating that you have not opposed the application.

If you do not obtain this certificate within 2 months of your request, you can appeal to the **administrative court** (<https://www.service-public.fr/particuliers/vosdroits/F2478?lang=en>).

**⚠ Warning :** within 3 months of the date of the permit decision, the town hall may withdraw a permit if it considers that it was issued illegally.

Failure to respond can also mean an implicit denial of a permit. This is the case for a project submitted to the agreement of the architect of the French Buildings (ABF) when he has issued an unfavourable opinion or a favourable opinion with prescriptions. The same applies to a project involving a building listed as a historic monument.

Stay

**City Hall can suspend its decision for 2 years** by taking a decision to stay a reasoned decision.

A decision on any application for authorisation of works, constructions or installations may be stayed in the following cases:

- The land is part of the perimeter of a Concerted Development Zone (CAZ)
- At the time of initiation of the pre-public utility (DUP) investigation of an operation
- The planned construction may jeopardise or increase the cost of carrying out public works or carrying out a development operation
- The planned constructions are likely to compromise or make it more expensive to execute the future local city planning plan (PLU)
- The project is located in an area that is destined to be in the heart of a national park

Upon expiry of the 2-year stay of proceedings, the City Hall must, on simple confirmation of your application for a building permit, examine your file and decide within 2 months.

**👉 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.

Term

The building permit is valid for 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.

The time limit may be extended 2 times for 1 year. You must apply for at least 2 months **before your licence expires**. This request for an extension is sent on free paper, in 2 copies, by registered letter with notice of receipt or filed in town hall.

The town hall has 2 months to answer you. If no reply is received, your request for extension is accepted.

You are not given a deadline to complete your work and you can schedule it. They must be large enough and never interrupted for more than a year.

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/>)

Field Display

The posting of the building permit in the field is mandatory.

You must display your permission on a panel as soon as notification of the order or from the date on which the tacit permit (or the decision not to oppose the prior declaration) is acquired.

The display is made by a rectangular panel at least 80 centimetres long and wide.

You can find this type of panel in DIY stores.

The sign shall be settled so that the information contained therein is clearly legible from the highway or from spaces open to the public throughout the construction period.

The display panel must include the following information:

- Name
- Corporate name
- Name of the architect responsible for the architectural project
- Date of issue of permit and its number
- Nature of the project and the area of the land
- Address of the town hall where the file can be consulted

If the project provides for **buildings**, the floor surface and the height of the construction(s) in metres relative to the natural ground.

If the project involves **housing**, it shall specify the maximum number of lots.

If the project involves **campsite or leisure park**, it shall give the total number of locations and, if applicable, the number of locations reserved for light-duty recreational housing.

If the project provides for **demolitions**, it shall indicate the surface of the building or buildings to be demolished.

The display panel shall be marked as follows:

« *Right of appeal:* »

« *The time limit for bringing a complaint is two months from the first day of a continuous period of two months of posting on the ground of this panel (art. R. 600-2 of the city planning code).* »

« *Any administrative or contentious appeal must, as soon as it is inadmissible, be notified to the author of the decision and to the beneficiary of the permit or decision taken on the prior declaration. This notification must be sent by registered letter with acknowledgement of receipt within 15 clear days of the filing of the appeal (Art. R. 600-1 of the city planning Code).* ».

A third party can consult the project file in the town hall. For 2 months from 1<sup>st</sup> day of posting in the field, your neighbours can **challenge authorisation** (<https://www.service-public.fr/particuliers/vosdroits/F20567?lang=en>) that was granted to you. They then make a free appeal to the mayor who issued the authorisation.

If they do not have a posting, they will be able to challenge the authorisation for 6 months after the completion of the work.

The panel shall be displayed without interruption and shall remain in place for the duration of the work.

It must be visible from the outside.

The absence of a city planning permit posting on the ground does not make the permit illegal. On the other hand, it allows for litigation for the duration of the work and up to 6 months after its completion.

In case of dispute, you must provide proof that you have completed the posting formalities.

To do this, you must establish the following 3 points:

- Display Start Date
- Display regularity
- Panel visibility and visibility

Proof of this display can be established by any means. The judges admitted that the evidence of persons not related to the permit holder could constitute evidence. The beneficiary can also produce a statement of bailiff made during the posting period.

## Change destination

The change of destination Change the assignment of all or part of a building. For example, a business can become a home.

You must apply for a building permit if the change of destination is accompanied by work that changes the bearing structure or facade of your construction.

 **Please note** : if you change the destination of all or part of a building without changing the supporting structure or the façade, you must leave a **prior declaration of work** (<https://www.service-public.fr/particuliers/vosdroits/F17578?lang=en>).

Application for a building permit


You can use an online service to help you build your file or fill out a form.

Assistance with city planning applications

Your application for a building permit can be made on an online service with input.

 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>)

Form

Your application for a building permit can be made on a form.



## Application for a building permit for a single house and/or its annexes (PCMI)

Cerfa n° 13406\*08 - Ministry of city planning

Go to  
form(pdf - 798.1 KB) [↗](https://www.formulaires.service-public.fr/gf/cerfa_13406.do)  
([https://www.formulaires.service-public.fr/gf/cerfa\\_13406.do](https://www.formulaires.service-public.fr/gf/cerfa_13406.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*08) [↗](https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=2&cerfaFormulaire=13406*08) ([https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=2&cerfaFormulaire=13406\\*08](https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=2&cerfaFormulaire=13406*08))

Formulaires annexes

- Document to be attached to the building permit 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=3&cerfaFormulaire=88065*08) [↗](https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=3&cerfaFormulaire=88065*08) ([https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=3&cerfaFormulaire=88065\\*08](https://www.formulaires.service-public.fr/gf/getAnnexe.do?cerfaAnnexe=3&cerfaFormulaire=88065*08))

Your form must be completed with parts listed only on the form's instructions.

You must submit your application (form and documents to be provided) to your town hall in 4 copies.

This can be deposited on site or sent by registered letter with notice of receipt.

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/>)

On this occasion, the town hall issues or sends you a receipt with a registration number indicating the starting point of the date from which the work can begin.

Additional copies are sometimes necessary (for example for work on a building located in a protected area or work subject to the opinion or agreement of the French Buildings...).

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

Instruction Time

General case

Instruction time is **2 months for a single house and its annexes** and 3 months for other projects.

Remarkable heritage site

The investigation period is 3 months. You will be informed within one month of the filing of your application.

On the edge of a historical monument

The investigation period is 3 months. You will be informed within one month of the filing of your application.

Decisions of the City Council

The building permit shall be granted if the proposed works comply with the rules of land use, location, destination, nature, architecture, dimensions, sanitation of buildings and development of their surroundings.

The planned construction must comply with the local city planning plan in force in the municipality.

If a city planning certificate has been issued

If the permit is filed within 18 months of the issuance of the city planning certificate, the city planning, fee and contribution rules apply as they existed on the date of the certificate. They can't be questioned.

If the project is located in a subdivision

During the 5 years following the authorisation to leave, the town hall applies the same city planning rules. When the subdivision has been subject to a preliminary declaration of works (SOW), this 5-year period begins on the date of non-opposition. When a development permit has been issued, the time limit begins on the completion date of the development.

Answer from City Hall

City Hall can accept or reject your request. It may also suspend its decision ( *stay*).

Répondez aux questions successives et les réponses s'afficheront automatiquement

Acceptance

The decision of the town hall takes the form of an order. This decision is sent to you by registered letter with notification of receipt or by email.

**⚠ Warning :** within 3 months of the date of the permit decision, the town hall may withdraw a permit if it considers that it was issued illegally.

Refusal

Refusal to issue a building permit takes the form of a reasoned order. It shall also indicate the means and time limits for appeal. This decision is sent to you by registered letter with notification of receipt or by email.

You can ask the town hall to review its position within 2 months of the refusal by registered letter with notice of receipt.

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/)

No response

If you do not receive a reply from the town hall after the investigation period has expired, **permit is tacitly granted**.

Upon your request, the City Council may issue you a certificate stating that you have not opposed the application.

If you do not obtain this certificate within 2 months of your request, you can appeal to the [administrative court \(https://www.service-public.fr/particuliers/vosdroits/F2478?lang=en\)](https://www.service-public.fr/particuliers/vosdroits/F2478?lang=en).

**⚠ Warning :** within 3 months of the date of the permit decision, the town hall may withdraw a permit if it considers that it was issued illegally.

Failure to respond can also mean an implicit denial of a permit. This is the case for a project submitted to the agreement of the architect of the French Buildings (ABF) when he has issued an unfavourable opinion or a favourable opinion with prescriptions. The same applies to a project involving a building listed as a historic monument.

Stay

**City Hall can suspend its decision for 2 years** by taking a decision to stay a reasoned decision.

A decision on any application for authorisation of works, constructions or installations may be stayed in the following cases:

- The land is part of the perimeter of a Concerted Development Zone (CAZ)
- At the time of initiation of the pre-public utility (DUP) investigation of an operation
- The planned construction may jeopardise or increase the cost of carrying out public works or carrying out a development operation
- The planned constructions are likely to compromise or make it more expensive to execute the future local city planning plan (PLU)
- The project is located in an area that is destined to be in the heart of a national park

Upon expiry of the 2-year stay of proceedings, the City Hall must, on simple confirmation of your application for a building permit, examine your file and decide within 2 months.

👉 **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.

Term

The building permit is valid for 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.

The time limit may be extended 2 times for 1 year. You must apply for at least 2 months **before your licence expires**. This request for an extension is sent on free paper, in 2 copies, by registered letter with notice of receipt or filed in town hall.

The town hall has 2 months to answer you. If no reply is received, your request for extension is accepted.

You are not given a deadline to complete your work and you can schedule it. They must be large enough and never interrupted for more than a year.

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/)

## Identical reconstruction

Répondez aux questions successives et les réponses s'afficheront automatiquement

Buildings built before 1943

The owner of a building destroyed or demolished for less than 10 years has the right to reconstruct it identically, despite any changes in the city planning rules. He has to file a building permit in town.

Buildings built after 1943

The owner of a building destroyed or demolished for less than 10 years has the right to reconstruct it identically, despite any changes in the city planning rules. He has to file a building permit in town.

The local city planning plan, the community map or the plan for the prevention of foreseeable natural hazards may prohibit reconstruction. They can be consulted 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/)

## Statute and miscellaneous references

- [City planning Code: Articles L421-1 to L421-9](https://www.legifrance.gouv.fr/codes/id/LEGISCTA000006158675/) [↗](#) (https://www.legifrance.gouv.fr/codes/id/LEGISCTA000006158675/)  
*Construction work*
- [City planning Code: R421-14](https://www.legifrance.gouv.fr/codes/article_lc/LEGIARTI000031764577/) [↗](#) (https://www.legifrance.gouv.fr/codes/article\_lc/LEGIARTI000031764577/)  
*Construction work*
- [City planning Code: Article L111-15](https://www.legifrance.gouv.fr/codes/id/LEGIARTI000031210209/) [↗](#) (https://www.legifrance.gouv.fr/codes/id/LEGIARTI000031210209/)  
*Identical reconstruction*
- [City planning Code: Articles R\\*423-1 and R\\*423-2](http://www.legifrance.gouv.fr/affichCode.do?idSectionTA=LEGISCTA000006176113&cidTexte=LEGITEXT000006074075) [↗](#) (http://www.legifrance.gouv.fr/affichCode.do?idSectionTA=LEGISCTA000006176113&cidTexte=LEGITEXT000006074075)  
*Application for a building permit*
- [City planning Code: Articles R\\*431-5 to R\\*431-12](https://www.legifrance.gouv.fr/affichCode.do?idSectionTA=LEGISCTA000006188190&cidTexte=LEGITEXT000006074075) [↗](#) (https://www.legifrance.gouv.fr/affichCode.do?idSectionTA=LEGISCTA000006188190&cidTexte=LEGITEXT000006074075)  
*Building permit application*
- [Construction and Housing Code: items R162-5 to R162-7](https://www.legifrance.gouv.fr/codes/section_lc/LEGITEXT000006074096/LEGISCTA000043819261) [↗](#) (https://www.legifrance.gouv.fr/codes/section\_lc/LEGITEXT000006074096/LEGISCTA000043819261)  
*Construction of an individual home and accessibility*
- [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/)  
*Derogations from the principle of compulsory use of an architect*
- [City planning Code: Article L424-5](https://www.legifrance.gouv.fr/affichCodeArticle.do?idArticle=LEGIARTI000037667614&cidTexte=LEGITEXT000006074075) [↗](#) (https://www.legifrance.gouv.fr/affichCodeArticle.do?idArticle=LEGIARTI000037667614&cidTexte=LEGITEXT000006074075)  
*Withdrawal of a decision*
- [Order of 11 October 2011 concerning the certificates Thermal Regulation 2012](http://www.legifrance.gouv.fr/affichTexte.do?cidTexte=JORFTEXT000024695233) [↗](#) (http://www.legifrance.gouv.fr/affichTexte.do?cidTexte=JORFTEXT000024695233)  
*Thermal Regulation Recognition Certification Model*

## Online services and forms

- [Application for a building permit for a single house and/or its annexes \(PCMI\)](https://www.service-public.fr/particuliers/vosdroits/R11637?lang=en) (https://www.service-public.fr/particuliers/vosdroits/R11637?lang=en)  
Form
- [Application for a building permit \(other than for an individual house or its annexes\)](https://www.service-public.fr/particuliers/vosdroits/R20835?lang=en) (https://www.service-public.fr/particuliers/vosdroits/R20835?lang=en)  
Form
- [Support for your city planning authorisation request](https://www.service-public.fr/particuliers/vosdroits/R52221?lang=en) (https://www.service-public.fr/particuliers/vosdroits/R52221?lang=en)

Online service

- **Thermal Regulation RE2020 and RT 2012 Acceptance Certificates** (<https://www.service-public.fr/particuliers/vosdroits/R46960?lang=en>)  
Online service

#### For more information, please contact

- **Build your house according to thermal regulations** [↗](https://bibliothec.ademe.fr/urbanisme-et-batiment/916-construire-sa-maison-selon-les-exigences-reglementaires-et-contractuelles.html) (<https://bibliothec.ademe.fr/urbanisme-et-batiment/916-construire-sa-maison-selon-les-exigences-reglementaires-et-contractuelles.html>)  
*Ecological Transition Agency (Ademe)*
- **Architects** [↗](http://www.architectes.org/) (<http://www.architectes.org/>)  
*Architects*
- **Definition and calculation of the floor surface** [↗](https://www.inc-conso.fr/content/urbanisme-la-definition-et-le-calcul-de-la-surface-de-plancher) (<https://www.inc-conso.fr/content/urbanisme-la-definition-et-le-calcul-de-la-surface-de-plancher>)  
*National Institute of Consumer Affairs (INC)*

#### HOW TO...

- **I buy a house** (<https://www.service-public.fr/particuliers/vosdroits/F15913>)

See all "how to" instructions... (<https://www.service-public.fr/particuliers/vosdroits/comment-faire-si>)