

HOW TO OBTAIN A CERTIFICATE OF AUTHORISATION TO INSTALL MECHANICAL EQUIPMENT or a PROPANE CONTAINER

All development projects shall be done in conformity with all the planning by-laws of the City of Pointe-Claire. The by-laws can be consulted online at www.ville.pointe-claire.qc.ca under 'Planning Department'.

Certificate of Authorisation Requirement: Throughout the City of Pointe-Claire, a Certificate of Authorisation is required in order to install a heat pump, an air conditioning system or another external mechanical equipment (other than the ones designed to be installed in windows or wall mounted with an area less than 0.4 square metres (4.3 square feet)); for the installation of a propane tank, the installation, removal or replacement of an underground reservoir or water, sewer or drainage pipes, and the commercial storage of portable propane containers for barbecues.

Application Procedure - Required Documents

THE REQUEST FORM: Indicating the name, address, telephone number and e-mail address of the applicant, the coordinates of the contractor as well as the license number from the *Régie des entreprises de construction du Québec*, and the estimated value of labour and materials.

Should someone other than the property owner obtain the certificate, **written authorisation** is required.

2 COPIES OF THE CERTIFICATE OF LOCATION: Prepared by a land surveyor and consisting of a written description and a plan of the lot and building(s).

2 SETS OF PLANS:

All applications for a Certificate of Authorisation to install a heat pump, an air conditioning system or other mechanical equipment or a reservoir must be accompanied by the following information:

- The make, the manufacturer, and the dimensions of the equipment or reservoir,
- The noise level generated by the equipment, in decibels,
- The location of the equipment or reservoir on the property and the distances between it and the property lines,
- The plans and details of the screen that will conceal the equipment or reservoir from the public thoroughfare.

Fees

\$30 for a mechanical equipment; \$35 for a propane container.

Fees for the study of an application for a Certificate of Authorisation shall be paid upon filing the application (non-refundable, payable to the City of Pointe-Claire).

Approval or refusal, and issuance of a Certificate of Authorisation

If the application conforms to the by-laws, the Director shall approve the project **within a period of thirty (30) days** from the time the application is complete, unless the planned work is subject to other planning by-laws, in addition to the Zoning and Construction By-Laws, which justifies that a longer treatment period is necessary.

The applicant will then be invited to come to the Planning Department for the issuance of the Certificate of Authorisation.

Conditions and obligations attached to a certificate

Work shall not commence prior to the issuance of the certificate. Anyone who contravenes this provision commits an infraction.

An application that is approved or a certificate issued **shall be considered null and void if the Certificate of Authorisation has not been issued or the work has not commenced within six (6) months from the date of its approval by the Director** (the date when the applicant is invited to present himself to obtain the certificate).

A Certificate of Authorisation issued under the present by-law shall be considered null and void if the work has not been completed within one (1) year from the date of the issuance of the Certificate of Authorisation.

WE REVIEW REQUESTS ON A "FIRST COME, FIRST SERVED" BASIS.