

HOW TO OBTAIN A BUILDING PERMIT For Commercial, Industrial, Multi-Family & Public Uses

All development projects shall be in conformity with the Zoning By-Law, the Construction By-Law, the SPAIP By-Law and the Quebec Construction Code as well as with all other relevant regulations. The by-laws can be consulted online at www.ville.pointe-claire.qc.ca under 'Planning Department'.

Building Permit Requirement: Throughout the City of Pointe-Claire, the following are prohibited without first obtaining a Building Permit: **Any construction, extension, alteration to a building, ancillary building or system**; any excavation necessary to these projects, the installation of a wood or propane fireplace or heating system, the replacement of a heating system by another type of system and a modification to the external appearance of a building that is subject to the SPAIP By-Law.

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. If someone other than the property owner obtains the permit, **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 showing and locating the building(s) and all servitudes affecting the property.

2 SETS OF PLANS (3 copies for fireplaces):

The plans shall bear the signature and identification of the architect, engineer or any other person who has prepared them. In the case of the construction of a new house or an additional floor on an existing house, or an extension of a single-family residential building, resulting in an increase of at least one third (1/3) of the floor area, the plans shall bear the seal and signature of an architect or a professional technologist. Amongst other things, the plans must show:

- The position on the landsite, the heights and dimensions of all new constructions;
- For renovations: the existing layout on which all proposed renovations must be shown with construction details;
- The proposed layout and use of each room or floor area; for restaurants, a floor plan showing the seating area and capacity;
- For new occupants: a written description of the principal use and secondary activities;
- Details of foundations, structure, wall sections, elevations;
- Mechanical, electrical and plumbing plans,
- When applicable, excavation levels, the elevation of the street adjacent to the property in relation to the ground floor level of the house, location of service connections (water, sewers);
- When off-street parking spaces must be provided, the layout of the parking areas and open space, the location and dimensions of parking spaces and access aisles, and the drainage system.

Fees and Deposits

\$10 per \$1000 of estimated work value (min. \$100) for a commercial or multi-family project;

\$7 per \$1000 of estimated work value (min. \$100) for a public use.

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

A damage deposit of \$10 000 for a new building; \$5 000 for an extension (refundable when the work is completed) and any tariffs required by the Engineering and Water Treatment Plant Department shall be paid at the issuance of the Building Permit.

Approval or Refusal, and Issuance of a Building Permit

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 Building Permit.

An application that is approved or a permit issued **shall be considered null and void if the Building Permit 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 permit).

A Building Permit 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 Building Permit.

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