

HOW TO OBTAIN A PERMIT TO DEMOLISH A BUILDING

General information

The procedure to demolish a building is established in By-Law PC-2818 respecting the demolition of an immovable. It aims to protect and enhance buildings and areas of heritage interest, dwelling units and property values in Pointe-Claire. The following cases are subject to the procedure below:

- The total demolition of a single-family home or of a commercial or industrial immovable, or its partial demolition resulting in a destruction of more than 75% of its volume;
- The partial or total demolition of a building of heritage interest identified in Chapter 13 of the SPAIP By-Law, resulting in the dismantling or the destruction of more than 50% of either the original exterior walls, the building's volume, or its above ground floor area.
- The partial or total demolition of an immovable comprised of more than one dwellings, rental or not, resulting in a diminution of the number of dwellings;

Any new residential building must respect the criteria of the Site Planning and Architectural Integration Programme (SPAIP) By-law PC-2787.

Revision process

Upon receipt of a complete request containing all the required information, the Planning Department will prepare a report and establish a date for a public meeting to be held by the Demolition Committee. A public notice concerning the proposed demolition and the convening of the Committee will be published in a local newspaper and a sandwich board will be installed in front of the building for a period of ten (10) days from the date of publication.

The criteria upon which the Committee will base its discussion and decision are as follows:

- The condition of the immovable subject to the application;
- The contribution of the immovable to the special character of Pointe-Claire;
- The cost of restoration;
- The deterioration of the architectural appearance or aesthetic character of the neighbourhood or of the quality of life in the neighbourhood,
- The intended use of the vacated land,
- The environmental sustainability of the project, among other things: possibility for recycling and recovery of the building material and equipment, regional supply and quality of materials, energy efficiency of mechanical systems, etc.
- The conformity of the project to the SPAIP By-Law.
- When the immovable includes one or more rental dwellings, the prejudice caused to lessees, the housing needs in the area and the possibility of relocating the lessees.

The decision will be taken by the Committee to allow the demolition and the proposed land reutilisation programme; to allow the project with modifications or conditions; or to refuse the demolition project.

Following the public meeting, the City Clerk's office will inform the owner of the decision of the Demolition Committee. For a period of 30 days following, it will be possible to appeal said decision to Council.

Required documents

The documents below must be submitted to the Planning Department:

1. Official request including:
 - A completed demolition request form.
 - A letter clearly explaining the project (proposed land use, technical means to be used for the demolition, how the project respects the SPAIP By-Law, etc...)
 - An evaluation and building inspection report prepared by a chartered appraiser and building inspector appointed by the City, which establishes the state of the building, the cost of replacing the building to be demolished with a new one; the physical depreciation of the building; the depreciated cost and an estimate of the cost of a complete restoration of the building.
 - Written confirmation that there is no tenant occupying the structure to be demolished or, if applicable, proof that the lessee has been informed of the request to demolish.
 - An approximate timetable of the demolition and reconstruction work.
 - Any additional information that should be considered in the evaluation of this request, such as a description of the state of deterioration of the building and an explanation of why it can not be repaired or renovated.

Deposit of \$1233.61 as payment for the evaluation and building inspector's reports appointed by the City.
Demolition fees of \$420 in two separate cheques (\$210 for revision and \$210 for publication).

Multifamily or new development – SPAIP revision fees of \$1000
Residential (1 to 4 dwellings) or other use - SPAIP review fees of \$500

2. Plans to include:

- A certificate of location or a site plan of the immovable to be demolished, including the location of the existing home, the location of existing mature trees and servitudes (Bell Canada, Hydro-Québec, municipal, legal, etc.)
- Architectural plans including the site plan to scale, location and dimensions of the proposed building and driveway, all four elevations, details of the type of material and colors of the proposed facing, roofing and trim materials, floor plan of each level.
- Report on urban forestry: Report prepared by a qualified person referring to the state of vegetation existing on the landsite, i.e. a plan showing the location of all existing trees, shrubs and hedges, with a description of these trees: species, trunk diameter, height and physiological condition, along with a picture of each tree or group of trees.
- Topographical plans showing the existing and proposed land levels of the property at 5 m intervals (required by Engineering Department).
- If the existing building is being replaced by landscaping, provide a plan to scale prepared by a landscaping architect, showing the paved, asphalted and grassed areas, parking areas with dimensions, proposed plantation, etc.
- A colored rendering/perspective of the new building.
- A colored scaled elevation plan or photo montage showing new construction inserted between neighbouring buildings.

3. Other important documents:

- Samples of facing material: color and material (exterior walls, roof, doors, trim, etc.).
- Colored photographs of elevations of the building to be demolished.
- Written authorisation, should someone other than the property owner submit the request and/or obtain the permit.
- Subdivision request, if applicable.

Note: During the analysis of the project, the City may request supplementary documents or information in addition to the above listed.

Issuance of permit with monetary guarantee

At the end of the 30 day appeal period, if the decision is favourable and the permit² revision has been completed, the applicant will be contacted for the issuance of the permit. The applicant must obtain the permit at the Planning Department and pay a monetary guarantee in the amount of:

- Single family dwellings and buildings of heritage interest – demolition: \$10,000
- Other residential buildings - partial demolition : \$5,000 ; total demolition : \$15,000
- Commercial & industrial buildings - see section 42 of By-Law Respecting the Demolition of Immovable

The monetary guarantee must be submitted in the form of a bank draft, a certified cheque, by cash or credit card payment. If the approved land reutilisation programme and any mandatory conditions are not carried out according to the permit issued, the monetary guarantee will be retained by the City.

Building permit request as per regular procedure:

Documents to submit: A completed request form duly completed; plans prepared and stamped by an architect or professional technologist; structural plans (including roof trusses, decks, landings, etc.); any other pertinent documents/plans (fireplace specifications, mechanical equipment information, etc.); fees and deposits: \$9 per \$1000 of estimated work value (residence) or \$11 per \$1000 of estimated value (other).

At the issuance of the Building Permit, the following must also be paid:
Damage deposit of \$2100 (residence) or 10 600\$ (other) (refundable when the work is completed).
Any tariffs required by the Engineering and Water Treatment Plant Department
The monetary guarantee required by By-law PC-2818
Any additional deposits imposed by Council at their discretion, relative to the SPAIP resolution.

¹ An official Building Permit request may be made at any time during the demolition approval procedure; however, the Planning Department has up to a maximum of thirty (30) days to issue a permit once all the required documents for a building permit review are submitted even if the project has already been approved by the Demolition Committee.