



PLANNING DEPARTMENT  
 451 Saint-Jean Boulevard  
 514-630-1206  
 urbanisme@pointe-claire.ca  
 www.pointe-claire.ca

**SPECIFIC CONSTRUCTION, ALTERATION OR OCCUPANCY PROPOSAL FOR AN IMMOVABLE- SCAOPI**

**REQUEST FORM**

**This document does not authorize the commencement of any work**

**\* Mandatory fields**

**IDENTIFICATION OF PROPERTY SUBJECT TO DEMAND**

ADDRESS *		SUITE OR APARTMENT		
OCCUPANT *		<input type="checkbox"/> OWNER	<input type="checkbox"/> TENANT	
TEL1 *	TEL2	EMAIL *		
IF APPLICANT IS NOT THE OWNER OF THE PROPERTY, IS THE OWNER'S LETTER OF AUTHORIZATION INCLUDED? *		<input type="checkbox"/> YES	<input type="checkbox"/> NO*	*IF NOT, IT MUST BE SUBMITTED BEFORE PERMIT IS ISSUED.
AT THE TIME OF YOUR REQUEST, ARE THERE ANY TENANTS LIVING IN THE BUILDING? *		<input type="checkbox"/> YES	<input type="checkbox"/> NO	HAVE THEY BEEN ADVISED IN WRITING? <input type="checkbox"/> YES <input type="checkbox"/> NO

**CONTACT – PERSON RESPONSIBLE FOR THE REQUEST**

NAME *		
TEL1 *	TEL2	VALUE OF WORK *
EMAIL *		
TYPE OF PROJECT (WORK) *		

**LOCATION COVERED BY THE REQUEST**

EXISTING BUILDING ADDRESS*	
No. QUEBEC CADASTRE LOT *	
TYPE OF CURRENT OCCUPANCY *	

**INFORMATION ON THE PROJECT**

PROPOSED OCCUPANCY	
FLOOR AREA *: to built	m <sup>2</sup> / to be converted
	m <sup>2</sup> / to demolish
	m <sup>2</sup>
<b>GENERAL DESCRIPTION OF THE PROJECT *</b>	

**ALL DOCUMENTS MUST BE SENT IN PDF BY EMAIL TO: [urbanisme@pointe-claire.ca](mailto:urbanisme@pointe-claire.ca)**  
**THE CITY RESERVES THE RIGHT TO REFUSE A PROJECT IF NOT ALL DOCUMENTS ARE SUBMITTED BY THE DEADLINE.**

**APPLICABLE 2026 FEES**

Type of specific construction, alteration or occupancy proposal for an immovable	Amount
<b>Floor area of less than 1 000 m<sup>2</sup></b>	
Opening of the file and analysis of the request	\$ 1 060
Adoption of the draft SCAOPI	\$ 795
Publication and public consultation	\$ 585
Modification of the SCAOPI accepted by council resolution	\$ 1 220
<b>Floor area of 1 000 m<sup>2</sup> to 10 000 m<sup>2</sup></b>	
Opening of file and analysis of the request	\$ 2 120
Adoption of the draft SCAOPI	\$ 1 585
Publication and public consultation	\$ 585
Modification of the SCAOPI accepted by council resolution	\$ 2 145
<b>Floor area of 10 000 m<sup>2</sup> to 25 000 m<sup>2</sup></b>	
Opening of file and analysis of the request	\$ 4 240
Adoption of the draft SCAOPI	\$ 3 180
Publication and public consultation	\$ 585
Modification of the SCAOPI accepted by council resolution	\$ 4 000
<b>Floor area greater than 25 000 m<sup>2</sup></b>	
Opening of file and analysis of the request	\$ 8 480
Adoption of the draft SCAOPI	\$ 6 360
Publication and public consultation	\$ 585
Modification of the SCAOPI accepted by council resolution	\$ 7 710

**\*\*\* PLEASE NOTE THAT A FINANCIAL GUARANTEE IS REQUIRED FOR ALL PROJECTS SUBJECT TO SPAIP REVIEW. THE AMOUNT OF THE GUARANTEE IS DETERMINED BY COUNCIL BASED ON THE ESTIMATED COST OF WORK AND IS APPLICABLE UPON DELIVERY OF PERMIT.**



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**ADDITIONAL APPLICABLE FEES**

BUILDING PERMIT REVISION FEE :  
DAMAGE DEPOSIT : } SEE TARIFS BY-LAW FOR 2026

ENGINEERING FEES: TO BE DETERMINED DURING REVISION OF REQUEST; MUST BE PAID BEFORE BUILDING PERMIT IS ISSUED

SIGNATURE OF OWNER OR REPRESENTATIVE	
PLEASE PRINT NAME	DATE