



## HOW TO OBTAIN A CERTIFICATE OF AUTHORIZATION TO INSTALL MECHANICAL EQUIPMENT AND/OR A PROPANE CONTAINER

The following are considered mechanical equipment:

- Heat pumps;
- Air conditioning units;
- Permanently installed generators;
- Pool operating devices;
- Any other external mechanical equipment.

Certificate of Authorization Requirement: Throughout the City of Pointe-Claire, a certificate of authorization 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 m<sup>2</sup> (4.3 ft<sup>2</sup>)). It is also required to install a propane container and the commercial storage of portable propane containers.

**To submit a request to obtain the required certificate of authorization to install mechanical equipment you will need:**

1. The certificate of authorization **application form** completed and signed. This form is available on our website: [www.pointe-claire.ca](http://www.pointe-claire.ca), on the *Residential permits* page;
2. A copy of the **certificate of location** of the property: Prepared by a land surveyor and consisting of a written description, a plan of the lot and building(s) and all existing registered servitudes;
3. On the certificate of location, **the location of the equipment** and the distances between it and the property lines should be clearly indicated as well as the location of the screen wall that will conceal the equipment from the public thoroughfare;
4. The **manufacturer's specifications** of the equipment, indicating the make and the dimensions;
5. The **noise level** generated by the equipment, in decibels;
6. The **details (type and height) of the screen** that will conceal the equipment from the public thoroughfare;
7. If the project requires the protection or the felling and planting of trees: a plan showing the **location of all existing trees** to be protected or to be felled, and the new plantings that are proposed, along with a description of the characteristics (species, size, health and structural condition) of all trees, both existing and proposed.

If the mechanical equipment requires the installation of a **propane container**, you will also need to provide:

8. The **location of the reservoir** on the property and the distances between it and the property lines;
9. The **plans and details of the screen** that will conceal the reservoir from the public thoroughfare.

To submit a request to obtain the required certificate of authorization for the installation of a **propane container relative to an outdoor fire pit or heating element**, you will need points 1, 2, 7, 8 and 9.

For the installation of a **propane container relative to a furnace, fireplace, stove or other equipment** inside the principal building, a building permit is required.

All 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.pointe-claire.ca](http://www.pointe-claire.ca) on the *By-laws* page.

### Application Procedure

All forms and documents related to an application for a certificate of authorization must be sent by email in PDF format to [urbanisme@pointe-claire.ca](mailto:urbanisme@pointe-claire.ca). Should someone other than the property owner obtain the certificate, written authorization is required.

**2026 Fees shall be paid upon filling the application (non-refundable, payable to the City of Pointe-Claire)**

Installation of a propane container or commercial storage of propane containers: \$46

Mechanical equipment

Residential use projects (1 to 4 dwellings): \$39

If some construction work is necessary for the installation of the equipment, building permit request fees may be applicable - \$13 per \$1000 of work value (minimum \$80, including multi-family (more than 4 dwellings)).

Commercial, industrial or multi-family (more than 4 dwellings) use projects: \$13 per \$1000 of work value (minimum \$140)

If some construction work is necessary for the installation of the equipment, building permit request fees may be applicable - \$13 per \$1000 of work value (minimum \$655, excluding multi-family (more than 4 dwellings)).

Public use projects: \$13 per \$1000 of work value (minimum \$140)

If some construction work is necessary for the installation of the equipment, building permit request fees may be applicable - \$13 per \$1000 of work value (minimum \$135).

**Approval or refusal, and issuance of a Certificate of Authorization**

If the application conforms to the by-laws, the Department shall approve the project within a period of 30 days from the time the application is complete, unless the planned work is subject to The SPAIP 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 Authorization. When said certificate concerns an operation requiring the protection of trees, a proof (photos) that the protection measures are already installed on site is required as a condition to obtaining the certificate.

**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. The permit shall be displayed in a prominent location on the lot where the construction is taking place.

An application that is approved or a certificate issued shall be considered null and void if the Certificate of Authorization has not been issued or the work has not commenced within six months from the date of its approval by the Director; or if the work has not been completed within one year from the date of the issuance of the Certificate of Authorization.