



HOW TO OBTAIN A CERTIFICATE OF AUTHORIZATION TO OPERATE A SEASONAL BUSINESS

Certificate of Authorization Requirement: Throughout the City of Pointe-Claire, a Certificate of Authorization is required in order to operate a seasonal or occasional business, such as the sale of Christmas trees, flowers and landscaping material, or the garden center of a large home renovation center.

To submit a request to obtain a certificate of authorization to operate a seasonal business, you will need:

1. The certificate of authorization **application form** completed and signed. This form is available on our website: www.pointe-claire.ca, on the *Permits for business* page;
2. If you are not the owner of the property, the **authorization form** completed and signed by the property owner. This form is available on our website: www.pointe-claire.ca, on the *Permits for business* page;
3. 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. The location of the seasonal business should be clearly indicated on this document;
4. **The proposed date of opening and closure** of the seasonal business and the opening hours;
5. If applicable, **confirmation of the number of parking spaces** that will be occupied by the seasonal business/garden center (show on a scaled plan);
6. **The details and dimensions** of all installations related to the sale area (fences, type of products for sale, space organization, etc.);
7. **The proposed separations** between the sale area and public or residential properties, where applicable.

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

2026 Fees (payable to the City of Pointe-Claire) shall be paid upon filing the application and are non-refundable:

\$11 per day (min. \$46) for a seasonal or occasional business;
\$3025 for the garden center of a large home renovation center (275 days maximum).

Approval or refusal, and issuance of a Certificate of Authorisation

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 Authorisation. 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 certificate 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 Authorisation has not been issued or the work has not commenced within six months from the date of its approval by the Department; or if the work has not been completed within one year from the date of the issuance of the Certificate of Authorisation.