

HOW TO OBTAIN A CERTIFICATE OF AUTHORIZATION TO INSTALL OR MODIFY A SIGN

Certificate of Authorization Requirement: Throughout the City of Pointe-Claire, a certificate of authorization is required in order to construct, install or modify a sign, poster or billboard (with the exception of some small signs listed in Chapter 3 of Permits and Certificates By-Law, which are still subject however to the provisions of our by-laws).

Please note that a sign request will not be receivable if the occupancy of the establishment that the sign refers to has not been first approved.

To submit a request to obtain a certificate of authorization to install or modify a sign, 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. 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;
4. **A set of plans drawn to scale** showing:
 - An elevation of the sign, poster or billboard, at a scale of 1:10 or better, showing its shape, its exact dimensions (indicated directly on the plan), its materials and its colours;
 - Its exact location in relation to the property boundaries and to existing or proposed signs and buildings thereon and/or its position on the building wall;
 - Details of how it will be secured to the ground or attached to a building;
 - How it will be illuminated, where applicable;
 - If the project requires the protection or the felling and planting of trees: 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.

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

- \$200 for a permanent sign other than a directional sign;
- \$100 for a modification of a sign;
- \$48 for a directional sign;
- \$140 for a temporary 'For Sale' or 'For Rent' sign more than 0.6 m² in area;
- \$255 for a temporary sign announcing a development project;
- \$34 to install a flagpole.

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 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 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.