



## HOW TO OBTAIN A CERTIFICATE OF AUTHORIZATION TO OCCUPY A PREMISES (NEW USE OR NEW ESTABLISHMENT)

Certificate of Occupancy Requirement: Throughout the City of Pointe-Claire, no building or part of a building which has been newly erected or moved or for which the use or purpose has been changed, or that is subject to a change of occupant (other than residential), shall be occupied prior to obtaining a Certificate of Occupancy. The operation of a day-care in a domestic setting, an intermediate resource or a family-type resource, as defined by the provincial acts that governs them, is also subject to obtaining a Certificate of Occupancy.

When an occupancy project includes alterations to the building that require the issuance of a building permit, said building permit will include the authorization of occupancy and a separate certificate of authorization will not be required.

### To submit a request to obtain a certificate of authorization to occupy a premises, 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 or 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](http://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 local to be occupied should be clearly indicated on this document;

For **commercial, industrial, multifamily or public**, the following is also required:

4. **A written description** of the principal use and secondary activities that will take place in the premises or building;
5. **A set of plans** bearing the seal and signature of a member of the Ordre des architectes du Québec showing;
  - The interior layout of the building where the new occupant will occupy;
  - Plans must include the floor area by use (warehouse, offices, laboratory space, etc.);
  - For restaurants, a floor plan showing the seating area. If the capacity or layout is modified, the architect will have to attest on whether the existing exits and bathrooms conform to the requirements of the construction code;
  - Where off-street parking is required, a plan, to scale, showing the layout of parking areas, the number and dimensions of parking spaces and aisles and the treatment of open space (for the construction of a mezzanine or a change in use, there must be sufficient on-site parking).

For occupancy of an **intermediate resource, family-type resource** or a use approved under the **Conditional Use** By-law to be carried out in a single-family dwelling, you will also have to provide:

6. The identification of the establishment(s) that will occupy the building, and a description of the conditional uses to be undertaken in the premises;
7. The number of employees in each establishment and a calculation of the required parking spaces as per the [Zoning By-law](#);
8. **A set of plans** drawn to scale showing the interior layout of each floor of the building clearly identifying where the new use will take place:
  - Plans must include the floor area by use;
  - The location, shape and dimensions of all parking areas, parking spaces, and thoroughfares;
  - When required, the location and width of each street access;
  - When required, the proposed landscaping, including the levels of the land in relation to the level of the sidewalk, street curb or centre of the street, and the location of trees and shrubs to be planted, walls, fences, and other landscaping features

All uses and all occupancy projects shall be 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 (payable to the City of Pointe-Claire) shall be paid upon filing the application and are non-refundable:**

\$140

\$67 for an intermediate resource or family-type resource or a use approved under the Conditional Use By-law to be carried out in a single-family dwelling

### **Approval or refusal, and issuance of a Certificate of Occupancy**

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 other planning by-laws, in addition to the Zoning and Construction 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 Occupancy.

### **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.

An application that is approved or a certificate issued shall be considered null and void if the Certificate of Occupancy has not been issued or the work has not commenced within six months from the date of its approval by the Director (the date when the applicant is invited to present himself to obtain the certificate).

A Certificate of Occupancy issued under the present by-law shall be considered null and void if the work has not been completed within one year from the date of the issuance of the Certificate of Occupancy.