

HOW TO OBTAIN A CERTIFICATE OF AUTHORIZATION TO OPERATE A COMMERCIAL TERRACE

Certificate of Authorization Requirement: Throughout the City of Pointe-Claire, a Certificate of Authorization is required in order to operate a commercial terrace. The Certificate of Authorization for the operation of a commercial terrace is valid for 1 year and must be obtained annually.

To submit a request to obtain a certificate of authorization to operate a commercial terrace, you will need:

1. The certificate of authorization **application form** completed and signed. See application form attached with this document;
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 precise location of the terrace, including but not limited to setbacks from neighbouring property lines, fire roads and equipment should be clearly indicated to scale on this document;
4. The **number of seating places inside the commercial establishment** associated with the commercial terrace as well as the **number of seating places offered on the commercial terrace**;
5. A detailed **description of the services or activities offered on the commercial terrace**, including but not limited to the following: table service for the consumption of food and/or drinks, alcohol consumption, musical or cultural performances, etc.;
6. A **scaled layout plan** of the terrace including the configuration of seating areas and circulation spaces. The provided plan must demonstrate the universal accessibility of the terrace;
7. A **description** of any removable structures, the materials used, furniture, equipment, and lighting;
8. The **planned location for the storage**, outside of the operating season, of removable structures, furniture, and equipment;
9. **Proposed opening and closing dates** for the terrace, including hours of operation.

May also be required:

10. In the case of a new establishment, the **location of sanitary facilities**;
11. A **detailed plan describing the main components of the structure**, i.e. foundations, beams, joists, railings, type of cladding, whether the structure is fixed, anchored to the building or self-supporting;
12. A **description of the landscaping** including the location and description of trees affected by the commercial terrace project.

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.

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

\$110 per season for a commercial terrace

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.