



HOW TO OBTAIN A BUILDING PERMIT FOR AN ANCILLARY BUILDING

The following are considered as ancillary buildings:

- A shed;
- A detached garage;
- A greenhouse;
- A detached gazebo;
- A detached sauna;
- A guard house.

Building permit requirement: Throughout the City of Pointe-Claire, the following are prohibited without first obtaining a building permit: Any construction, extension or alteration to a building or to one of the systems that are attached to the building, the addition of any ancillary building, any excavation, installation of a fireplace or heating system, the replacement of a heating system by another type of system and a modification to the external appearance of a building that is subject to the SPAIP By-Law.

A permit is not required for regular maintenance or minor repairs. However, all projects shall comply to the Zoning By-Law, the Construction By-Law, the SPAIP By-Law, and the Quebec Construction Code as well as with all other relevant regulations. The by-laws can be consulted online at www.pointe-claire.ca, on the *By-laws* page.

Geometry of landsites

Anywhere within the City of Pointe-Claire, any person who proposes to erect a new construction, extend the site coverage or move a construction must obtain from the Director of the Engineering and Buildings Department, the elevation of the street and its alignment, and where applicable, the location of water supply and sewage system connections.

To submit a request to obtain the required building permit for an ancillary building you will need:

1. The building permit **application form** completed and signed. This form is available on our website: 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 and a plan of the lot showing and locating the building(s) and all servitudes affecting the property;
3. A **set of plans** drawn to scale showing:
 - The location of all existing trees to be protected or felled, and the proposed new plantings, for an operation that requires the protection or the felling and planting of trees, along with a description of the characteristics (species, size, health and structural condition) of all trees, both existing and proposed; and, as the case may be, the Report on Urban Forestry;
 - The position of the proposed structure on the landsite confirming the distances to the property lines and to all existing and proposed structures (house, pool and other ancillary buildings) on the landsite. It may be required in some cases, to identify the location of any public utility poles and equipment, fire hydrants, mailboxes and signs located on the landsite or in the street right-of-way;
 - If the structure is prefabricated: the manufacturer's specifications on the model (dimensions, height, facing materials, etc.) and details with regards to the foundation/base on which the structure will be installed;
 - If it is a new construction: detailed construction plans, structural details for the walls, roof and foundation as well as the height, facing and roof materials. For commercial, industrial, multi-family and public use projects, the construction must be non-combustible and an architect's stamp and signature will be required

on the plans;

- For detached garages, the exact location and dimensions of the driveway between the garage and street;
- When applicable, excavation levels, the elevation of the street adjacent to the property in relation to the ground floor level of the house, location of service connections (water, sewers).

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 building permit must be sent by email in PDF format to urbanisme@pointe-claire.ca. Should someone other than the property owner obtain the permit, written authorization is required.

2025 Fees shall be paid upon filing the application (payable to the City of Pointe-Claire and are non-refundable):

Residential use projects (1 to 4 dwellings)

\$13 per \$1000 of estimated work value* (minimum \$78)

**For new construction and extensions, the work value shall be at least \$1 375/m² of floor area (\$950/m² for a detached garage).*

Commercial, industrial or multi-family residential (more than 4 dwellings) use projects

\$13 per \$1000 of estimated work value (minimum \$640)

Public use projects

\$8 per \$1000 of estimated work value (minimum \$130)

Depending on the type of project, during the analysis of the file, additional fees may be required (other Engineering tariffs, financial guarantee, etc...)

Approval or refusal, and issuance of a Building Permit

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 Building Permit. When said permit 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 Permit.

Work shall not commence prior to the issuance of the permit. 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.

The Building Permit must be issued and the work commenced within six months from the date of its approval, and work must be completed within one year from the date of the issuance of the Building Permit.