

HOW TO OBTAIN A DEMOLITION PERMIT

General information

The procedure to demolish a building is established in By-Law PC-2987 regarding the demolition of an immovable, which aims to protect and enhance Pointe-Claire buildings and areas of heritage interest, dwelling units and property values.

Projects subject to demolition procedure

- Relocation of a main residential heritage building to another lot;
- The demolition or deconstruction of more than 50% of the exterior wall area (structure, opening or framework) of a main building.
- The partial or total demolition of a building of heritage interest identified in Chapter 13 of SPAIP By-law PC-2787 and any building built before 1940, resulting in the demolition or deconstruction of more than 25% of the exterior wall area (structure, opening or framework) or the demolition or deconstruction of more than 50% of the roof area.
- The demolition or deconstruction of more than 50% of an industrial or mixed-use building or structure located on boulevard Saint-Jean, boulevard des Sources, boulevard Hymus or the Transcanadienne Highway;
- The demolition or deconstruction of more than 50% of a commercial or mixed-use building. This percentage is reduced to 25% when the building is located within the boundaries of the Valois or Pointe-Claire villages;
- The cumulative destruction or dismantling of parts of an immovable or building over a period of thirty-six (36) months. This period begins when the first permit is issued;
- The demolition or deconstruction of a church or religious establishment where the request involves a change of use;

Where applicable, the land reutilization program must respect the criteria of the Site Planning and Architectural Integration Programme (SPAIP) By-law PC-2787.

Revision process

Upon receipt of a complete request containing all the required information, the Planning Department will request an evaluation and inspection report and establish a date for a public meeting to be held by the Demolition Committee. A public notice concerning the proposed demolition and the convening of the Committee will be published on the City of Pointe-Claire website and a sign will be installed in front of the building for a period of ten (10) days from the date of publication.

The criteria upon which the Committee will base its discussion and decision are as follows:

- The condition of the immovable subject to the application;
- The contribution of the immovable to the special character of Pointe-Claire;
- The cost of restoration;
- The deterioration of the architectural appearance or aesthetic character of the neighbourhood or of the quality of life in the neighbourhood,
- The intended use of the vacated land,
- The environmental sustainability of the project, among other things: possibility for recycling and recovery of the building material and equipment, regional supply and quality of materials, energy efficiency of mechanical systems, etc.
- When the immovable includes one or more rental dwellings, the prejudice caused to lessees, the housing needs in the area and the possibility of relocating the lessees.

The decision will be taken by the Committee to allow the demolition and the proposed land reutilisation programme; to allow the project with modifications or conditions; or to refuse the demolition project.

Following the public meeting, the committee's decision will be sent to the owner by the City Clerk. Any interested party may, within thirty (30) days of the committee's decision, appeal this decision to the council.

Required documents

The documents below must be submitted to the Planning Department:

Official request including:

- A completed demolition request form with the owner's information.
- Power of attorney or letter of authorization signed by the owner, if applicable.
- Proof of ownership, if applicable.
- In the case of a building comprising one or more dwellings, a written confirmation that there is no tenant occupying the structure to be demolished or, if applicable, proof that the lessee has been informed of the request to demolish as well as the conditions for rehousing evicted tenants, including any compensation paid.
- Letter explaining the reasons for demolishing the building and why it cannot be preserved, renovated or recycled.
- A certificate of location including the exterior dimensions and footprint of the building to be demolished.
- Recent photos of all facades of the existing building.
- The number of dwellings to be demolished and the number occupied by tenants at the time the request is submitted. If the building is unoccupied, a declaration to this effect by the owner or his representative.

- A letter clearly explaining the project (proposed land use, technical means to be used for the demolition).
- An elevation plan describing the projected preliminary volumetric characteristics, including roof shape, height and pitch, location of the main entrance, and location and positioning of the garage in relation to the street, when required.
- Site plan for new construction, including dimensions and configuration of vehicular access and parking space;
- A plan delineating the area affected by demolition and excavation work, including areas for mobilizing equipment and storing materials.
- An insertion plan, prepared by a land surveyor, showing the facade (volume and height) of the proposed building and the facade of neighboring buildings located on either side of it.
- An approximate timetable of the demolition and reconstruction work and the estimated costs for demolition, reconstruction and landscaping.
- An evaluation and building inspection report appointed by the City, paid for by the applicant and prepared by a chartered appraiser and building inspector, which establishes the state of the building, the cost of replacing the building to be demolished with a new one; the physical depreciation of the building; the depreciated cost and an estimate of the cost of a complete restoration of the building.
- An Urban Forestry report prepared by a competent person (e.g. arborist, landscape architect, forest engineer) showing the location of all existing trees to be protected or to be felled within 5 m of the excavation line, 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. must also include a recent photo of all trees or groups of trees and hedges. It must also contain recommendations on arboricultural interventions related to the demolition request.
- A description of the methods to be used to carry out the demolition work (dust management, asbestos management, decontamination, storage and disposal of demolition materials) and the measures to be taken to mitigate noise nuisance, ensure regular site clean-up and ensure safety on and around the site.
- For heritage buildings identified in Chapter 13 and buildings constructed before 1940, additional documentation will be required.
- Any additional information that should be considered in the evaluation of this request, such as a description of the state of deterioration of the building and an explanation of why it can not be repaired or renovated.

Fees

Residential (1 to 4 dwellings) or Public use:

Opening the file : \$ 1 070

Fees of \$ 3 215 initial amount for the evaluation and building inspector's reports

Commercial, Industrial and Multifamily or new development:

Opening the file : \$ 1 875

Fees of \$ 3 215 initial amount for the evaluation and building inspector's reports

Note: During the analysis of the project, the City may request additional documents or information in addition to the above listed.

Issuance of permit

At the end of the demolition procedure and SPAIP, if the decision is favorable and final and without appeal, the Urban Planning Department will contact the applicant for the application of the construction permit or certificate of authorization. The applicant must obtain the permit from the Urban Planning Department.

REQUEST FOR THE DEMOLITION OF AN IMMOVABLE

This document does not authorize the commencement of any work.

ADDRESS			SUITE OR APARTMENT		
OCCUPANT		☐ OWNER ☐ TENANT			
TEL1	TEL2	EMAIL			
IF APPLICANT IS NOT THE OWNER OF THE PROPERTY, IS THE OWNER'S LETTER OF AUTHORIZATION INCLUDED?		☐ YES	☐ NO*	*LETTER IS REQUIRED AT THE TIME OF YOUR REQUEST.	
AT THE TIME OF YOUR REQUEST, ARE THERE ANY TENANTS LIVING IN THE BUILDING?		☐ YES	☐ NO	HAVE THEY BEEN ADVISED IN WRITING?	☐ YES ☐ NO

CONTACT – PERSON RESPONSIBLE FOR THE REQUEST

NAME		
TEL1	TEL2	VALUE OF WORK
EMAIL		

ALL DOCUMENTS MUST BE SENT IN PDF BY EMAIL TO: urbanisme@pointe-claire.ca

REQUIRED DOCUMENTS

1. OFFICIAL REQUEST	YES	NO	TO BE SUBMITTED NO LATER THAN	N/A
LETTER CLEARLY EXPLAINING THE PROJECT (proposed land use, description of methods in which demolition will be carried out, conformity to SPAIP By-Law, etc.)	☐	☐		☐
An approximate TIMETABLE of the demolition and reconstruction work.	☐	☐		☐
Documents that show or describe THE STATE OF THE BUILDING TO BE DEMOLISHED and an explanation as to why it cannot be repaired or renovated.	☐	☐		☐
REPORT CONFIRMING THE PRESENCE OR ABSENCE OF ASBESTOS	☐	☐		☐

2. PLANS	YES	NO	TO BE SUBMITTED NO LATER THAN	N/A
CERTIFICATE OF LOCATION of the existing property	☐	☐		☐

3. OTHER IMPORTANT DOCUMENTS	YES	NO	TO BE SUBMITTED NO LATER THAN	N/A
COLOUR PHOTOGRAPHS of each elevation of the existing building	☐	☐		☐
SUBDIVISION REQUEST if applicable	☐	☐		☐
APPRAISAL AND BUILDING INSPECTION REPORT	☐	☐	ORDERED BY THE CITY AND PAID BY APPLICANT	

4. APPLICABLE FEES	PAID
REVISION FEE FOR DEMOLITION REQUEST : Residential (1 to 4 dwellings) and Public - \$ 1 070 Commercial, Industrial and Multifamily or new development – \$ 1 875	☐
EVALUATION AND INSPECTION REPORT FEES: *\$ 3 215.00	☐
MULTIFAMILY OR NEW DEVELOPMENT: FEES OF PAYMENT OF THE BUILDING ASSESSMENT AND INSPECTION REPORT APPOINTED BY THE CITY WILL BE EVALUATED CASE BY CASE	☐

*EVALUATION AND INSPECTION REPORT FEES CAN CHANGE DEPENDING ON THE TYPE OF REQUEST (COMMERCIAL, INDUSTRIAL, INSTITUTIONAL, ETC.).

ADDITIONAL FEES REQUIRED ONCE DEMOLITION REQUEST IS APPROVED (see below)

DEMOLITION FINANCIAL GUARANTEE:	SEE BY-LAW RESPECTING THE DEMOLITION / DECONSTRUCTION OF IMMOVABLES PC-2987
BUILDING PERMIT REVISION FEE:	SEE TARIFFS BY-LAW 2025 PC-2977
DAMAGE DEPOSIT:	
ENGINEERING FEES:	TO BE DETERMINED DURING REVISION OF REQUEST; MUST BE PAID BEFORE PERMIT IS ISSUED

SIGNATURE OF OWNER OR REPRESENTATIVE	
PLEASE PRINT NAME	DATE



**LETTRE D'AUTORISATION
POUR UN PROJET PARTICULIER**
**LETTER OF AUTHORIZATION
FOR A SPECIAL PROJECT**

SERVICE D'URBANISME
451, boulevard Saint-Jean H9R 3J3
(514) 630-1206
urbanisme@pointe-claire.ca
www.pointe-claire.ca

RÉFÉRENCE :
SUBJECT

ADRESSE (OU NO. LOT POUR TERRAIN VACANT)
ADDRESS (OR LOT NUMBER FOR VACANT LOT)

autorise
authorizes

Propriétaire
Property owner

Nom du/de la délégué(e)
Name of delegate

à soumettre une demande de | to submit a request for a:

☐

Dérogation mineure
Minor exemption

☐

Révision PIIA
SPAIP review

☐

Usage conditionnel
Conditional use

☐

PPCMOI
SCAOPI

☐

Démolition
Demolition

☐

Modification au règlement
By-law amendment

Section à compléter par le propriétaire de l'immeuble
Section to be completed by the property owner

Adresse du propriétaire de l'immeuble
Property owner's address

Nom du propriétaire ou de l'administrateur,
ainsi que son titre
Property owner or administrator's name and title

Numéro de téléphone
Telephone number

Adresse courriel
Email address

Signature du propriétaire ou de
l'administrateur autorisé
Property owner or authorized administrator's
signature

Date



**LETTRE D'AUTORISATION
POUR UN PROJET PARTICULIER
LETTER OF AUTHORIZATION
FOR A SPECIAL PROJECT**

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PROJET PARTICULIER SPECIAL PROJECT	RÈGLEMENT BY-LAW
Règlement sur les dérogations mineures Minor Exemptions By-law	PC-2500
Règlement sur les plans d'implantation et d'intégration architecturale (PIIA) Site Planning and Architectural Integration Programme (SPAIP) By-law	PC-2787
Règlement sur les usages conditionnels Conditional Uses By-law	PC-2791
Règlement sur les projets particuliers de construction, de modification ou d'occupation d'un immeuble (PPCMOI) By-law on Specific Construction, Alteration or Occupancy Proposals for and Immovable (SCAOPI)	PC-2957
Règlement relatif à la démolition des immeubles By-law Respecting the Demolition of Immovables	PC-2987

Raccordement existant/
Existing connection

PLAN PROFIL - RACCORDEMENT ÉGOUT SANITAIRE PROFILE PLAN - SANITARY SEWER CONNECTION

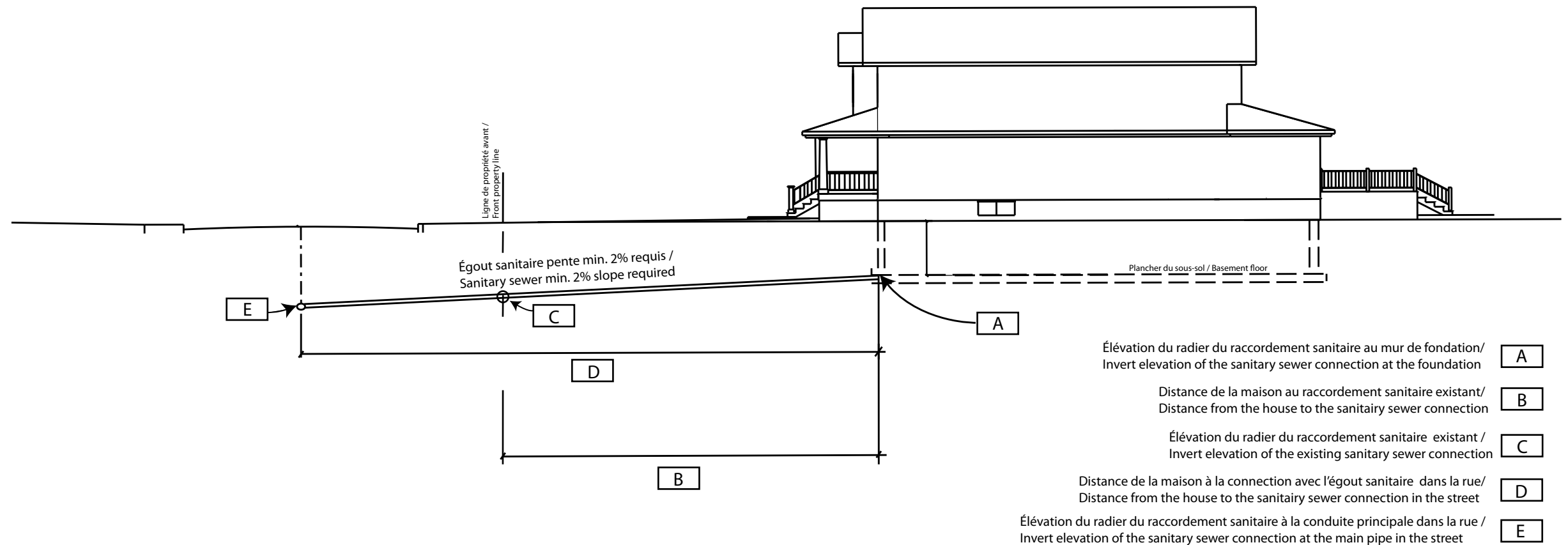
Nouveau raccordement
(Jusqu'à la conduite sanitaire dans la rue)/
New connection
(Up to the sanitary pipe in the street)

$$\frac{\boxed{\text{A}} - \boxed{\text{C}}}{\boxed{\text{B}}} \times 100 = \boxed{\text{\%}}$$

Pente de l'égout sanitaire/
Sanitary sewer slope

$$\frac{\boxed{\text{A}} - \boxed{\text{E}}}{\boxed{\text{D}}} \times 100 = \boxed{\text{\%}}$$

Pente de l'égout sanitaire/
Sanitary sewer slope



1. Tree location map (project layout with numbered trees)
(ALSO ATTACH THE ORIGINAL FILE WITH DOCUMENTS)

2. Table 1: Tree inventory and recommendations

No.	Tree species and dbh ¹	Properties	General condition	Impact and recommendations
1				▪ Impact of project: ▪ Recommendations: ▪ Protective measure, if required: ▪ Tree replacement:
2				▪ Impact of project: ▪ Recommendations: ▪ Protective measure, if required: ▪ Tree replacement:
3				▪ Impact of project: ▪ Recommendations: ▪ Protective measure, if required: ▪ Tree replacement:
4				▪ Impact of project: ▪ Recommendations: ▪ Protective measure, if required: ▪ Tree replacement:
5				▪ Impact of project: ▪ Recommendations: ▪ Protective measure, if required: ▪ Tree replacement:
6				▪ Impact of project: ▪ Recommendations: ▪ Protective measure, if required: ▪ Tree replacement:

¹ dbh: Diameter measured at breast height (1.4 m)

3. Photos

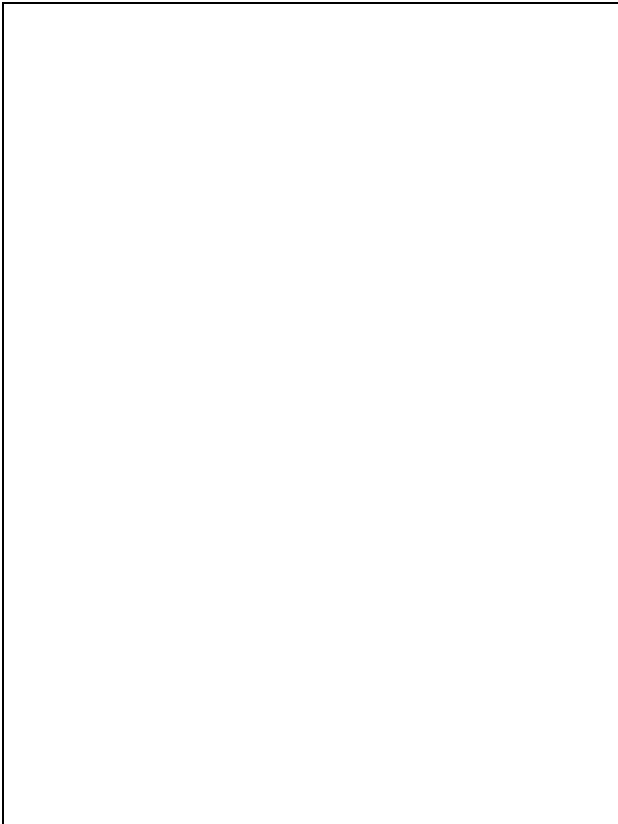


Photo 1:

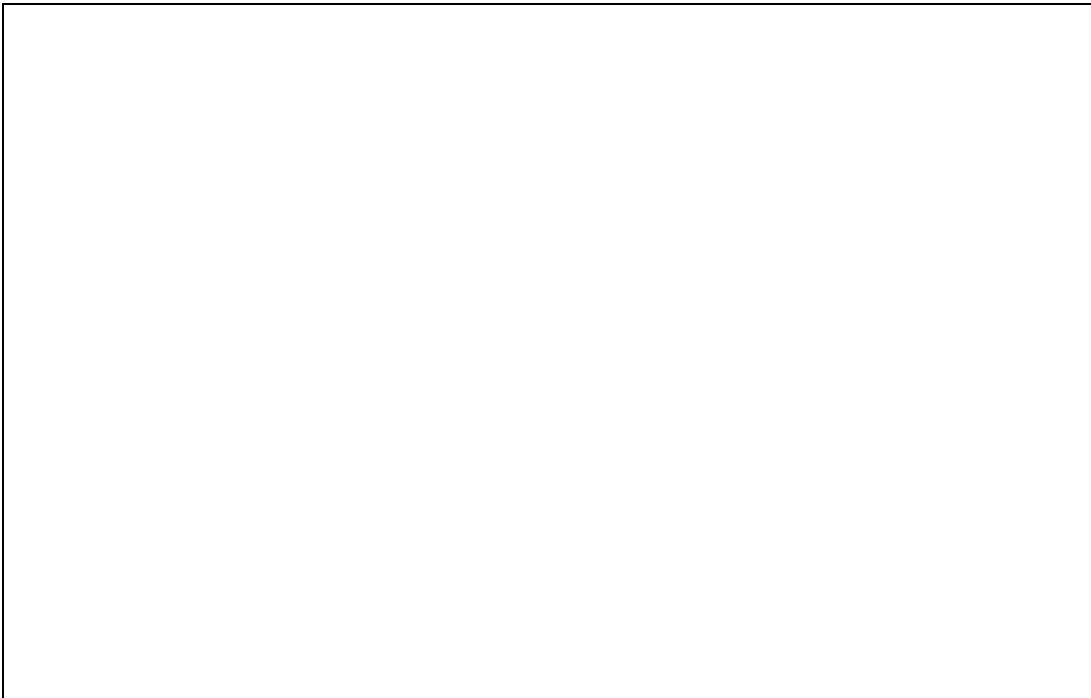


Photo 2: