

HOW TO OBTAIN A BUILDING PERMIT FOR RESIDENTIAL (1-4 dwellings) PROJECTS

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 be in conformity with 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 and vegetation 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 Department, the elevation of the street and its alignment, and where applicable, the location of water supply and sewage system connections.

For such a project, and in order to ensure the protection of the forest cover and promote sustainable development, a Report on Urban Forestry shall be filed with the Planning Department, for approval prior to submitting a building permit request. It shall be prepared by a qualified person (for example: arborist, landscape architect, forestry engineer) and refer to the state of vegetation existing on the landsite, i.e. a plan showing the location of all existing trees, shrubs and hedges, with a description of these trees: species, trunk diameter, height and physiological condition, along with a picture of each tree or group of trees.

To submit a request to obtain the required building permit for a residential construction project 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 plan 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 described above. For more details, please see the following documents: What is an Urban Forestry Report and Template of an Urban Forestry Report;
4. **A site plan that identifies the location of all existing and proposed structures** on the landsite, including, as the case may be, any public utility poles and equipment, fire hydrants, mailboxes and signs located on the landsite or in the street right-of-way;
5. **A set of plans drawn to scale.** The plans shall bear the signature and identification of the professional or any other person who has prepared them. In the case of the construction of a new house or an additional floor on an existing house, or an extension of a single-family residential building, resulting in an increase of at least one third (1/3) of the floor area, the plans shall bear the seal and signature of an architect or a professional technologist. Amongst other things, the plans must show :
 - The position on the landsite, the heights and dimensions of the new construction;
 - Details of foundations, structure, wall sections, elevations;
 - 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);
 - When applicable, the existing and proposed land levels;

- For decks: the type of foundation, the way the deck will be anchored to the house (if it is attached) and structural details;
- For renovations: the existing layout on which all proposed renovations must be shown with construction details;
- For wood stoves, fireplaces, and inserts: the manufacturers' brochure (for the device and chimney flue);
- For renovations/construction that require the installation of a propane reservoir: the location of the reservoir on the property and the distances between it and the property lines as well as the plans and details of the screen that will conceal the reservoir from the public thoroughfare.

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 certificate, written authorization is required.

2025 Fees and deposits for residential use projects (1 to 4 dwellings):

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

\$13 per \$1000 of estimated work value* (minimum \$78). This fee (payable to the City of Pointe-Claire) shall be paid upon filing the application and is non-refundable.

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

A security deposit of \$3 050 for a new house (1 to 4 dwellings) and for an extension that is equal to 50% or more than the total floor area of the building; \$630 for an extension that is less than 50% of the total floor area of the building and any fees required by the Engineering Department shall be paid prior to or at the issuance of the building permit.

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.