



HOW TO OBTAIN A BUILDING PERMIT FOR COMMERCIAL, INDUSTRIAL, MULTI-FAMILY (4 or more dwellings) OR PUBLIC PROJECTS

Building Permit requirement: Throughout the City of Pointe-Claire, the following are prohibited without first obtaining a building permit: Any construction, extension, alteration to a building or system; 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 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 a commercial, industrial, multi-family or public 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 *Permits for business* page;
2. 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 and a plan of the lot showing and locating the building(s) and all servitudes affecting the property;
4. 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;
5. 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;
6. A **set of plans**. The plans shall bear the signature and identification of the architect, engineer or any other person who has prepared them. Amongst other things, the plans (to scale) must show:
 - The position on the landsite, the heights and dimensions of all new constructions;
 - Details of foundations, structure, wall sections, elevations;
 - For renovations: the existing layout on which all proposed renovations must be shown with construction details;
 - The proposed layout and use of each room; for restaurants, a floor plan showing the seating area and capacity;
 - For new occupants: a written description of the principal use and secondary activities;
 - Mechanical, electrical and plumbing plans;
 - When parking is required, the land development plan, dimensions of parking spaces and aisles, drainage system;
 - 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 certificate, written authorization is required.

2025 Fees and deposits

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

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

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

Public use projects

\$9 per \$1000 of estimated work value (minimum \$130)

Fees for the study of an application for a building permit shall be paid upon filing the application (non-refundable, payable to the City of Pointe-Claire).

A damage deposit of \$13 110 for a new building; \$6 825 for an extension (refundable when the work is completed) and any tariffs 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.