

HOW TO OBTAIN A CERTIFICATE OF AUTHORIZATION FOR THE REPLACEMENT AND/OR REPAIR OF PRIVATE SEWER AND WATER SERVICES

Certificate of Authorisation Requirement: Throughout the City of Pointe-Claire, a Certificate of Authorisation is required for the replacement and/or repair of private sewer and water services (not including French drains). A building permit is required for the replacement or installation of French drains.

To submit a request to obtain a certificate of authorization to replace or install service pipes, you will need:

1. The certificate of authorization **application form** completed and signed. This form is available on our website: www.pointe-claire.ca, on the *Residential permits*;
2. 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 location of the pipe(s) to be installed, replaced or modified should be clearly indicated on this document;
3. To mark **the location of the existing or proposed sump pump**;
4. **To confirm whether the existing sump pump is connected** to the sanitary sewer, storm water sewer or if it (please specify);
5. To show **the location of all existing trees** (private and public) within the proximity of the proposed work, to be protected or to be felled, and the new plantings that are proposed, along with the description of the characteristics (species, size, health and structural condition) of all trees, both existing and proposed;
6. To provide **a copy of the contractor's detailed bill of work or estimate**, describing the work that will be done.

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. Should someone other than the property owner obtain the certificate, written authorization is required.

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

\$65 for the replacement and/or repair of private sewer and water services plus all costs required by the Engineering Department for the replacement of the pipes located in the public right-of-way.

Any tariffs required by the Engineering Department shall be paid prior to or at the issuance of the Certificate of Authorisation.

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.