



HOW TO OBTAIN A RESIDENTIAL BUILDING PERMIT TO BUILD A DECK, PORCH, LANDING, VERANDA OR PORTICO

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 deck; 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.

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 deck, a porch, a landing, a veranda, etc., 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. The location of the structure to be built, replaced or modified should be clearly indicated on this document;
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;
 - Elevation of all sides of the new structure or renovation - indicate all dimensions, heights, facing materials, railings, etc. as well as demolition details if any;
 - Cross-section of the walls with the construction details;
 - Type of foundation, the way the structure will be anchored to the house (if it is attached) and structural details;
 - Structural details for floors, stairs and roofs;
 - 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 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.

A security deposit of \$630 is required for an extension (portico, closed-in veranda, etc...).

The security deposit 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.