



## HOW TO OBTAIN A BUILDING PERMIT FOR AN ANCILLARY BUILDING

The following are considered as ancillary buildings:

- A shed;
- A detached garage;
- A greenhouse;
- A detached gazebo;
- A guard house.

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.

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.

A permit is not required for regular maintenance or minor repairs. However, all projects shall comply with all the by-laws.

### 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.

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.

### Application Procedure – required documents

All forms and documents related to an application for a permit or certificate must be sent by email to [urbanisme@pointe-claire.ca](mailto:urbanisme@pointe-claire.ca)

Fill out the permit or certificate application (available at [www.pointe-claire.ca](http://www.pointe-claire.ca), on the *Permits* page).

Should someone other than the property owner obtain the certificate, written authorisation is required. Similarly, if you recently purchased the property, proof of ownership may be required.

1 copy of the certificate of location: Prepared by a land surveyor and consisting of a written description, a plan of the lot and building(s) and all existing registered servitudes.

1 set of plans:

The plans must be 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 described above;
- The position of the proposed structure on the landsite including the distances from property lines, house, pool

and other ancillary buildings;

- If the structure is prefabricated: the manufacturer's specifications on the model (dimensions, height, facing materials, etc.) and details with regards to the foundation/base on which the structure will be installed;
- If it is a new construction: detailed construction plans, structural details for the walls, roof and foundation as well as the height, facing and roof materials. For commercial, industrial, multi-family and public use projects, the construction must be non-combustible and an architect's stamp and signature will be required on the plans;
- 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).

For residential (1-4 dwellings) projects only: If you do not have an email address, submit your request at the Planning Department counter on the ground floor of City Hall during the opening hours with all the required documents.

## **2023 Fees**

### Residential use projects (1 to 4 dwellings)

\$12 per \$1000 of estimated work value (minimum \$120)

*For extensions and new houses, the value shall be at least \$1 285/m<sup>2</sup> of floor area (\$890/m<sup>2</sup> for a detached garage).*

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

\$12 per \$1000 of estimated work value (minimum \$600)

### Public use projects

\$8 per \$1000 of estimated work value (minimum \$120)

Fees shall be paid upon filing the application (non-refundable, payable to the City of Pointe-Claire).

## **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.