



## HOW TO OBTAIN A BUILDING PERMIT – RESIDENTIAL (1-4 dwellings)

All development 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](http://www.pointe-claire.ca), on the *By-laws* page.

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 listed in the first paragraph.

### 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.

1 copy of the certificate of location: 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.

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.

1 set of plans:

The plans shall bear the signature and identification of the architect, engineer 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 (to scale) 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);
- 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) & propane tank's location.

### **2023 Fees and deposits**

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

A security deposit of \$2 845 for a new house (1 to for 4 dwellings) and for an extension that is equal to 50% or more than the total floor area of the building; \$590 for an extension that is less than 50% of the total floor area of the building.

Depending on the type of project, addition fees may be required (Engineering tariffs, financial guarantee, etc...). These additional fees will be determined during the analysis of your files.

The security deposit and any fees required by the Engineering Department shall be paid 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.