



HOW TO OBTAIN A CERTIFICATE OF AUTHORIZATION TO INSTALL MECHANICAL EQUIPMENT or a PROPANE CONTAINER

All development projects shall be done in conformity with all planning by-laws of the City of Pointe-Claire.

Certificate of Authorization Requirement: Throughout the City of Pointe-Claire, a Certificate of Authorization is required in order to install a heat pump, an air conditioning system or another external mechanical equipment (other than the ones designed to be installed in windows or wall mounted with an area less than 0.4 m² (4.3 ft²)); for the installation of a propane tank and the commercial storage of portable propane containers.

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.

Fill out the permit or certificate application form (available at www.pointe-claire.ca, on the *Residential permits or Permits for business* page).

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

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

1 set of plans:

All applications for a Certificate of Authorization to install a heat pump, an air conditioning system or other mechanical equipment or a reservoir must be accompanied by the following information:

- The manufacturer's specifications of the equipment, indicating the make and the dimensions,
- The noise level generated by the equipment, in decibels,
- The location of the equipment or reservoir on the property and the distances between it and the property lines,
- The plans and details of the screen that will conceal the equipment or reservoir from the public thoroughfare.
- If the project requires the protection or the felling and planting of trees: a plan showing the location of all existing trees to be protected or to be felled, and the new plantings that are proposed, along with a description of the characteristics (species, size, health and structural condition) of all trees, both existing and proposed.

2024 Fees

Residential use projects (1 to 4 dwellings):

\$37 for mechanical equipment; \$43 for a propane container

If some construction work is necessary for the installation of the equipment, construction permit fees may be applicable - \$13 per \$1000 of work value (minimum \$75).

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

\$13 per \$1000 of work value (minimum \$130) for mechanical equipment; \$43 for the commercial storage of propane containers.

Public use projects:

\$13 per \$1000 of work value (minimum \$130) for mechanical equipment; \$43 for a propane container.

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

Approval or refusal, and issuance of a Certificate of Authorization

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 Authorization. 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 permit 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 Authorization has not been issued or the work has not commenced within six months from the date of its approval by the Director; or if the work has not been completed within one year from the date of the issuance of the Certificate of Authorization.