

## HOW TO OBTAIN A CERTIFICATE OF OCCUPANCY FOR A COMMERCIAL, INDUSTRIAL, MULTI-FAMILY (4 or more dwellings), PUBLIC BUILDING OR PREMISES; OR FOR A RESIDENTIAL BUILDING (1-4 dwellings)

All uses and all occupancy projects shall be in conformity with all the planning by-laws of the City of Pointe-Claire.

Certificate of Occupancy Requirement: Throughout the City of Pointe-Claire, no building or part of a building which has been newly erected or moved or for which the use or purpose has been changed, or that is subject to a change of occupant (other than residential), shall be occupied prior to obtaining a Certificate of Occupancy.

The operation of a day-care in a domestic setting, an intermediate resource or a family-type resource, as defined by the provincial acts that governs them, is subject to obtaining a Certificate of Occupancy.

### 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 form (available at [www.pointe-claire.ca](http://www.pointe-claire.ca), on the *Residential permits or Permits for business* 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 and building(s).

A written description of the principal use and secondary activities that will take place in the premises or building

1 set of plans: (prepared and stamped by an architect)

- A floor plan showing the interior layout and indicating the proposed uses of the area, along with details of all proposed changes. Plans must include the floor area by use (warehouse, offices, laboratory space, etc.). For restaurants, a floor plan showing the seating area is required,
- As the case may be, a copy of all form of authorisation required by virtue of the Law or a by-law or regulation of any other relevant authority,
- Where off-street parking is required, a plan, to scale, showing the layout of parking areas, the number and dimensions of parking spaces and aisles and the treatment of open space (for the construction of a mezzanine or a change in use, there must be sufficient on-site parking).

When the occupancy project includes alterations to the building that entail the issuance of a Building Permit, said Building Permit will include the authorisation of occupancy.

### 2024 Fees

\$130 (or \$63 for residential 1-4 dwellings use).

Fees for the study of an application for a Certificate of Occupancy shall be paid upon filing the application (non-refundable, payable to the City of Pointe-Claire).

### Approval or refusal, and issuance of a Certificate of Occupancy

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 other planning by-laws, in addition to the Zoning and Construction 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 Occupancy.

### 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.

An application that is approved or a certificate issued shall be considered null and void if the Certificate of Occupancy has not been issued or the work has not commenced within six months from the date of its approval by the Director (the date when the applicant is invited to present himself to obtain the certificate).

A Certificate of Occupancy issued under the present by-law shall be considered null and void if the work has not been completed within one year from the date of the issuance of the Certificate of Occupancy.