

PERMIT APPLICATION CHECKLIST

SIGNS



There are many steps to a permit request. The City website describes **steps 1 to 6** of this permit request, which includes process fees, and provides information concerning zoning, guidelines for building and renovating, including guideline #7 regarding storefronts and signs under the Site Planning and Architectural Integration Programmes (S.P.A.I.P.). Refer to the City website at westmount.org/en/signs.

Gather all mandatory documents marked by an asterisk (*) in steps 2 and 3 below, prior to applying for a permit at the Urban Planning counter; otherwise the file opening will be denied.

STEP 2 - GATHER ALL THE DOCUMENTS

Required documents for review:

- *A letter from the building owner authorizing the permit application, if the request is made by a third party;
- *A letter describing the scope of the proposed work;
- A letter from the association of co-owners authorizing the proposed modification;
- *Clear and colour photographs of the existing property, as well as a street view showing the adjacent properties;
- *Shop drawings to scale of each proposed sign showing dimensions, lettering, colours, materials, method of support, lighting strategy, and their location;
- A detailed cost estimate, excluding taxes, provided by a contractor or professional.

The following documents might also be required:

- A copy of a recent certificate of location, showing the current conditions of the property, if the proposed signs are free-standing (anchored to the ground) or projecting over City land;
- A complete set of drawings, folded to 8,5" x 14" format, if needed;
- A digital copy in PDF format of the drawings listed above.

Comprehensive signage strategy: In order to ensure that the signage of multiple commercial establishments occupying the same building adhere to an overall design concept, the building owner or their representative, must prepare a comprehensive signage strategy that describes the signage plan and guidelines for the building as a whole that each individual establishment must follow.

- A comprehensive signage strategy must be submitted to the City as a separate application and must be approved by the Planning Advisory Committee before any individual application can be considered.
- In case of a sign application being submitted for an establishment located within a building having multiple commercial occupants, a letter from the building owner confirming that the proposed signs conform to the signage strategy is required.

This list is a summary. Please note that additional documents or information may be required in order to provide a better understanding of the project and contribute to the request process. (By-Law #1300, article 65, point 14^o)

STEP 3 - OPENING A FILE AT CITY HALL

- *[Pay the fee for the document analysis](#); the cost of the permit is separate.
- The cost of the permit is a fixed fee per sign. (see tariffs By-law)