

PERMIT APPLICATION CHECKLIST

POOL



There are many steps to a permit request. The City website describes **steps 1 to 6** of this permit request, which include process fees, and provides information concerning zoning, guidelines for building and renovating, including guideline #6 regarding landscaping under the Site Planning and Architectural Integration Programmes (S.P.A.I.P.). Information on swimming pools can be found at westmount.org/en/pool.

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 opening of the file will be denied.

STEP 2 - GATHER ALL THE DOCUMENTS

Required documents for review:

- ☐ *A letter describing the scope of the proposed work;
- ☐ *A letter from the building owner authorizing the permit application, if the request is made by a third party;
- ☐ *A letter from the association of co-owners authorizing the proposed modification;
- ☐ *A copy of a recent certificate of location, showing the current conditions of the property;
- ☐ *Clear and colour photographs of the existing conditions of the site;
- ☐ *Site plans showing the existing and proposed conditions, dimensioned and scaled, indicating setbacks, property lines, location of mechanical equipment including their distance from property lines, hedges and fences, as well as the calculations detailing the percentage of hard surface versus vegetated areas of the rear yard and the detailed site coverage calculations;
- ☐ *A section through the swimming pool showing its depth and structure;
- ☐ *A full set of landscaping drawings to scale showing the existing and proposed conditions and detailing the vegetated spaces, walkways and other paved areas;
- ☐ *Clear and colour photographs of samples for proposed materials and specifications of plants, if needed;
- ☐ *A storm water management strategy demonstrating that the post-construction run-off does not exceed pre-construction levels;
- ☐ An official cost estimate, excluding taxes, provided by a general contractor.

The additional documents listed below are required according to the type of interventions planned:

Mechanical units (heat pump, spa, air conditioning unit, emergency generator):

- ☐ *A copy of a recent certificate of location, showing the current conditions of the property, and indicating the relative location of the mechanical unit(s) to the property lines;
- ☐ *Illustrated specifications of mechanical units, including dimensions and source noise level in decibels (dB);
- ☐ Scaled and dimensioned drawings of the visual screen, where appropriate.

Fences and hedges:

- ☐ *Clear and colour photographs of the existing fence(s) or hedge(s) or other existing conditions;
- ☐ *A site plan, scaled and dimensioned, indicating the property lines and the relative location of the fence(s) and/or hedge(s);
- ☐ *Detailed elevations of the fence showing dimensions, materials and opacity ratio calculations;
- ☐ *Samples or specifications of materials and specifications of plants;

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°)

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 calculated from the cost of work.