

# PERMIT APPLICATION CHECKLIST

# ROOF



There are many steps to a permit request. The City website describes steps 1 to 6 of this permit request, which includes the process, fees and provides information concerning zoning, category (heritage value) and *Guidelines for Renovating & Building in Westmount*, including Guideline #3 regarding roof under the Site Planning and Architectural Integration Programmes (S.P.A.I.P.). Refer to the City website at [westmount.org/en/roof](http://westmount.org/en/roof).

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 a file will be denied.

Flat roof replacement does not require a building permit. However, if the replacement of other components becomes necessary during the construction of a flat roof, a permit will be required for these interventions, for example: roof drains, flashing, gutters, roof top terraces, or any materials located under the roof membrane such as the structure of a roof.

## 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(s);
- ☐ \* Clear and colour photos of samples or specifications of proposed materials;
- ☐ \* Clear and colour photos of the site, all facades of the building, showing the existing roof;
- ☐ An official cost estimate, excluding taxes, provided by a general contractor.

The following documents may also be required:

- ☐ A construction site management document (starting and end dates, phases, occupation of the public domain, etc.) as described in article 69 of Bylaw #1300;
- ☐ A declaration form from the *Régie du Bâtiment de Québec* for any apartment building, public building and commercial building;
- ☐ An inspection report from a licensed professional identifying the presence or absence of asbestos in compliance with the regulation respecting occupational health and safety (S-2.1, r.13), (required depending on the age of the building and the proposed work);
- ☐ A deposit for potential damage to public property;
- ☐ If scaffolding is to be located on City property a certificate for occupation of the public domain must be obtained from the City Public Works department.

*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.