

PERMIT APPLICATION CHECKLIST

MECHANICAL UNIT



HEAT PUMP, SPA, AIR CONDITIONING UNIT, SOLAR ENERGY, GEOTHERMAL

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, category (heritage value), guidelines for building and renovating, including guideline #6 regarding landscaping under the Site Planning and Architectural Integration Programmes (S.P.A.I.P.) Refer to the City website at westmount.org/en/mechanical-unit.

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 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, showing the relative location of the mechanical unit(s) to the property lines;
- ☐ Scaled and dimensioned drawings of the visual screen, where appropriate;
- ☐ 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 unit

- ☐ *Illustrated specifications of mechanical units, including dimensions and source noise level in decibels (dB);
- ☐ *The description of the spring rail antivibration suspension system if the heating or cooling units are installed on the roof of a semi-detached or attached building;
- ☐ *A start sheet in case of a generator;
- ☐ The maximum floor area of the residence to establish the volume limit.

Solar energy

- ☐ *A plan showing the installation of the photovoltaic panels;
- ☐ *A data sheet of the photovoltaic panels or of the wind turbine including an image and dimensions.

Geothermal

- ☐ *A plan of the foreseen drilling, indicating the location of the drilling equipment;
- ☐ *A data sheet of the photovoltaic panels or of the wind turbine including an image and dimensions;
- ☐ *A site management document including the phasing and schedule of work, the method of retention of sludge, the occupation of public roads and municipal property.

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.