

# INTERIOR RENOVATIONS



There are many steps to a permit request. The City website describes **steps 1 to 5** of this permit request, which includes the process fees, providing information concerning the guidelines for building and renovating. Refer to the City website at [westmount.org/en/indoor-renovations](http://westmount.org/en/indoor-renovations).

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(s);
- ☐ \*Clear and colour photographs of the property showing the existing conditions prior to the work;
- ☐ \*Architectural type drawings, scaled and dimensioned, showing existing and proposed conditions;
- ☐ \*Detailed calculations of the floor areas;
- ☐ 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);
- ☐ An official cost estimate, excluding taxes, provided by a general contractor.

### The following documents may also be required:

- ☐ A sprinkler plan, a lighting plan, sections and a reflected ceiling plan;
- ☐ Structural drawings, signed and sealed by a structural engineer (if the structure is modified);
- ☐ A declaration form from the Régie du Bâtiment de Québec for any apartment building, public building and commercial building;
- ☐ A complete set of scaled working drawings folded to a 8.5 "x 14" format.

*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.