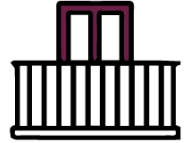


BALCONY AND RAILING



There are many steps to a permit request. The City website describes **steps 1 to 6** of this permit request, which includes administrative fees, and provides information concerning zoning, guidelines for renovating and building, including guideline #2 regarding exterior walls and 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/balcony-railing.

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 works;
- ☐ *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, if applicable;
- ☐ *A copy of a recent certificate of location, showing the current conditions of the property;
- ☐ *Clear and colour photographs of the existing balcony and/or railing;
- ☐ *Clear and colour photographs as well as a description of the existing and proposed materials;
- ☐ A complete set of drawings illustrating the existing and proposed conditions, scaled and dimensioned, folded to a 8,5" x 14" format (architectural and/or structural);
- ☐ Detailed site coverage area calculations;
- ☐ Dimensioned drawings showing compliance to Section 9.8. of the Q.C.C. Chapter 1, (NBC 2005), of the proposed balcony and/or railing, in case of a complete reconstruction;
- ☐ An official and detailed cost estimate for the proposed work, excluding taxes, provided by a general contractor.

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.