

PERMIT APPLICATION CHECKLIST

MAJOR ALTERATIONS



ALTERATIONS OR EXTENSIONS OF 40M² OR MORE

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 provides information concerning zoning, category (heritage value), guidelines for building and renovating, including guideline # 5 regarding New building, major modifications and additions under the Site Planning and Architectural Integration Programmes (S.P.A.I.P.). Refer to the City website at westmount.org/en/major-modifications.

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.

STEP 2 - GATHER ALL THE DOCUMENTS

Required documents for a preliminary 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 property (site, facades, pertinent interiors) as well as a street view showing the adjacent properties;
 - *A complete set of preliminary architectural drawings, scaled and dimensioned, folded to an 8,5" x 14" format, demonstrating existing and proposed conditions and compliance to current regulation, including:
 - A site plan showing setbacks, property lines, existing buildings, extensions, retaining walls, steps, major trees and any mechanical or electrical equipment installed outside a building ,
 - A plan of each floor to be modified,
 - A roof plan,
 - An elevation of each affected façade: existing, new and modified,
 - A streetscape elevation including the neighbouring buildings, to demonstrate integration into the context,
 - Longitudinal and transverse sections,
 - A topographic study, if the terrain is rugged.
 - A digital copy in PDF format of the drawings listed above, on a USB key;
 - *Clear and colour photographs of a sample of the main exterior proposed materials taken beside the existing façade to demonstrate integration;
 - *A work order from the selected windows and doors manufacturer, including an illustrated technical data sheet showing the considered model(s), including a coordinated numbering listed in a table and coordinated on photos and with the proposed elevations;
 - Images of a 3D model illustrating the massing of the new construction in its context. (Depending on the nature of the site and the complexity of the project, a physical model may be required.)
- If the style of the new windows and doors is different from the existing or the original one, also submit the following:
- Shop drawings from the manufacturer, detailing the profile of doors and/or windows;
- If the window opening is widened, also submit the following:
- A dimensioned lintel detail, stamped and signed by a structural engineer.

Additional documents required for final analysis, upon favourable preliminary review:

- Clear and colour photographs of all samples that were not previously presented and exterior materials;
- A complete set of working drawings (architecture, structure, mechanical, electrical), to scale, folded to 8,5" x 14" format, stamped and signed by the appropriate professional (OAQ, OIQ);
- 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);
- A construction management document, as described under article 69 of By-Law #1300;
- A preliminary landscaping plan or a letter describing the intent on the subject; the modifications to the site are subject to a distinct permit request;
- Detailed calculations of the floor areas, separating the existing from the new areas;
- An official cost estimate, 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^o)

STEP 3 - OPENING A FILE AT CITY HALL

- *[Pay the fee for the document analysis for major alterations](#); the cost of the permit is separate.
- The cost of the permit is calculated from the floor areas of the project for any extension.
- The cost of the permit is calculated from the cost of work for any renovation.