

# NEW BUILDINGS



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, 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/newbuildings](http://westmount.org/en/newbuildings).

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 copy of a recent certificate of location, showing the current conditions of the property;
- \*Clear and colour photographs of the existing property 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,
  - A roof plan,
  - An elevation of each façade,
  - A street scape 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 main exterior materials to demonstrate integration;
- \*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.)

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

- \*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;
- Clear and colour photographs of all exterior materials samples that were not previously presented;
- A complete set of working drawings (architecture, structure, mechanical, electrical), to scale, folded to a 8,5" x 14" format, stamped and signed by the appropriate professional (OAQ, OIQ);
- 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;
- 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<sup>o</sup>)*

## STEP 3 - OPENING A FILE AT CITY HALL

- \*[Pay the fee for the document analysis for new buildings](#); the cost of the permit is separate.
- The cost of the permit is calculated from the floor areas of the project.