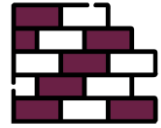


PERMIT APPLICATION CHECKLIST

RETAINING WALL



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, providing information concerning zoning, category (heritage value), guidelines for building and renovating, including the 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/retaining-wall.

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 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 from the wall showing the existing conditions and context;
- ☐ *A scaled and dimensioned site plan showing setbacks, property lines and location of the retaining wall;
- ☐ *A scaled section illustrating the topography of the existing and proposed conditions including the height of the walls;
- ☐ A detailed section of the wall structure, stamped and signed by an engineer, if the wall exceeds 3'-0" in height or is not a dry stone assembly;
- ☐ *Clear and color photographs of samples or specifications for proposed materials;
- ☐ 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](#); the cost of the permit is separate.
- ☐ The cost of the permit is calculated from the cost of work.