PERMIT APPLICATION CHECKLIST

EXTERIOR WORK

There are many steps to a permit request. The City website describes **steps 1 to 6** of this permit request, which include process fees, and provides information concerning zoning, category (heritage value) and guidelines for renovating and building, including the introductory guideline #1 and guideline #2 concerning exterior walls. The majority of exterior renovations to character-defining elements of heritage buildings only allow for their restoration, or for alterations aiming to reinstate an original condition. Refer to the [City website](#).

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 or [online](#); 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 copy of a recent certificate of location, showing the current conditions of the property;*
- *Color photographs of the existing conditions and of samples of all proposed materials;*
- A complete set of drawings illustrating the existing and proposed conditions, scaled and dimensioned;
- A detailed cost estimate, excluding taxes, provided by a contractor or professional.

Additional documents on existing and projected conditions are required depending on the planned intervention.

**Balcony, Guard Rails, Deck and Stairs:**

- *A complete set of drawings illustrating the existing and proposed conditions, scaled and dimensioned, showing compliance to Section 9.8. of the Q.C.C. Chapter 1 (NBC 2005) in case of a complete reconstruction;*
- *A dimensioned site plan showing the distances of the structures to all property lines;*
- *Detailed site coverage area calculations of all structures above ground including projections, terraces, landings and stairs.

**Waterproofing of foundations and French Drains:**

- *Site plan or a copy of a recent certificate of location showing the area of work;*
- Membrane specifications;
- Detailed report of the present and proposed condition.

**Masonry:**

- *Color photographs of the proposed brick against the existing should it need to be replaced;*
- *A detailed report of the present condition and proposed;*
- A wall section showing the proposed reconstruction, anchoring details and method of sealing the envelope stamped and signed by an architect if the building is a semi-detached or attached single-family dwelling unit, a multi-family dwelling that contains no more than four units, a mercantile occupancy, business occupancy, industrial occupancy or a combination of such dwellings or occupancies that is not more than two storeys and not more than 300 square metres in gross area after the work is completed and has a single basement level (architects act chapter A-21, section 16.1)

*This list is a summary. Please note that any additional document 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**

**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.