Here is a checklist of regulations in force for café-terraces.

<table>
<thead>
<tr>
<th>TERRACE ON PRIVATE PROPERTY</th>
<th>TERRACE ON SIDEWALK AND PUBLIC DOMAIN</th>
<th>TERRACE IN PUBLIC PARKING SPACES</th>
<th>TERRACE IN NEW PUBLIC SPACES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Max. dimensions</strong></td>
<td>• Width: storefront</td>
<td>• Width: A max. of two parking spots and be located in front of the commercial lot, without projecting more than 4 m beyond the extension of the side line of the lot.</td>
<td>• Width: storefront</td>
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<tr>
<td></td>
<td>• Depth: limit of the private domain or encroachment on the public domain provided that the sidewalk is clear.</td>
<td>• Depth: parking depth. The terrace may extend onto the sidewalk side without exceeding the line of trees and posts or encroaching on the 2.5 m of pedestrian traffic.</td>
<td>• Depth: parking depth.</td>
</tr>
<tr>
<td><strong>Design and delimitation of the terrace area</strong></td>
<td>• At ground level (unless variable ground levels etc. or substrate issues are at stake)</td>
<td>• On wooden floor with railing to delineate its surface.</td>
<td>• At ground level (with ramp) or on a platform.</td>
</tr>
<tr>
<td></td>
<td>• Delimitation with physical barrier</td>
<td>• Delimitation: a protective structure placed perpendicular to the sidewalk, from the side of the road such as solid flower boxes, designed to absorb or deflect the impact of a vehicle (unless there is already a curb extension and obstacles that form a solid barrier present).</td>
<td>• Boundary with a physical barrier without the need for impact protection. If the terrace is on a platform, the physical barrier must be a guardrail which prevents customers from tripping.</td>
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<tr>
<td></td>
<td>• Trash can</td>
<td>• Trash can</td>
<td></td>
</tr>
<tr>
<td><strong>Insurance</strong></td>
<td>Not required by the City</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td><strong>Procédure</strong></td>
<td>1. <a href="#">Online application</a></td>
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</tr>
<tr>
<td></td>
<td>2. Visit by a municipal inspector and final site identification</td>
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</tr>
<tr>
<td></td>
<td>3. City Approval</td>
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<tr>
<td></td>
<td>4. Installation of the terrace</td>
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</tr>
</tbody>
</table>
GATHER ALL THE DOCUMENTS

Required documents for review:

1. **Commercial Occupancy Certificate**
   *New business, change of ownership, change of business name or modification of floor space*
   - A letter from the building owner authorizing the certificate application, if the request is made by a third party;
   - A key plan showing the location of the commercial business, if there are several businesses in one building;
   - A completed application form (westmount.org/occupancy-certificate).

2. **Residential Occupancy Certificate**
   *New construction of a house, condo or apartment building / units*
   - A letter from the building owner authorizing the certificate application, if the request is made by a third party;
   - A completed application form (westmount.org/occupancy-certificate).

3. **Temporary Occupancy Certificate**
   *Pop-up shop, temporary event (on private or on public domaine)*
   - A letter from the building owner authorizing the certificate application, if the request is made by a third party;
   - A letter describing the event, location, date, hours of operation;
   - A dimensioned and scaled site plan including specifications of structures (tent, table, chairs, stage, etc.), if applicable;
   - Fire rating specifications for the tent, if applicable;
   - *In accordance with the directives of the Montreal Fire Department, the applicant must first obtain the approval of the SIM by contacting them at 514-872-4739.*
   - A completed application form (westmount.org/occupancy-certificate).

4. **Café-Terrace on private domain for a commercial business**
   - A letter from the building owner authorizing the certificate application, if the request is made by a third party;
   - A dimensioned and scaled site plan showing details of the terrace, chairs, tables, property lines, garbage can, etc.;
   - A completed application form (westmount.org/occupancy-certificate).

5. **Café-Terrace on public domain for a commercial business**
   - A letter from the building owner authorizing the certificate application, if the request is made by a third party;
   - A dimensioned and scaled site plan showing details of the terrace, chairs, tables, property lines, garbage can, etc. in relation to sidewalk and street;
   - A complete liability insurance form, from a financial institution, mentioning the City of Westmount as an additional insurer;
   - A completed application form (westmount.org/occupancy-certificate).

*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)*

**OPENING A FILE**

There are no fees for the document analysis, the cost of the Certificate is separate.