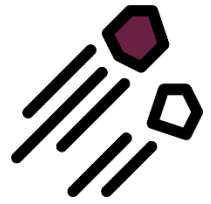


## PERMIT APPLICATION CHECKLIST

# ROCK EXCAVATION OR BLASTING



There are several steps to applying for a permit. The City's website provides a description of these steps, including the process and cost, as well as information regarding the regulations. Please refer to [westmount.org/en/rock](http://westmount.org/en/rock).

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 before applying 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 works;
- \*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 conditions;
- \*A site plan, scaled and dimensioned, showing the area to be excavated and the potentially affected neighboring properties and stating the equipment to be used;
- \*Proof of liability insurance;
- \*Construction management document;
- \*Signed copies of Annex A and B from By-Law 1257 by all parties;
- 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 OR ONLINE

- \*[Pay the fee for the document analysis](#); the cost of the permit is separate.
- The cost of the permit is fixed and payment will be required when the application is approved.