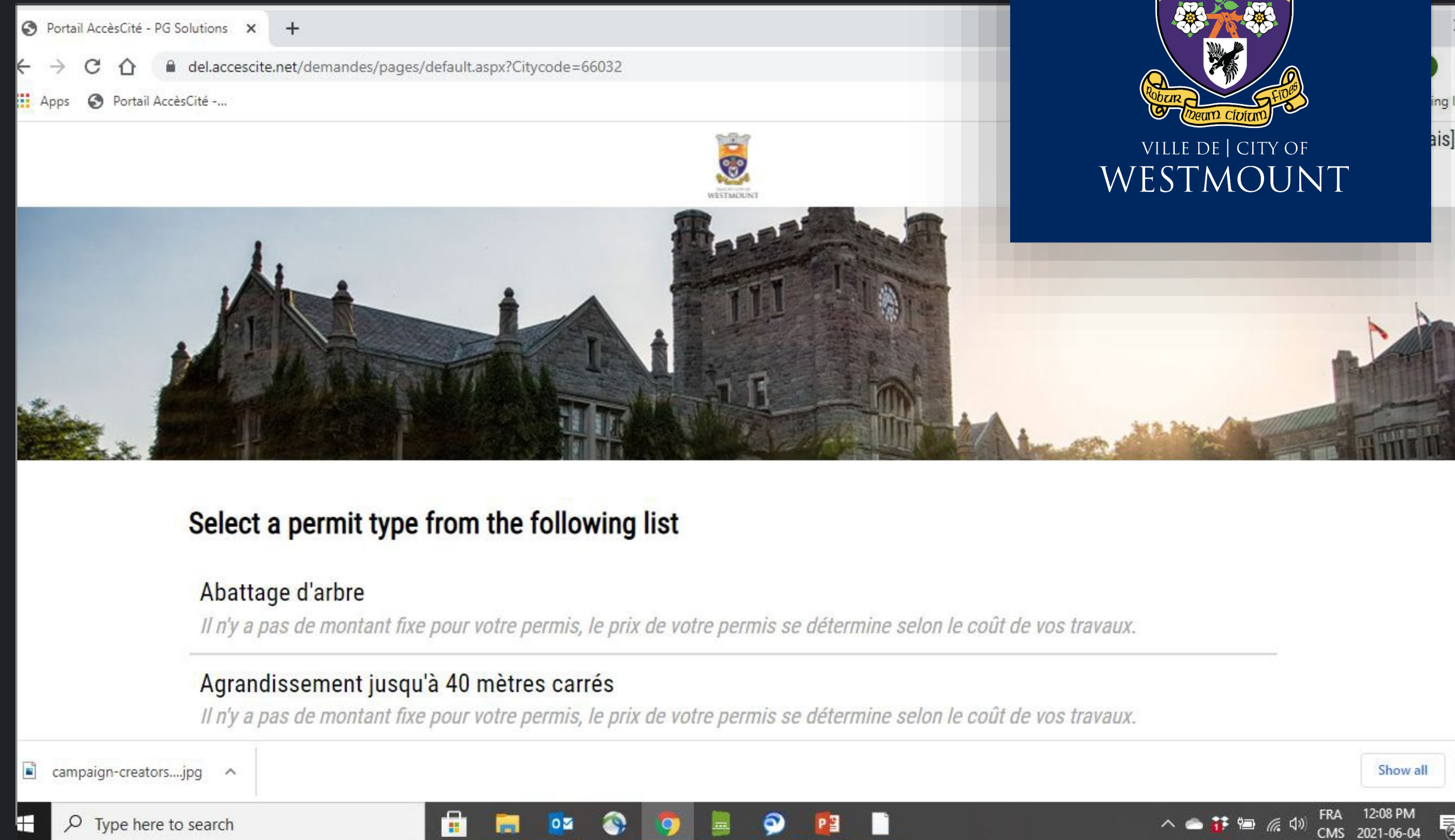


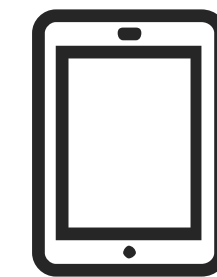
HOW-TO GUIDE

ONLINE PERMIT APPLICATION





A STEP BY STEP GUIDE.



Our new online permit system, used by many other cities, automates certain steps in the process for greater efficiency. Applicants will need to log into their tracking page at various stages to view the progress of their application and make adjustments based on feedback received.

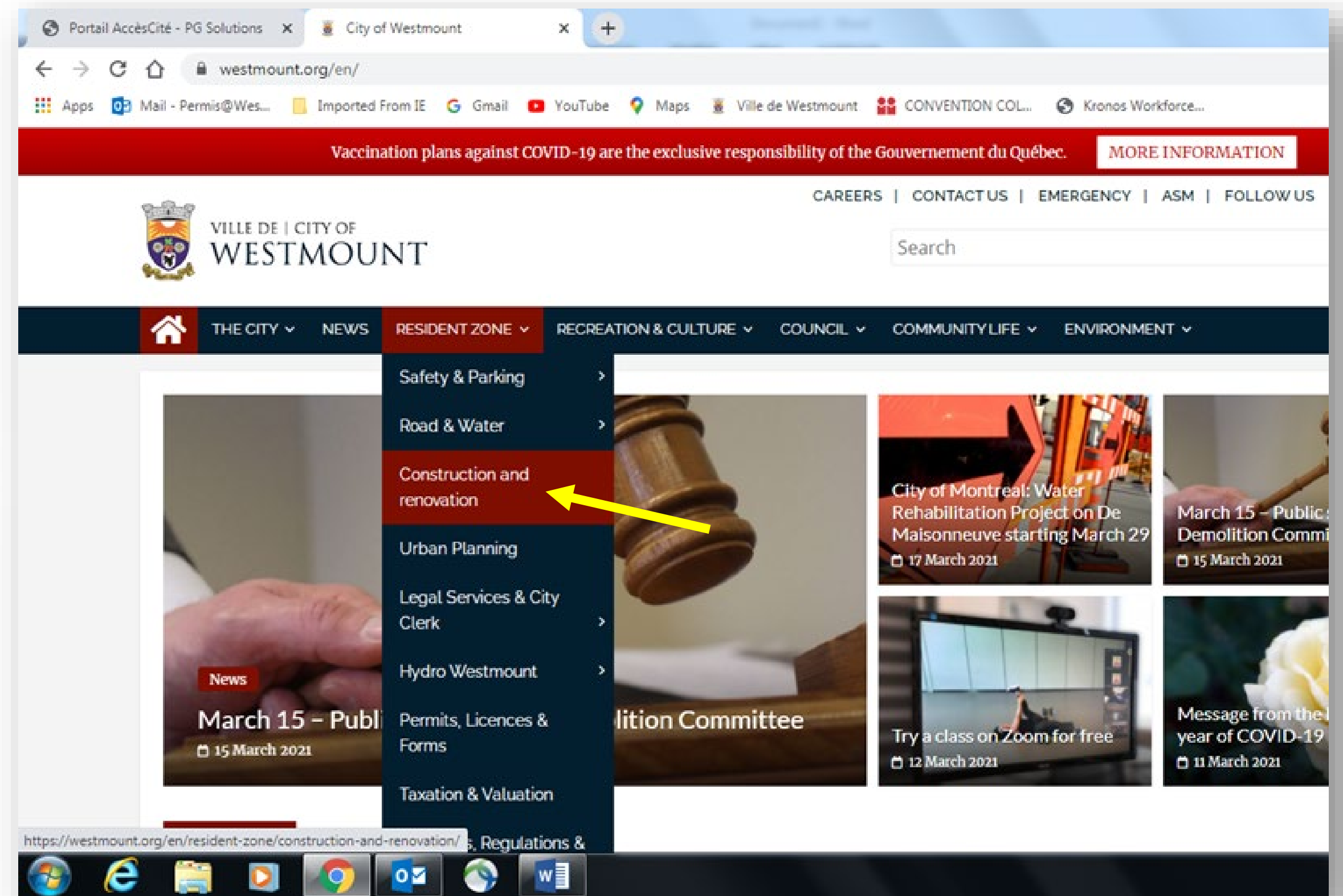


VILLE DE | CITY OF
WESTMOUNT

01. Go to westmount.org

02. In the main menu, click
“Resident zone”

03. Choose “Construction and
renovation”



04.

Scroll down and click #3 “My Project”.

Icons will show up, click on the one that best suits your project

05.

Go through the information and make sure to verify the documents requested

06.

Click the red button on the bottom of the page
“Apply for a permit online”

The screenshot displays the Westmount website interface. At the top, a navigation bar includes a circular icon with the number '3' and the text 'MY PROJECT', alongside the 'PARTICIPEZ ENGAGE WESTMOUNT' logo. Below this, a text block states: 'The most requested permits are illustrated below. Should you need assistance to direct your request, please contact the Urban Planning Department at (514) 989-5219.' This is followed by four icons representing different project types: 'INTERIOR RENOVATIONS' (a power drill), 'MINOR MODIFICATIONS' (a hammer and wrench), 'MAJOR ALTERATIONS' (a house with a person inside), and 'NEW BUILDINGS' (a house on a plot of land). Below the icons, a red banner contains the text 'Vaccination plans against COVID-19 are the exclusive responsibility of the Gouvernement du Québec.' and a 'MORE INFORMATION' link. The main heading 'Interior Renovations' is displayed, followed by a list of five steps: 'Step 1 - Important information to read before you get started', 'Step 2 - Gather all documents', 'Step 3 - Open your file', 'Step 4 - Once you have received the minute from the Board of Inspections meeting', and 'Step 5 - Your file is approved'. Below the steps, a section titled 'No exterior changes to a building or a property.' contains a 'Checklist' button and a prominent red button labeled 'Apply for a permit online', which is highlighted by a yellow arrow. The bottom of the page shows a partial URL: 'en/application-for-permit-urban-planning/'.

07.

You are now on the online permit application page
Click "New application"

08.

Select a permit type from the list provided



09.

Once you read the information click "next" at the bottom right corner

AccèsCité - PG Solutions x +

del.accesscite.net/demandes/pages/default.aspx?Citycode=66032

Portail AccèsCité - ...



Select a permit type from the following list

Abattage d'arbre
Il n'y a pas de montant fixe pour votre permis, le prix de votre permis se détermine selon le coût de vos travaux.

Agrandissement jusqu'à 40 mètres carrés
Il n'y a pas de montant fixe pour votre permis, le prix de votre permis se détermine selon le coût de vos travaux.

aign-creators....jpg ^

Did you read guideline #4 concerning windows and doors?

Did you read the guidelines for renovating and building?

Refer to the following page for more information about the By-laws westmount.org/en/windows-and-doors/. The fee for the document analysis is \$55. The cost of the permit is separate and calculated from the cost of work.

Required documents

* =Mandatory item.

- Letter of scope of work
- Pictures *
- Doors and windows specifications *
- Other

Next

10.

Fill out the required information on the property being renovated then click “next” at the bottom right hand side

11.

Continue to fill out the required information for each page

12.

Attach ALL requested documents and then click “next” at the bottom right hand side to continue

G Solutions x Interior Renovations | City of Westmount x

del.accesscite.net/demandes/pages/default.aspx?Citycode=66032

rmis@Wes... Imported From IE Gmail YouTube Maps Ville de Westmount CONVENTION COL... Kronos Workforce...

* Indicates required information

Please, select a search mode to identify the property that your permit request target.

☒ By address ☐ By Registration Number ☐ By Parcel of Land Number

Civic Number * 4333

Number suffix

Apartment/unit

Street * SHERBROOKE OUEST

Owner's last and first name * VILLE DE WESTMOUNT Modify

Address * 4333 RUE SHERBROOKE O

City * WESTMOUNT, QC

Postal code * H3Z 1E2

Back Next

Required documents

Attach documents to your request form. [For more information, please click here...](#)

Select... Done

20201208 - 2020-01516 - 428 Lansdown... 100%

Back Next

13.

A summary will appear with all the information you provided, make sure it is correct

14.

Scroll down and read the signature conditions, click the box to agree to the conditions

15.

Scroll down, click “submit” to send in your application

del.accessite.net/demandes/pages/default.aspx?Citycode=66032

Permis@Wes... Imported From IE Gmail YouTube Maps Ville de Westmount CONVENTION COL... Kronos Workforce...

Request summary

Windows and doors

Info

Permit type: Windows and doors

Permit cost: There is no fixed amount for your permit. The price will be determined according to the cost of work.

Work start date: 2021-04-05

Period of validity: The permit will be valid for 18 month(s) starting on the issuing date.

Location: 4333 SHERBROOKE OUEST

Description: test - change all the windows at city hall

Applicant: DE WESTMOUNT VILLE
4333 RUE SHERBROOKE O
WESTMOUNT, QC H3Z 1E2
mduffin@westmount.org
(514) 989-5219

Document(s): 20201208 - 2020-01516 - 428 Lansdowne - pic 2.png
20201208 - 2020-01516 - 428 Lansdowne - pic 4.png

responsibility to follow the applicable restrictions and directives imposed by the provincial and federal governments during the COVID-19 outbreak. A permit approval or issuance by the City of Westmount does not preclude the applicant from any liability with regards to applicable provincial and federal restrictions. Furthermore, no permit fees will be reimbursed to the applicant/permit holder as result of any provincially- or federally-imposed restrictions. Additional documents may be required during the application procedure. A permit or certificate application expires after more than 6 months of file inactivity (Article 75 of By-law 1300). By signing, I hereby declare that the information provided to the City of Westmount is complete and accurate. If the permit is granted to me, I will comply with the terms and conditions of this permit as well as all applicable laws and regulations.

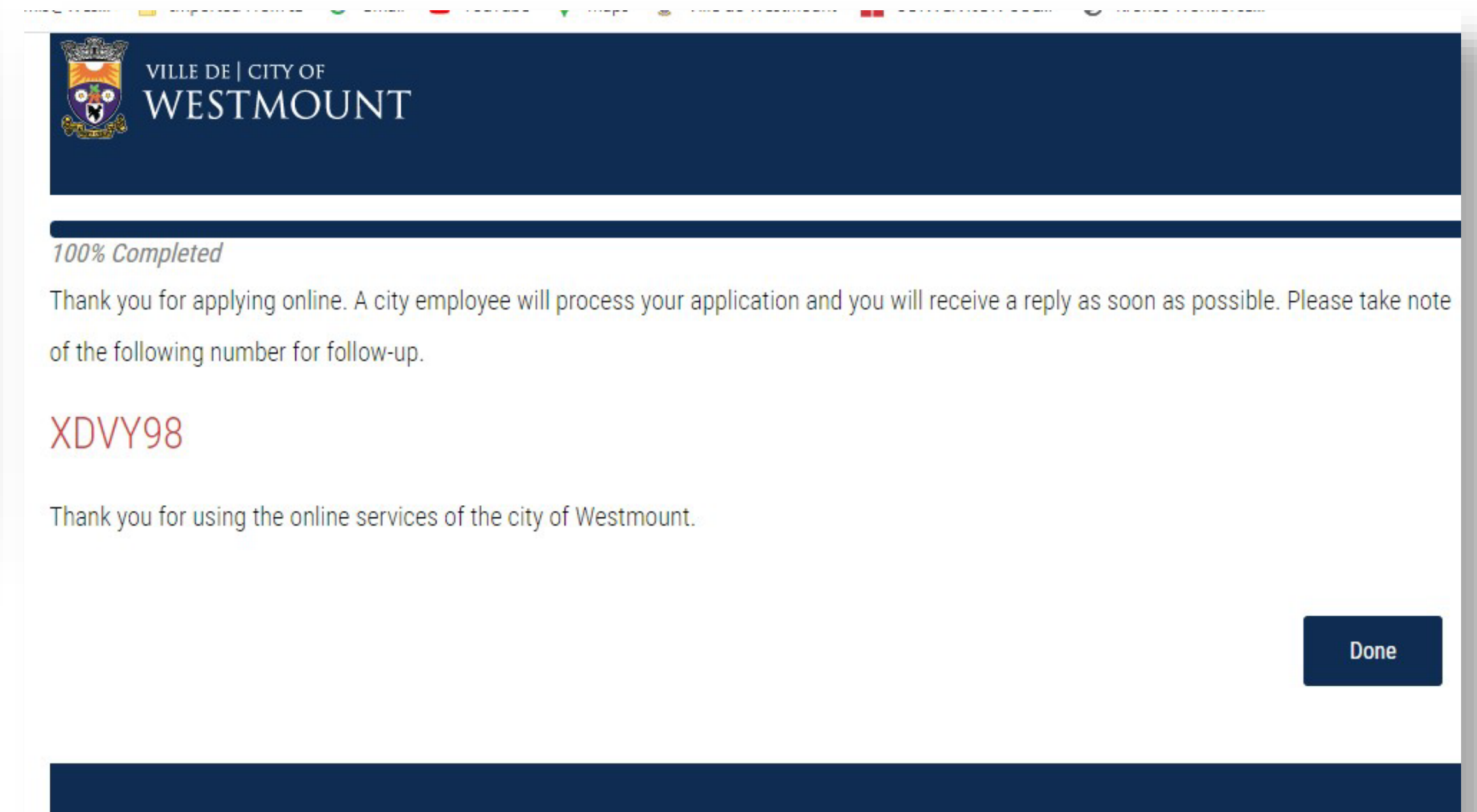
[Back](#) [Save for later](#) [Submit](#)

16.

You will receive a code to access your online application and follow-up on its progression

Congratulations, you have completed your online application!

Each time the status of your application will change, an email will be sent to you. You will need to log into your online application page using your code to view the new information, and to submit an additional document if necessary.



PAYMENTS

2 DIFFERENT PAYMENTS TO GET YOUR PERMIT

1. ANALYSIS FEE

Once your request has been deemed receivable, you will get an email inviting you to consult your invoice and pay the analysis fees. You will need to log into your application page using your code.

Once you log in, thick the box in the upper right corner “I accept the terms of use of the online payment”, then click “Pay”.



The screenshot shows a web application interface for paying permit fees. At the top, there is a navigation bar with links: "Demandes d'urbani...", "Urban planning, sus...", "Refonte du règleme...", "Ville de Candiac - C...", "Plan stratégique - V...", and "Pourquoi". Below the navigation bar is a header image showing a residential street. The main content area is titled "sumé" and contains the following information:

- mande de permis :** Aménagement paysager
- mandeur :** DE WESTMOUNT VILLE
4333 RUE SHERBROOKE O
WESTMOUNT, QC H3Z 1E2
simardelisabeth@hotmail.com
- Les frais d'émission du permis sont payables en ligne**
L'utilisation de ce service de paiement en ligne a la même valeur juridique que les signatures que vous apposez sur les différents formulaires papier de demande de permis.
☐ J'accepte les termes d'utilisation du paiement en ligne
- Montant du permis:** 55.00 \$
e (*) Montant non payable en ligne.
- de début des travaux :** 2021-05-29
- ntification de l'emplacement du permis**
esse : 4333 SHERBROOKE OUEST
- cription de la demande**
ant to build a fence around City Hall so no one ever gets



PAYMENTS

2 DIFFERENT PAYMENTS TO GET YOUR PERMIT

2. PERMIT FEE

Once you have paid the analysis fees and your permit has been approved, you will receive an other email with your permit invoice and an online payment link.

If everything is in conformity and complete, your permit will be issued once your invoice is paid.