HOW-TO GUIDE

ONLINE PERMIT APPLICATION

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.
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.
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”.

Interior Renovations:
- 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 minutes from the Board of Inspections meeting
- Step 5: Your file is approved

No exterior changes to a building or a property.
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
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.
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.
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.
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”.

[Image of invoice]
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 another 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.