

PERMIT APPLICATION CHECKLIST

PLUMBING

INCLUDING WATER ENTRY AND SEWER CONNECTION



There are many steps to a permit request. The City website describes **steps 1 to 3** of this permit request, which includes the process, fees and provides information concerning By-law #1598 regarding plumbing. Refer to the City website at westmount.org/en/plumbing.

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; otherwise the opening of a file will be denied.

Only a licensed plumber may request a plumbing permit, no application submitted by the resident or his/her representative will be accepted.

A plumbing permit is not required for a gas hot water tank. However, an electric hot water tank does require a plumbing permit.

STEP 2 - GATHER ALL THE DOCUMENTS

Required documents for review:

- ☐ *A letter describing the scope of the proposed work;
- ☐ *A letter from the association of co-owners authorizing the proposed modification;
- ☐ *A sketch showing the fixtures to be replaced;
- ☐ *A cost estimate for the proposed work before taxes;
- ☐ *The RBQ number of your plumbing company.

The following documents may also be required:

- ☐ A copy of a recent certificate of location showing the current conditions of the property;
- In case of sewer work, the water entry location must be indicated on the certificate of location.

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°)

STEP 3 - OPENING A FILE AT CITY HALL

- ☐ The [permit fee](#) consists of a flat fee plus a fee per fixture.