

CAFÉ-TERRACE

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



	TERRACE ON PRIVATE PROPERTY	TERRACE ON SIDEWALK AND PUBLIC DOMAIN	TERRACE IN PUBLIC PARKING SPACES	TERRACE IN NEW PUBLIC SPACES
Max. dimensions	<ul style="list-style-type: none"> • Width: storefront • Depth: limit of the private domain or encroachment on the public domain provided that the sidewalk is clear. 	<ul style="list-style-type: none"> • Width: storefront • Depth: variable as long as the sidewalk is clear. 	<ul style="list-style-type: none"> • 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. • Depth: may extend onto the sidewalk without exceeding the line of trees and posts or encroaching on the 2.5 m of pedestrian traffic. 	<ul style="list-style-type: none"> • Width: storefront • 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 traffic, provided that the terrace is on a platform and on a single level.
Design and delimitation of the terrace area	<ul style="list-style-type: none"> • At ground level (unless variable ground levels etc. or substrate issues are at stake) • Delimitation with physical barrier • Trash can 	<ul style="list-style-type: none"> • At ground level (unless variable ground levels etc. or substrate issues are at stake) • Delimitation with physical barrier • Trash can 	<ul style="list-style-type: none"> • On wooden floor with railing to delineate its surface. • 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). 	<ul style="list-style-type: none"> • At ground level (with ramp) or on a platform. • Boundary with a physical barrier without the need for impact protection. If the terrace is on a platform, the physical barrier must be a guard-rail which prevents customers from tripping.
Insurance	Not required by the City	Required	Required	Required
Procédure	<ol style="list-style-type: none"> 1. Online application 2. Visit by a municipal inspector and final site identification 3. City Approval 4. Installation of the terrace 	<ol style="list-style-type: none"> 1. Online application 2. Visit by a municipal inspector and final site identification 3. City Approval 4. Installation of the terrace 	<ol style="list-style-type: none"> 1. Online application 2. Visit by a municipal inspector and final site identification 3. City Approval 4. Installation of the terrace 	<ol style="list-style-type: none"> 1. Online application 2. Visit by a municipal inspector and final site identification 3. City Approval 4. Installation of the terrace

OCCUPANCY CERTIFICATE



Commercial, residential, café terrace, tent, temporary structure
(on private and on public land)

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](#).