

## Document Checklist

NON LIMITATIVE LIST OF REQUIRED DOCUMENTS  
FOR ANY PERMIT OR CERTIFICATE APPLICATION

### Basic Documents *To provide no matter the nature of the work*

- Application form and fee
- Proof of ownership
- Agreement of co-owners or condo association co-proprietry *[if applicable]*
- Waiver signed by the owner (if the application is made by a representative)
- Detailed quote (description of work, wages, fees, material, taxes)
- Photos of existing conditions showing existing building (all sides) and site conditions as well as neighbouring buildings
- Including this Checklist

*In conformity with article 2.1.1 of Permit By-Law # 2009-011, all fees must be paid at the opening of the application.*

*\*\*\**

*Incomplete applications will be refused.*

*All projects must respect the National Building Code of Canada, edition of 2010 and all Montreal West By-Laws*

### 1. New Construction, Modification, Extension

#### **Basic Documents**

#### **Certificate of Location**

**Site Plans:** Existing and proposed site plans showing property lines, setbacks, existing and proposed buildings, fences, hedges, retaining walls and trees. Must show location of parking areas, aisles, location and width of curb cuts, where applicable. For sloping sites and all other significant elements: a topographical survey showing existing land profile.

**Plans:** Architectural drawings showing existing and proposed conditions (floor plans, roof plans, elevations, and sections of all facades) clearly and completely describing the proposed modification or construction, including materials and colours as well as all mechanical and electrical equipment visible from the exterior. In the case of a main building or of the extension of a main building, the plans must be prepared by an architect or a technologist.

**Photographs:** Photos of the site, of all facades of the existing building, and of the adjoining properties. (Good quality photos ex: higher resolution, digital version sent via e-mail)

**Streetscape:** Existing and proposed street elevations including neighbouring buildings. Only include elements visible from the street.

**3-D/ Model:** A 3-D axonometric, perspective, shade or shadow drawings, or model of the building and/or site, including adjacent topography and buildings, may be required to illustrate volumetric relationships of building or roof forms or of sloping sites.

**Window or Door Brochure:** Brochure from the manufacturer with a clear description of the type, material, colour, and technical specifications. For custom-made windows or doors: shop drawings.

**Sample:** A small physical sample of any new exterior materials.

<p><b>2. Roof and Exterior Cladding Material</b></p>	<p><input type="checkbox"/> <b>Basic Documents</b></p> <p><input type="checkbox"/> <b>Product Specifications/Brochure:</b> Brochure from the manufacturer with a clear description of the type, material colour and technical specifications.</p> <p><input type="checkbox"/> <b>Photographs:</b> Photos of the site, of all facades of the existing building, and of the adjoining properties. (Good quality photos ex: higher resolution, digital version sent via e-mail)</p> <p><input type="checkbox"/> <b>Plans:</b> Architectural drawings showing existing and proposed conditions (site plan, roof plans, elevations, sections), in the case of modification to the volume or shape of roofs and exterior walls.</p>
<p><b>3. Landscaping, Pool, Fence, Retaining wall and Parking Areas<sup>1</sup></b></p>	<p><input type="checkbox"/> <b>Basic Documents</b></p> <p><input type="checkbox"/> <b>Certificate of Location</b></p> <p><input type="checkbox"/> <b>Site Plans:</b> Existing and proposed site plan showing property lines, setbacks, existing and proposed buildings, hedges, fences, retaining walls and trees. Must show location of parking areas, aisles, location and width of curb cuts, where applicable. For sloping sites and all other significant elements: a topographical survey showing existing land profile.</p>
<p><b>4. Windows and Doors</b></p>	<p><input type="checkbox"/> <b>Basic Documents</b></p> <p><input type="checkbox"/> <b>Photographs:</b> Photos of all facades of the existing building, clearly identifying the windows and/or doors to be modified. (Good quality photos ex: higher resolution, digital version sent via e-mail)</p> <p><input type="checkbox"/> <b>Window or Door Brochure:</b> Brochure from the manufacturer with a clear description of the type, material, colour and technical specifications. For custom-made windows or doors: shop drawings.</p> <p><input type="checkbox"/> <b>Elevations:</b> For changes to the proportion, style, number and/or placement of window or doors: architectural scaled elevations of each existing and proposed façade.</p>
<p><b>5. Signs and Awnings</b></p>	<p><input type="checkbox"/> <b>Basic Documents</b></p> <p><input type="checkbox"/> <b>Certificate of location</b></p> <p><input type="checkbox"/> <b>Signage:</b> Scaled drawing of each proposed sign showing size, lettering, colours, materials, method of support, lighting and location on the building façade. Drawing must include other existing signs on the building.</p> <p><input type="checkbox"/> <b>Sample:</b> A small physical sample of materials.</p>

<b>6. Demolition</b>	<input type="checkbox"/> <b>Basic Documents</b> <input type="checkbox"/> <b>Certificate of location</b> <input type="checkbox"/> <b>Dimensions and Recent Photos:</b> of the building(s) to demolish. (Good quality photos ex: higher resolution, digital version sent via e-mail) <input type="checkbox"/> <b>Replacement Program:</b> Complete set of plans for the building(s) and landscaping proposed to replace the demolished building(s) (see 1. New Construction). <input type="checkbox"/> <b>Safety Plan:</b> A description of the protective measures to be taken during demolition.
<b>7. Tree Cutting</b>	<input type="checkbox"/> <b>Basic Documents</b> <input type="checkbox"/> <b>Photographs:</b> Photos of all the trees to be cut down on the property. (Good quality photos ex: higher resolution, digital version sent via e-mail) <input type="checkbox"/> <b>Certificate of Location</b> (indicating location of the tree with an X) <input type="checkbox"/> If the tree is on a dividing property line between properties, the adjacent owner's consent is required (letter dated and signed). <input type="checkbox"/> <b>Certified Arborist Report:</b> Detailed report including, state, type, height, location of the tree and reason why it must be cut. For a list of Accredited Arborists in QC: <a href="https://www.treesaregood.org/findanarborist/findanarborist">https://www.treesaregood.org/findanarborist/findanarborist</a>
<b>8. Public Domain Work</b>	<input type="checkbox"/> <b>Basic Documents</b> <input type="checkbox"/> <b>Plan:</b> Showing location of the work <input type="checkbox"/> <b>Detailed description:</b> Must include, date, type of work, schedule, equipment and vehicles.
<b>9. Commercial Occupation</b>	<input type="checkbox"/> <b>Basic Documents</b> <input type="checkbox"/> <b>Copy of the Lease</b> (if renting) <input type="checkbox"/> <b>Floor plan:</b> Showing location occupied by the business.
<b>10. Interior Renovation without Modification to the Structure, Plumbing or Electricity</b>	<input type="checkbox"/> <b>Basic Documents</b> (without pictures)
<b>11. Interior Renovation with Modification to Structure, Plumbing, or Electricity</b>	<input type="checkbox"/> <b>Basic Documents</b> (without pictures) <input type="checkbox"/> <b>Plans:</b> Appropriate architectural drawings to scale (floor plans, sections) showing the existing and proposed situations.