



# DOCUMENTS REQUIRED in support of an application for a building permit or certificate of authorization

## WORK CATEGORY

SPAIP 1 COL 2 SP 3

## OTHER REQUIRED DOCUMENTS\*

\*The Town reserves the right to require additional documents deemed necessary

<ul style="list-style-type: none"> <li>➤ Extension</li> <li>➤ Foundation</li> <li>➤ Demolition</li> <li>➤ New construction</li> </ul>	☑			Due to the scope of this kind of work, applicants are asked to contact the Urban Planning Department for information on the required documents Email : <a href="mailto:urbanisme@ville.kirkland.qc.ca">urbanisme@ville.kirkland.qc.ca</a> Telephone : 514 694-4100
<ul style="list-style-type: none"> <li>➤ Buildings and accessory structures including garden sheds, gazebos, pergolas, etc.</li> </ul>		☑	☑	<ol style="list-style-type: none"> <li>1. Detailed plan of the structure</li> <li>2. Manufacturer's technical data sheet (if applicable)</li> </ol>
<ul style="list-style-type: none"> <li>➤ Fence</li> <li>➤ Deck</li> <li>➤ Balcony</li> <li>➤ Driveway</li> <li>➤ Ground level patio</li> <li>➤ Addition of non-vegetated surface</li> </ul>		☑	☑	<ol style="list-style-type: none"> <li>1. Contractor's bid (if applicable)</li> </ol>
<ul style="list-style-type: none"> <li>➤ Sign</li> <li>➤ Signage</li> </ul>				<ol style="list-style-type: none"> <li>1. Letter of authorization from the owner (if applicable)</li> <li>2. Detailed scaled plan in color with dimensions</li> <li>3. Description of materials, colors, lighting mode and support</li> </ol>
<ul style="list-style-type: none"> <li>➤ Excavation</li> </ul>		☑		<ol style="list-style-type: none"> <li>1. Work description and plans</li> <li>2. Contractor's bid</li> <li>3. Declaration of work (<a href="#">RBQ form – in French only</a>)</li> </ol>
<ul style="list-style-type: none"> <li>➤ In-ground pool</li> <li>➤ Above-ground pool</li> <li>➤ Spa (capacity of 2,000 litres or more)</li> </ul>		☑		<ol style="list-style-type: none"> <li>1. Detailed site plan – to scale and of professional quality – for the pool and related installations or structures</li> <li>2. \$1,000 deposit to guarantee work completion and compliance</li> </ol>
<ul style="list-style-type: none"> <li>➤ Renovation</li> <li>➤ Modification</li> <li>➤ Repair</li> </ul>	☑			<ol style="list-style-type: none"> <li>1. Work description and plans stamped with the seal of the qualified professional (architect, engineer, technologist)</li> <li>2. Contractor's bid</li> <li>3. Declaration of work (<a href="#">RBQ form – in French only</a>)</li> <li>4. Declaration of pyrite – if applicable (<a href="#">SHQ form – in French only</a>)</li> </ol>
<ul style="list-style-type: none"> <li>➤ Spa (capacity of less than 2,000 litres)</li> </ul>		☑	☑	<ol style="list-style-type: none"> <li>1. Manufacturer's technical data sheet (if applicable)</li> </ol>
<ul style="list-style-type: none"> <li>➤ Heat pump</li> <li>➤ Air conditioner</li> </ul>		☑	☑	<ol style="list-style-type: none"> <li>1. Manufacturer's technical data sheet</li> </ol>
<ul style="list-style-type: none"> <li>➤ Uses (Certificate of occupancy)</li> </ul>				<ol style="list-style-type: none"> <li>1. Copy of the lease</li> <li>2. Quebec entreprise number (NEQ)</li> </ol>

### 1 SPAIP Site Planning and Architectural Integration Program

The SPAIP is a municipal planning by-law of a discretionary nature that the Town may apply for specific projects, upon submission of a permit application. Any project to build, expand, demolish or alter the exterior appearance of a building is generally subject to a SPAIP, as is the case for commercial terraces. Additional delays and fees are to be expected for projects subject to a SPAIP.

### 2 COL Certificate of Location

The certificate of location is an official document produced by a land surveyor, composed of a report and a plan showing the measurements of the lot as well as the precise location of the house, structures and physical elements found on a property (fence, pool, shed, etc.). This document is generally produced at the time of purchase/sale of a property.

### 3 SP Site Plan

A scaled plan that can be produced in digital or handwritten format, showing, on a copy of the property's certificate of location, the positioning, dimensions and area of the proposed building, construction and/or development, in relation to the property lines. This plan should also indicate distances between the various physical elements present on the lot.