

PROVINCE DE QUÉBEC
VILLE DE BEACONSFIELD

BY-LAW BEAC-045-22

**BY-LAW AMENDING BY-LAW BEAC-045 RESPECTING PERMITS AND CERTIFICATES IN
ORDER TO REVIEW THE PROVISIONS GOVERNING THE ISSUANCE OF PERMITS AND
CERTIFICATES OF AUTHORIZATION, IN A MANNER CONSISTENT WITH THE ZONING BY-LAW**

Adopted during the regular meeting of the Council
held on xxx 2026

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CITY OF BEACONSFIELD

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At the regular meeting of the Council of the City of Beaconsfield, held at City Hall, 303 Beaconsfield Boulevard, Beaconsfield, Quebec, on Monday, xxxxx, 2026, at 8:00 p.m.

WERE PRESENT His Honour the Mayor Martin Saint-Jean, Councillors
Dominique Godin, Marie Léveillé, Robert Mercuri, David
Newell, Jason Rossie and Tim Quinn.

WHEREAS a draft by-law was tabled and notice of motion of the present By-law BEAC-045-22, entitled "By-law amending By-law BEAC-045 respecting permits and certificates in order to review the provisions governing the issuance of permits and certificates of authorization, in a manner consistent with the Zoning By-law", was given at the regular sitting of Council held on [date], 2026;

WHEREAS By-law No. BEAC-045 respecting permits and certificates came into force on June 25, 2009;

WHEREAS, under the Act respecting land use planning and development (CQLR, c. A-19.1), the City may amend its planning by-laws, including its by-law respecting permits and certificates;

WHEREAS it is necessary to harmonize the by-law respecting permits and certificates with the amendments made to the Zoning By-law, in order to ensure consistency between these by-laws and to standardize the application of the conditions for the issuance of permits and certificates;

WHEREAS sections 119 and 123 of the Act respecting land use planning and development (CQLR, c. A-19.1);

On a motion duly moved by ____, seconded by ____, and UNANIMOUSLY RESOLVED:

THE COUNCIL OF THE CITY OF BEACONSFIELD HEREBY ENACTS AS FOLLOWS:

ARTICLE 1: Section 3.1.1 of this by-law is replaced by the following:

« 3.1.1 Issuance of a building permit

Any person wishing to carry out construction, alteration, enlargement, reconstruction, addition or relocation work on a building or part of a building, a structure or part of a structure must first obtain a building permit in accordance with the provisions of this by-law and any other applicable Act or municipal by-law. The table appended to this section establishes the categories of work subject to the requirement to obtain a building permit. Where the work involves groups of semi-detached or attached structures, building permits shall be issued simultaneously.

However, no building permit shall be issued for the alteration, repair or transformation of a building if said alteration, repair or transformation requires a demolition as prescribed in By-law BEAC-152 concerning demolition, unless a certificate of authorization has been issued by the officer in charge pursuant to said by-law.

Furthermore, no building permit shall be issued before the subdivision plan has been made part of the plans and book of reference or before the receipt of a letter signed by a land surveyor attesting that the application for inscription on the plans and book of reference has been forwarded to the Quebec Ministry of Natural Resources and Wildlife.

Exemption from the requirement to obtain a building permit shall not diminish in any way the obligation to comply with this by-law and any other applicable by-laws.

It is mandatory to post the building permit in a conspicuous location at the work site for

the entire duration of the work.”

Table 1: Table of works requiring or not requiring a permit

Building Permit		
Category of Work	Permit required	Permit not required
MAIN BUILDING		
New construction	X	
Addition / extension	X	
Alterations / interior or exterior renovation work	X	
Excavation work	X	
Repair or maintenance work (See Section 3.1.2)		X
CONSTRUCTION ATTACHED TO THE MAIN BUILDING		
Carport	X	
Attached garage	X	
Solarium	X	
Construction or installation of an awning	X	
Veranda	X	

Note: This table is not exhaustive. Any item not expressly mentioned may also be subject to a building permit if the competent authority deems it necessary.

ARTICLE 2: Section 3.1.2 of this By-law is replaced by the following:

« 3.1.2 Work not requiring a building permit

Notwithstanding the provisions of section 3.1.1, no building permit shall be required for repairs and maintenance.

“Repair” and “maintenance” mean the replacement of materials with others of the same kind, dimensions, and appearance.

In particular, the following are not considered repair or maintenance work: the removal or erection of walls, partitions, or portions thereof; the removal or division of beams, joists or other supporting devices; the removal, relocation, or blocking up of stairs, exits or windows.

Any work on existing materials or structures that does not meet the conditions set out in this section requires a building permit.

ARTICLE 3: Section 3.1.3 is modified by the addition, at paragraph b), of the following paragraphs viii. and ix. :

« viii. a study by an arboriculture expert, for any request for a tree felling authorization certificate in relation to a building permit application, according to the circumstances provided for in the zoning by-law in force:

ix. The Appendix 1 calculation sheet of by-law BEAC-152 on demolitions, duly completed and signed by a professional authorized under sections 3.1.3 and 3.1.4. of this by-law ».

ARTICLE 4: Section 3.1.3 is modified by the modification of the first paragraph of paragraph c), by the following paragraph:

« All applications for permits for additions or new construction must be accompanied by a deposit as provided for in the Tariffs by-law and the by-law concerning Site Planning and Architectural Integration Programs (SPAIP). This amount will be refunded upon submission to the City of a copy of the certificate of location prepared by a land surveyor in accordance with section 3.1.8 of this by-law, and once the municipal officer has verified that the work complies with the regulations ».

ARTICLE 5: Section 3.1.8 is modified by the substitution of paragraph c) by the following:

« Once construction or extension work is complete, the permit holder must send the designated officer a certificate of location indicating the dimensions of the constructed building, the existing front, side, and rear setbacks, the trees that have been preserved, and the natural ground levels. The elevation markings must be sufficient in number to reflect the topography of the land and must be marked at least in the same location as those indicated on the site plan required in section 3.1.3 ».

ARTICLE 6: Section 3.2.1 of this By-law is replaced by the following:

3.2.1 Issuance of a certificate of authorization

Anyone wishing to carry out work or exercise a use listed in the table below must first obtain a certificate of authorization from the competent authority, in accordance with this By-law and any other applicable Act or municipal by-law.

Table 2: Table of works requiring or not requiring a certificate of authorization

Certificate of authorization		
Category of Work	Certificate required	Certificate not required
MAIN BUILDING		
Foundation work for a new building or an extension of an existing building	X	
Installation of a chimney, stove, or prefabricated fireplace	X	
Demolition of a building	X	
ANCILLARY BUILDING		
Installation or construction of an ancillary building	X	
Demolish an ancillary building included in an inventory of heritage properties	X	
Demolish an ancillary building		X
ANCILLARY CONSTRUCTION		
Garden shelter	X	
Build a gallery or a terrace of more than 60 centimeters in height	X	
Construction, installation, modification or relocation of a permanent sign	X	
In-ground or semi-in-ground pool	X	
Above-ground pool	X	
Removable pool	X	
Platform for above-ground pool	X	
Installation or replacement of a diving board	X	
Spa, hot tub	X	
ANCILLARY EQUIPMENT		
Installation of heating, ventilation and air-conditioning (HVAC) systems and other similar mechanical equipment	X	
Installation of a certified solid fuel appliance	X	
Installation, relocation or modification of a community mailbox	X	
Installation of a telecommunication antenna and its ancillary building	X	
Installation of mechanical equipment	X	
Replacement of an appliance using solid fuel	X	
Waste container		X
Installation, relocation or modification of an enclosure for waste containers	X	
Fence or a decorative fence	X	
Solar panels	X	
Pressurized gas tank		X
TEMPORARY CONSTRUCTION AND EQUIPMENT		
Foundation work for a temporary building	X	
Installation of a temporary building for construction sites, sales offices, model house or model condominium	X	
Construction site trailer		X
Replacement, installation or moving of a donation container for clothing and used objects	X	
Seasonal or occasional businesses	X	
Garage sale	X	
Neighborhood party	X	
Build a terrace for a commercial usage	X	
Filming operation	X	

Installation of a temporary sign	X	
OTHER WORKS AND CONSTRUCTION WORK		
Landscaping (plants, lawn, paving) outside of parking area		X
Felling of a tree	X	
Layout, enlargement or modification of a parking, loading or unloading area and of a driveway located in the front yard.	X	
Excavation, filling, cutting	X	
Build a tennis court in a residential area	X	
Construction of a retaining wall over 0.60 m in height	X	
Works in a wetland or a wetland of interest	X	
Work on a shoreline, in the littoral zone, in a floodplain, or in aquatic environments.	X	
Installation of a surface or groundwater withdrawal system or a geothermal system		X
Build a septic tank	X	
Connection to water, storm or sanitary sewer lines	X	

Note: This table is not exhaustive. Any item not expressly mentioned may also be subject to an authorization certificate if the competent authority deems it necessary.

ARTICLE 7: Article 3.2.2 is amended by adding, after paragraph aa), the following paragraphs bb), cc), dd), ee), and ff):

3.2.2 Filing an application for an authorization certificate

bb) For the installation, relocation or modification of an enclosure for a waste container:

- i) a scaled plan showing the location of the waste enclosure on the lot;
- ii) the dimensions of the enclosure: length, width and height;
- iii) the cladding materials;
- iv) a photograph or a sample of the proposed materials, if required;
- v) any other information deemed relevant by the officer in charge.

cc) For the installation of solar panels:

- i) a scaled plan showing the location of the panels on the roof, their dimensions, their number, the total area covered, and the distance between each solar panel, where applicable;
- ii) Elevations of the building showing the location and dimensions of the solar panels;
- iii) The technical data sheet for the panels, including a description of the installation method and the roof-mounting system, as well as the total weight of the installation;
- iv) A photomontage showing the panels on the roof and their visibility from the public street, when the property is subject to a Site Planning and Architectural Integration Program (SPAIP).

dd) For the installation of a surface water or groundwater withdrawal system or a geothermal system:

- i) A scaled site plan, signed and sealed by a land surveyor, showing the site in question and the cadastral identification, as well as the proposed location of the water withdrawal installation or the geothermal system in relation to the main buildings, lot lines, any septic system located on the property or on neighbouring properties within a 30-metre radius, and any servitudes, where applicable. The site plan must also indicate, as applicable, any watercourse, bank, floodplain, wetland, as well as any risk area affecting the property in question;
- ii) A plan prepared by a professional indicating the type of withdrawal, the location of the proposed installation, its dimensions, the materials used and a typical cross-section of the proposed installation;
- iii) A detailed description of the work to be carried out, specifying the type of water withdrawal, the intended use, and the number of persons served by the installation that is the subject of the application;
- iv) In the case of a geothermal system, a detailed description of the equipment and operation of the geothermal system used;
- v) The name and permit number, issued by the Régie du bâtiment du Québec, of the company that will carry out the installation work;
- vi) Any document or information required under the Regulation respecting water withdrawal and protection (CQLR, c. Q-2, r. 35.2) pursuant to the Environment Quality Act;
- vii) The documents required for work carried out on the bank and shoreline, if applicable;
- viii) Any other relevant information or document required by the officer in charge to confirm compliance with municipal and provincial by-laws.

ee) For any application concerning the use, construction or alteration of a main building, or for the carrying out of works resulting in an encroachment or an additional encroachment in a wetland of interest or its protection area identified in Appendix E "Wetlands" of the Zoning By-law:

- i) a characterization study carried out by an expert, in accordance with the requirements of Appendix F "Wetland Characterization Study" of the Zoning By-law;

Notwithstanding the foregoing, a characterization study is not required in the case of the reconstruction of a building with the same siting (footprint);

- ii) a scaled site plan, signed and sealed by a land surveyor, locating the site and the proposed work, showing the lot boundaries, existing and proposed buildings, works and improvements, as well as the location of the wetland of interest and its protection area, as identified in Appendix E "Wetlands" of the Zoning By-law;
- iii) a description of the proposed work;
- iv) Recent photographs of the site showing the existing improvements and the area affected by the proposed work.

ff) For any application concerning the use, construction or alteration of a main building, or for the carrying out of works located outside a wetland of interest to be protected or restored, but within the protection area of a wetland identified in Appendix E "Wetlands" of the Zoning By-law:

- i) A scaled site plan, signed and sealed by a land surveyor, locating the site and the proposed work, showing the lot boundaries, existing and proposed buildings, works and improvements, as well as the delineation of the wetland of interest and its protection area identified in Appendix E "Wetlands" of the Zoning By-law or, failing that, an up-to-date certificate of location accompanied by a plan showing the siting of the project;

- ii) a copy of the permit or authorization certificate attesting to the existing occupancy and improvements and their legal status, or any other documentary evidence deemed sufficient by the competent authority;
- iii) a description of the proposed work;
- iv) recent photographs of the site showing the existing improvements and the area affected by the proposed work.

ARTICLE 8: Section 3.2.3 is amended by inserting, after paragraph (d), the following paragraph (e):

e) Where the project is subject to provincial legislation or regulation, the issuance of a certificate of authorization remains conditional upon proof of full compliance with all applicable requirements, including the submission of any document or authorization required for that purpose.

ARTICLE 9: Section 3.2.4 is amended by adding the following paragraph d):

“Notwithstanding the foregoing, a certificate of authorization issued simultaneously with a building permit for new construction or an addition shall be valid for the same period as said building permit. Should the work authorized under the certificate of authorization not be completed within the twelve (12) month period of the building permit, an additional period of three (3) months may be granted, as applicable.”

ARTICLE 10: COMING INTO FORCE

This By-law shall come into force in accordance with the law.

MAYOR

CITY CLERK