



# HAMPSSTEAD

[www.hampstead.qc.ca](http://www.hampstead.qc.ca)

## DOORS AND WINDOWS

### CONSTRUCTION AND MAINTENANCE:

#### PERMIT APPLICATION AND USEFUL INFORMATION



For more detailed information,  
please visit the Town's website:  
**Hampstead.qc.ca**

Any project involving the replacement and/or modification of windows or doors requires a permit from the Town. If the modifications are to be done to the front façade of the building, or a part of the building that can be seen from the street, the project must be approved by the Planning Advisory Comity. If the changes to the façade are minimal, they may be approved by the urban planning department.

#### FOR THE DOORS AND WINDOWS PERMIT APPLICATION, please submit the following documents:

*These documents can be submitted through My Hampstead or in person at town hall (when possible).*

- ☐ Pictures of the building identifying the doors and windows to be replaced
- ☐ Estimate and detailed description of the work being executed
- ☐ Name and contact information of the company executing the work
- ☐ Specifications of all doors and windows to be installed (model, dimensions, color, etc.)
- ☐ Permit application form completed
- ☐ Permit application fee with proof of payment

#### DOORS AND WINDOWS GENERAL PROVISIONS

- Windows fortified with metal bars are prohibited except for basement windows.
  - Basement windows which serve as a bedroom cannot be fortified with metal bars unless another emergency exit is present.
- If the dimensions of the windows are being modified, or if the windows on the façade of the building are being modified, the project needs to be presented to the Planning Advisory Committee.
- The installation and use of an exterior door leading to a basement or cellar is only permitted on the side or rear façade of a building.
- The height of garage doors may not exceed 2.4 meters.

#### BAY WINDOWS

- Maximum width: 4 meters
- Maximum height: 1 storey
- Minimum percentage of fenestration: 50%
- Minimum clearance below a projection in relation to the adjacent grade: 0.6m
- Maximum number of bay windows, per storey, on a building façade: 2
- Maximum projection in relation to the wall: 1 meter
- Maximum encroachment into a setback: 0.6 meters
- Minimum distance from a landsite boundary line: 4 meters
- Minimum distance from a building corner: 0.3 meters

#### DOORS AND WINDOWS PERMIT APPLICATION COST

Tariffs By-law 1010 is available in By-laws and Regulations on the Town's website.

#### SANCTIONS

Modification of doors or windows without a permit will result in a stop work order with a \$1000 - \$2000 fine for individuals and \$2000 - \$4000 for corporations for a first offence.

For subsequent offences a \$2000 - \$4000 fine for an individual and a \$4000 - \$8000 fine for a corporation.