



## WHEN DO I NEED AN OCCUPANCY PERMIT?

You need this permit to do work on your property that requires occupation of the public domain, including but not limited to :

- parking vehicles or machinery for work, maintenance, moving or delivery purposes for longer than four hours
- dropping off materials and merchandise\*
- installing equipment, scaffolding, site fences, temporary shelters or other works and installations required for a construction site\*\*
- temporarily closing a public thoroughfare (in particular a sidewalk, crosswalk or bicycle lane) to traffic due to construction work
- reserving parking space for construction workers

*\*Materials and merchandise must be removed after each work shift.*

*\*\*These installations must be removed after each work shift, with exceptions depending on the nature of the work and upon authorization by the Town.*

## WHERE DOES PUBLIC PROPERTY BEGIN?

Public property begins where your property ends and includes streets, alleys, public squares, sidewalks, medians, off-road bicycle paths and the excess right-of-way portion of public roads, parks and public gardens.

## HOW TO SUBMIT MY REQUEST

Visit the Town's website at <https://www.ville.mont-royal.qc.ca/en>.

Click on "Services," then "Roads and Maintenance," then "Obstruction and Occupation of Public Property" and fill out the application form.

The Town will process your request within five (5) business days.

The Town will send you an invoice for the cost of the permit by email.

Payment must be made in person at Town Hall, 90 Roosevelt Avenue, second floor.

Once payment has been received, the permit will be emailed to you.



# OCCUPATION OF PUBLIC PROPERTY

By-law N°1468



Technical Services  
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(514) 734-3034  
[servicestechniques@ville.mont-royal.qc.ca](mailto:servicestechniques@ville.mont-royal.qc.ca)

## PERMIT FEES

*Permit Application Review	\$50
Obstruction for <u>less than</u> a day	Free
Obstruction for <u>more than</u> a day	\$120 / day
Reserving parking space for construction workers	\$10 / 5 m of obstructed length per day

*\*All applications are subject to the \$50 review fee.*