

RENOVATION À LA CARTE PROGRAM

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Société
d'habitation
Montréal  Québec 

What are the objectives of the program?

The program's objectives include preventing the decay of residential buildings and encouraging their modernization through selective renovation work, particularly in the most deteriorated areas of Montréal. In addition, this program is aimed at helping families settle in Montréal, promoting the use of energy-efficient products and materials, and fighting substandard housing.

The *À la carte* Renovation Program provides financial assistance to property owners for the renovation or replacement of certain exterior or interior components of their residential or mixed-use building. The program promotes the restoration of elements that hold heritage value rather than their replacement.

Please note that residential building owners planning a complete renovation of their building should check whether they are eligible for financial assistance under the Major Residential Renovation Program.

The renovation work must not be the object of another application for financial assistance for the same purposes, except if it is aimed at making the building more energy efficient or replacing a heating system.

Specific terms and conditions apply to rooming houses* and buildings belonging to non-profit organizations and housing co-operatives. For further information, contact the Service de l'habitation (housing department) at 514 872-4630.

*Rooming house: a building or part of a building serving or meant to serve as a home, not including a reception centre within the meaning of the Act respecting health services and social services (RLRQ, section S-4.2), where at least four rooms are rented, each of which has no more than two of the following three amenities: a toilet, a bath or shower and a kitchenette.

Who is eligible for the program?

Any individual with a right of ownership over a building or an accepted offer to purchase a building cited in the following table (provided all other program conditions are met).

- The building was constructed or converted into a residential or mixed-use building (residential and commercial) at least 20 years ago;
- The average property value per unit (land and building) does not exceed the maximum amounts listed in the "Building Eligibility" table below.

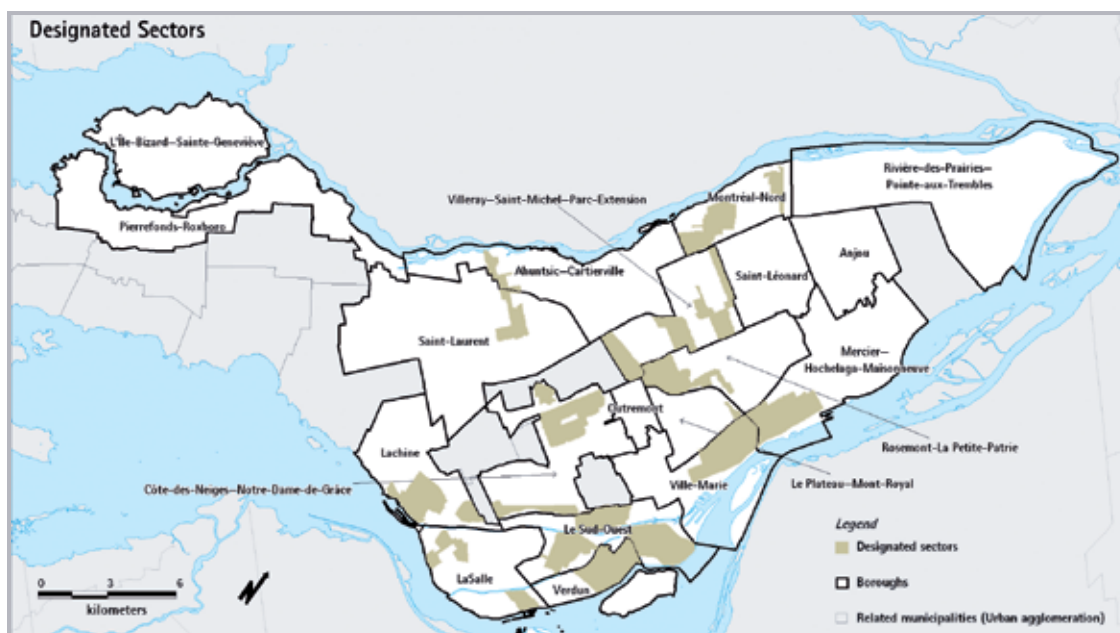
BUILDING ELIGIBILITY			
Building	Maximum property value per unit (land and building)	Area	
		Designated areas	Outside designated areas
Residential building with 1 dwelling unit ¹	\$397,000	Eligible	Not eligible
Residential building with 2 dwelling units ¹	\$231,000		
Residential building with 3 dwelling units ¹	\$186,000		
Residential building with 4 dwelling units ¹	\$150,000		
Residential building with 5 dwelling units ¹	\$143,000		
Residential building with 6 to 8 dwelling units	\$110,000		
Residential building with 9 dwelling units or more ²	\$109,000		
Mixed-use building with 1 to 8 dwelling units	\$110,000		
Mixed-use building with 9 dwelling units or more ²	\$109,000		
Apartment building with 12 dwelling units or more	\$85,000		
Building that is part of a real-estate complex	\$85,000		
Rooming house, housing cooperative and non-profit housing organizations	Eligible regardless of value and area		

¹ For this type of building, basement dwelling units are not considered in the calculation of the number of units or the average property value per dwelling unit.

² Excluding apartment buildings and buildings that are part of a real-estate complex. An apartment building is a building constructed between 1950 and 1980, with four residential levels or less, a common entrance and no elevator. An apartment building can also have a commercial use in addition to its residential use. A real-estate complex is a group of apartment buildings that are part of the same unit of assessment on the property assessment roll and includes at least 90 dwelling units.

What areas does the program cover?

Designated areas are shown on the map below. To find out if a building is located in a designated area, check with borough offices, the Service de l'habitation at **514 872-4630** or the web site ville.montreal.qc.ca/habitation, under the tab marked "Areas."



Some buildings are not subject to the location requirements:

- cooperatives and nonprofit housing organizations;
- apartment buildings;
- buildings that are part of a real estate complex.

Assistance geared to families and sustainable development

Families with at least one child under 18 who are owner-occupants of a building with one, two or three above-ground dwelling units are eligible for financial assistance regardless of the value of their property, if it is located in specific areas designated under the program.

Persons who obtain the subsidy to purchase a property under By-law 14-035 (acquisition of property no later than April 30, 2018) are eligible, regardless of the value of their property and its location, if they apply within five years of its purchase.

In all cases, the building must meet all the other program requirements.

Under an agreement with Hydro-Québec, additional financial assistance to owners of residential buildings located in the designated areas may be available to replace existing doors and windows with the aim of improving energy efficiency. Further information will be given to applicants once their files are reviewed.

What is the amount of financial assistance?

Financial assistance consists of a fixed amount based on the nature of the work carried out.

Project costs (permit fees, engineer or architect fees) are considered in the calculation of the amount.

To be eligible, renovation projects must meet a minimum threshold of financial assistance on average per dwelling unit, without exceeding the maximum amounts listed in the table below. It is not necessary to perform work in all the dwelling units, but the average is calculated based on the total number of units.

FINANCIAL ASSISTANCE PARAMETERS		
	Minimum amount of financial assistance	Maximum amount of financial assistance (up to \$150,000 per building) ¹
Eligible residential building or mixed-use building	\$1,000 / dwelling unit	\$6,000 / dwelling unit
Eligible residential building with two to five dwelling units and one owner-lessor-occupant ²	\$1,000 /dwelling unit x premium (1.875) = \$1 875 / dwelling unit	\$6,000 /dwelling unit x premium (1.875) = \$11,250 / dwelling unit
Eligible residential building belonging to a cooperative or a non-profit housing organization ³	\$1,000 / dwelling unit x premium (3.75) = \$3,750 / dwelling unit	\$11,250 / dwelling unit

¹ The amount of financial assistance (pages 6-7) must not exceed 50 per cent of the work costs, or 66 per cent in the case of an owner-occupant with tenant, and 75 per cent in a case of a cooperative or a non-profit housing organization.

² To qualify for the higher level of financial assistance available to owner-occupants with a tenant (owner-lessor-occupant), the latter must be living in the building at the time of final payment approval by the city and must provide a copy of a valid lease.

³ Subsidies are reserved for cooperatives and non-profit organizations whose operating agreements have expired at the time of application submittal. Some exceptions may apply, notably in regards to the extension of federal agreements for cooperatives. For complete details, please contact the Service de l'habitation at the number shown on the first page of this document.

What are the program requirements?

- The work must be performed by a contractor duly licensed by the Régie du bâtiment du Québec (a general contractor is required when updating a kitchen or bathroom or finishing a basement);
- all elements in the same category must be replaced to be eligible for the subsidy. For example, all the windows on a facade must be replaced in order to be eligible for a subsidy. The by-law stipulates that a subsidy will not be awarded to replace a single window if the other windows are not replaced as part of the same application;
- the work must comply with the building code and relevant by-laws;
- the work must be completed within six months of approval by the Service de l'habitation.
A six-month extension may be granted if such a request is made.

If the application for financial assistance is accepted, the city will inform the tenants in writing of the nature and cost of the work to be performed and the amount of financial assistance that may be granted (potentially granted?) to the owner, specifying that this amount must be deducted from the cost of the work considered when establishing rents after the renovations.

N.B. The program ends when the funds earmarked for it are exhausted. No work should be undertaken before the financial assistance is approved in writing and the required permits are issued, otherwise the financial assistance could be cancelled.

How much does it cost to apply?

Non-reimbursable application review fees of \$265 plus \$48 per dwelling unit, up to a maximum of \$1,272 (including taxes) are required.

The first payment of \$265 must be paid at the same time as completed project estimate form. The balance of \$48 per dwelling unit must be defrayed at the same time as the completed project estimate form; the balance must be paid before financial assistance is approved.

The only method of payment accepted is a cheque payable to Ville de Montréal. There are fees of \$35 for any cheque refused by a financial institution.

Are you planning to perform work on your building?

Completing the form on page 11 will help you plan your renovation project, estimate its cost and determine its eligibility for financial assistance. If you wish to proceed with your application for financial assistance, you must:

1. submit the list of renovation work performed on page 11, duly completed and signed, to the address indicated;
2. enclose a cheque in the amount of \$265 as partial payment of the application review fees. The city will cancel any incomplete application without further notice within 60 days of its date of submittal.

If you wish to submit an application on behalf of a cooperative or a non-profit housing organization, please contact us by telephone at the number shown below.

Should you require information about your application, please contact the Service de l'habitation at **514 872-4630**.

Before starting work:

Please note that there is a processing time before your subsidy application is approved. Certain steps must also be completed before the work can begin:

1. The subsidy application must be submitted at an Accès Montréal office or at the offices of the Service de l'habitation, and it must include partial payment of the application review fee (\$265);
2. A subsidy officer must schedule a building qualification inspection;
3. A subsidy officer must prepare and forward the work program that will specify the documents to provide;
4. The owner must submit the application and other required documents, along with the balance of the application review fee (\$48 per dwelling unit);
5. The subsidy officer must review the application and the documents provided by the owner;
6. The manager approves the application if all the documents received meet the requirements;
7. The Service de l'habitation will send a letter of approval of the subsidy application; the amount of financial assistance is reserved for your building;
8. You must obtain this letter, which is the written and signed approval of the division chief with the Service de l'habitation;
9. You must have in hand the permit issued by the borough for all work you perform. Payment may be withheld if you perform the work in question without the appropriate permit.

You can apply for a permit from the borough in conjunction with the subsidy application so that you don't have to wait for the permit after your subsidy application is approved. Note that the permit **AND** the approval of the subsidy are required in order to start the work.

Start of work:

10. You have six months to complete the work. An additional period of six months may be granted if you submit a request for an extension;
11. If you encounter problems or if you change contractors during the work, you must notify your subsidy officer before starting new work in order to ensure that the work is still eligible for financial assistance.

End of work:

12. When all the work is completed, you must send us the final invoice(s) along with the work completion certificate(s) for each work item funded through the subsidy;
13. Once the invoices and work completion certificates are received, a subsidy officer will review them and contact you in order to validate the compliance of the work by means of a final inspection;
14. When the final inspection of your building is done and all the work and corrections are completed (if applicable) and all the documents are deemed compliant, the manager will approve payment of the subsidy.

Estimation of financial assistance and evaluation of project eligibility

From the following list of eligible work, select the work corresponding to your renovation project. If your building includes a commercial space, do not include the interior elements of the commercial space as they are not eligible for a subsidy.

List of eligible work and amount of financial assistance:

EXTERIOR BUILDING COMPONENTS		
1. Cladding and crown		
1.1	\$63 / m ²	to repair or restore a brick cladding, including lintels and aprons
1.2	\$200 / m ²	to repair or restore a natural stone cladding, including lintels and aprons
1.3	\$16 / m ²	to repair or restore non-masonry exterior cladding
1.4	\$5 / m ²	to insulate a wall during repairs to exterior cladding
1.5	\$23 / m ²	to repoint the cladding
1.6	\$63 / m ²	in addition to the amount cited in 1.1 or 1.2, to rebuild a brick or stone surface with a play of colours, geometric patterns or relief
1.7	\$70 ch.	to replace a lintel made of stone, concrete, brick or steel
1.8	\$50 ch	to replace a stone or concrete apron
1.9	\$83 / m ²	to repair or restore a crown
1.10	\$15 / m ²	for the finishing under the roof extension or the roof of a balcony
2. Doors and windows		
2.1	\$160 ch.	to replace a sliding window
2.2	\$200 ch.	to replace or restore an existing window with a window featuring moving parts (other than a sliding window)
2.3	\$100 / m ²	to replace a display window or a glazed lateral panel
2.4	\$200 ch.	to replace or restore a main door (door and frame)
2.5	\$200 ch.	to replace or restore a secondary door (door and frame)
2.6	\$300 ch.	to replace or restore a main door with a transom (door and frame)
2.7	\$315 ch.	to replace a commercial aluminum door
2.8	\$260 ch.	to replace or restore a patio door
2.9	\$335 ch.	to install a patio door in an existing opening that must be enlarged
3. Balcony, stairs and railings		
3.1	\$65 / m ²	to replace a floor, soffit and fascias of an existing balcony
3.2	\$38 / m lin.	to repair or restore a curved metal railing
3.3	\$25 / m lin.	to repair or restore a railing other than a curved metal railing
3.4	\$30 ch.	per step to replace an existing staircase with a metal staircase
3.5	\$50 ch.	per step to repair an ornamental staircase with carved stringers
4. Roof		
4.2	\$10 / m ²	to replace roof shingles
4.3	\$15 / m ²	to replace shingles on decorative components (ex. crown, mansard)
4.4	\$23 / m ²	to replace the membrane with white gravel
4.5	\$30 / m ²	to replace the membrane with a reflective elastomeric membrane

INTERIOR BUILDING COMPONENTS		
5. Kitchen		
5.1	\$275 / lin. m	for cupboards in a complete renovation, without exceeding 6 linear meters of cabinets per kitchen
5.2	\$138 / lin. m	for cupboards in a partial renovation, without exceeding 6 linear meters of cabinets per kitchen
5.3	\$138 / lin. m.	to replace a compact kitchen module with a minimum width of 750 mm in a room located in a rooming house
6. Bathroom		
6.1	\$1,200	for the complete renovation of a bathroom
6.2	\$700	for the renovation of common shower room in a rooming house
6.3	\$600	for the renovation of a common washroom in a rooming house
7. Electricity, heating and mechanical system		
7.1	\$150 each	to replace an electrical panel (if panel has fuses)
7.2	\$55 each	per device to install a complete electrical heating system with individual heaters (does not apply to heating systems that are already electric)
7.3	<p>To replace a heating device connected to a distribution system, the estimate is based on the area to be heated:</p> <ul style="list-style-type: none"> • 150 m² or less: \$800 • From 151 m² to 1,500 m²: _____ m² – 150 m² = (_____ m² ÷ 45) x \$100 + \$800 = \$ _____ (Area to be heated) • Over 1,500 m²: _____ m² – 1,500 m² = (_____ m² ÷ 45) x \$30 + \$3,800 = \$ _____ (Area to be heated) 	
7.4	\$100	per floor for the construction of a shaft with roof exhaust
7.5	\$85 each	per floor for the addition of a rainwater pipe
7.6	\$6 / m ²	for the insulation of a crawl space
7.7	\$100	for the connection of a backwater valve to the sewer
8. Finishing of the basement of the ground floor unit		
8.1	\$50 / m ² of floor space	to add a habitable room
8.2	\$1,000	to add a full bathroom
8.3	\$500	to add a powder room
8.4	\$320	to add a laundry room
Only one of these items can be selected for the same building		
OUTDOOR LANDSCAPING		
9. Construction of a backyard or a fenced yard for leisure activities		
9.1	\$8 / m ²	to replace asphalt surfacing with a vegetation cover
9.2	\$50 / m ²	to replace a concrete slab-on-grade with a vegetation cover
9.3	\$20 / lin. m	to build a fence with a height of at least 1,200 millimetres
9.4	\$1,050	to demolish a one-storey accessory building (minimum floor area of 14 m ²)
9.5	\$1,250	to demolish a two-storey accessory building (minimum floor area of 14 m ²)
9.6	\$1,650	for the demolition of an accessory building with three or more storeys (minimum floor area of 14 m ²)

In the table below, write the number of each work item selected on pages 6 and 7 and the corresponding amounts. Then write the applicable quantity. Depending on the case, it can be a surface (30 square metres of brick cladding), length (five linear metres of kitchen counter and cabinets) or a number of units (five windows).

The building components on which the work will be performed must be completely renovated or replaced. For instance, work on the windows of a façade should result in the replacement of all windows on that façade. Likewise, a bathroom renovation should result in a full update, including the replacement of wall coverings and plumbing fixtures.

Unit of conversion: 1 linear foot = 0.3048 linear metres 1 square foot = 0.0929 square metres

Project eligibility

Do not qualify? You can plan additional renovations to make your project eligible for financial assistance.

EXAMPLE 1:

Ms. Gagnon is the **owner-lessor-occupant** of a building in the area designated under the program. The building has five dwelling units, one of which she occupies as her principal residence, and the four other units are rented. She is thus eligible for a premium of 1.875.

Her building is evaluated at \$710,000 (land and building), which is lower than the maximum amount eligible under the program (\$143,000 per dwelling unit = \$715,000).

Minimum financial assistance required:

Five dwelling units X \$1,000 = \$5,000 x 1.875 (the premium allocated to an owner-occupant with tenant) = \$9,375

Maximum amount of financial assistance possible:

Five dwelling units X \$6,000 = \$30,000 x 1.875 (the premium allocated to an owner-occupant with tenant) = \$56,250

Ms. Gagnon's work:

Ms. Gagnon wishes to replace 19 windows (item 2.2), including eight on the front façade and 11 on the back façade, and all the doors, including five main doors with transoms (item 2.6) and five secondary doors (item 2.5).

The renovation project also includes replacing the roof membrane with a reflective elastomeric membrane, and her roof measures 125 square metres (item 4.5).

Work Item Number	Quantity and location						X	Work Item Amount	X	Amount taken into consideration	Total amount
	Quantity – Front	Quantity – Left	Quantity – Right	Quantity – Back	Quantity – Other	Total					
2.2	8			11		19	X	\$200	X	\$3,800	\$3,800
2.5				5		5	X	\$200	X	\$1,000	\$1,000
2.6	5					5	X	\$300	X	\$1,500	\$1,500
4.5					125 m ²	125 m ²	X	\$30	X	–	\$3,750
							X		X		
Total :										\$6,300	\$10,050
Premium X 1.875										x 1.875	x 1.875
Total:										\$11,813	\$18,844

N.B. The amount provided in 4.5 (roof) is not taken into consideration when calculating the minimum financial assistance required.

The project is eligible because the amount taken into consideration is greater than the minimum financial assistance required, which is:

five dwelling units x \$1,000 = \$5,000. The financial assistance could be as high as \$18,844 if the roof and the premium (x 1.875) are included, but must not exceed 66 per cent of the cost of the work carried out (contractor's invoice for labour and materials as well as costs for reviewing the application and obtaining permits).

EXEMPLE 2

Mr. Martinez is owner-lessor of a building with 28 dwelling units. He is not eligible for the owner-lessor-occupant premium, as the building has more than five dwelling units and he does not live there.

Minimum financial assistance required

28 dwelling units X \$1,000 = \$28,000

Maximum financial assistance possible

28 dwelling units X \$6,000 = \$168,000

The program allows for a maximum \$150,000 for this type of building.

His renovation project includes replacing the brick cladding (the area must not include openings, see item 1.1), all sliding windows (item 2.1), secondary doors (item 2.5) and the main door, including the display window around it (items 2.3 and 2.7). He will also take the opportunity to renovate all 28 kitchens for a total of 168 linear metres (item 5.1) and the bathrooms (item 6.1) in the building, replace the electrical fuse panel (item 7.1) in each dwelling unit, and redo the entire rooftop ventilation system (item 7.4) (two per dwelling unit, one for the kitchen and one for the bathroom.)

Work Item Number	Quantity and location						X	Work Item Amount	X	Amount taken into consideration	Total amount
	Quantity – Front	Quantity – Left	Quantity – Right	Quantity – Back	Quantity – Other	Total					
1.1	175	145	145	175		640	X	\$63	X	\$40,320	\$40,320
2.1	40	44	46	44		174	X	\$160	X	\$27,840	\$27,840
2.3	8					8	X	\$100	X	\$800	\$800
2.5	7	6	8	7		28	X	\$200	X	\$5,600	\$5,600
2.7	1		1			2	X	\$315	X	\$630	\$630
5.1					168	168	X	\$275	X	\$46,200	\$46,200
6.1					28	28	X	\$1,200	X	\$33,600	\$33,600
7.1					28	28	X	\$150		\$4,200	\$4,200
7.4					56	56	X	\$100	X	\$5,600	\$5,600
							X		X		
Total:										\$164,790	\$164,790
Premium X 1.875										–	–
Total:										\$164,790	\$164,790

This document summarizes the By-law concerning municipal subsidies for minor residential renovations [14-037]. Other conditions may apply.

This program is jointly funded by the Société d'habitation du Québec (SHQ) and the Ville de Montréal under the Agreement regarding the transfer of budgets and housing responsibility, as part of the Réflexe Montréal Agreement recognizing the special status of the metropolis. For details on other financial assistance programs, please refer to the documents available in borough offices or consult ville.montreal.qc.ca/housing.

The version of the program terms and conditions found on the ville.montreal.qc.ca/housing web site is the most up-to-date. In case of discrepancy between the version on the web site and another version, whether electronic or printed, the version on the web site will prevail. Furthermore, in case of discrepancy between the present document, the web site or the By-law concerning municipal subsidies for minor residential renovations [14-037], the by-law will prevail.

Ce document est également offert en français.

Please enclose with this form a cheque for \$265 payable to Ville de Montréal to cover a portion of the application review fees (please do not send cash). Please indicate on the cheque the address of the building concerned. If the Ville de Montréal considers your application eligible, this portion of the review fees will not be refunded.

Please send this document with the cheque to the following address:

Notes

[illegible]

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