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Coworking for Architects in Montréal: Addresses and the OAQ

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Executive Summary

A **coworking space for an architect in Montréal** should be chosen based on how the premises will actually be used, then checked with the **Ordre des architectes du Québec (OAQ)** and the borough. The regulation distinguishes, in particular, between an office and a consulting office, where work personally performed by the architect may also take place. (www.legisquebec.gouv.qc.ca) A mailing address may differ from the place where activities take place; the Canada Revenue Agency itself distinguishes between these addresses in its procedures. (www.canada.ca) This report does not validate any particular plan.

The proposed audit covers signage on the front of the building, a visible permit, documents available for consultation, the firm's declaration and records. The OAQ outlines these obligations on its page about firms. (www.oaq.com) It also specifies supervision by an architect during opening hours. (www.oaq.com) The regulation requires notice of the address within **30 days** of starting to practise and of any changes.

(www.legisquebec.gouv.qc.ca) Records must be retained for at least **5 years**, with the starting point correctly established. (www.legisquebec.gouv.qc.ca) For each item, request physical or contractual evidence and obtain confirmation of any uncertain application to the chosen setup.

The documented offers cover different services: Espace MTL advertises an address with mail reception at **$19.99/month**, while Centre d'affaires à Montréal advertises a private office starting at **$480/month**. (espace-mtl.com) (centredaffairesmontreal.ca) Montréal CoWork lists a Base virtual office at **$300/year**, before taxes and with extra charges for some mail-handling services. (montrealcowork.com) These reference points are neither a market average nor a comparison of equivalent services. The budget must include meetings, storage, signage, security and exit fees documented in quotes.

Before signing, check zoning with the borough, as Montréal recommends. (montreal.ca) Also test storage, acoustics, reception and file retrieval; the CAI recommends restricting access to paper documents. (www.cai.gouv.qc.ca) Finally, plan for mail when leaving: Canada Post excludes some shared addresses from its mail forwarding service. (www.canadapost-postescanada.ca) The expected result is an evidence file, with confirmations specific to the firm, the premises and how they operate.

Introduction and Context

Choosing a **coworking space for an architect in Montréal** begins with a description of the work that will take place there. An address for receiving mail, a place to draw and premises for meeting clients serve different needs. Those needs must then be translated into verifiable commitments: which premises will be used, by whom, at what hours, and with what options for signage, storage and consultations?

The distinction between addresses also exists in administrative procedures. The **Canada Revenue Agency (CRA)** distinguishes between the physical address, where daily activities take place, and the mailing address, which may be different. However, this tax distinction does not determine how the **Ordre des architectes du Québec (OAQ)** classifies the office. (www.canada.ca)

For its part, the Registraire des entreprises defines a registered natural person's business address as their main place of work or business; a post office box cannot serve as that address. A single definition of "business address" should therefore not be applied to every form. (www.quebec.ca)

This report proposes a selection method: classify the use with the OAQ, check the premises with the borough, then document the services with the operator. The documentation and offers were consulted on **November 3, 2026**. The conclusions do not constitute a decision by the Order on any particular space.

The process is primarily intended for firms opening, relocating or reconsidering their physical presence. To help firms prepare, the **Association des architectes en pratique privée du Québec (AAPPQ)** presents a guide entitled *Lancer sa firme : l'essentiel*, developed with the Fonds des architectes and the OAQ. (aappq.qc.ca) This audit focuses on the premises and the evidence to obtain before signing.

Key Points of the Applicable Framework

A Consulting Office Is More Than a Rented Room

Section **3.01** distinguishes between an office where any professional work is performed, a consulting office reserved for consultations, advice or work performed personally by the architect, and a site office associated with construction supervision. (www.legisquebec.gouv.qc.ca) The presence of a computer or the occasional nature of a booking is therefore not enough to classify the location.

This reading calls for a precise description of how it operates: the architect's personal presence, employees' work, reception and control of records. Consulting and site offices must also be explicitly identified as such whenever they are advertised. (www.legisquebec.gouv.qc.ca) A label chosen in a rental advertisement does not settle this professional classification.

Question to send to the OAQ: “Here are the activities, the people present and the access arrangements. Which office category applies, and which obligations must we meet at this address?” Attaching a floor plan, the draft contract and a description of services makes the question concrete.

Professional Responsibility Still Needs to Be Organized

The OAQ's administrative page states that each office must be supervised by an architect who is an employee or shareholder during its opening hours. (www.oaq.com) Reception provided by the operator and professional availability are therefore two elements to document separately.

A distinction in scope needs to be preserved: the wording of section **3.03** addresses control of offices when an architect maintains several offices in the first category, while the Order's page presents supervision more broadly. (www.legisquebec.gouv.qc.ca) (www.oaq.com) For a hybrid arrangement, ask how the OAQ reconciles these texts and which hours must be declared.

In a **2018** publication, the Order explains that the person responsible for an office may be an employer or employee, subject to conditions involving full-time work and a principal professional domicile; it also specifies that a person cannot be responsible for several offices simultaneously. (www.oaq.com) This older explanation helps prepare questions, but does not, on its own, resolve a current arrangement involving a split schedule.

Confidentiality Follows the Work

The Code of ethics requires reasonable measures to preserve professional secrecy among staff and collaborators and requires architects to avoid indiscreet conversations about a client. (www.legisquebec.gouv.qc.ca) Confidentiality of architects' records in coworking spaces therefore extends to conversations, screens and the circulation of documents.

Éducaloi explains that professional secrecy protects confidential information entrusted by a client. (educaloi.qc.ca) In the proposed audit, the ability to make a confidential call and a document handover procedure are therefore selection criteria to test during the visit, rather than infer from the word “professional.”

Choosing a Shared Office for an Architect in Montréal

Start with Actual Use

For a **business address service**, begin by examining the address and mail functions. Check whether the contract includes a right to work on site. Obtain the intended access, consultation and signage rights separately.

A **shared or dedicated desk** meets the need to work on site. Swivl describes, among other things, a personal workstation with storage. (www.swivl.ca) This advertised storage must then be examined: who holds the key, what dimensions are available and who can open the cabinet?

A **private office** adds a space to examine for meetings and the firm's operations. Montréal CoWork advertises a business address, mail reception and meeting room credits with its offices. (montrealcowork.com) These inclusions are useful contractual information; they do not answer every professional or municipal question.

Table 1 compares public offers that illustrate these differences. The amounts reproduce the **$** symbol on the pages consulted; have the currency and terms confirmed. “Starting at” indicates an entry price, rather than a quote for a particular firm.

Option to Examine	Advertised Offer or Amount	Documented Condition	Additional Evidence to Request
Espace MTL	Address and mail reception: **$19.99/month**. (espace-mtl.com)	The website also advertises flexible monthly leases for its spaces. (espace-mtl.com)	Currency, taxes, exact location and separate occupancy and signage rights.
Montréal CoWork	Solo office: **$705/month in total**, before taxes. (montrealcowork.com)	The general rate of **$400/desk/month** is not the solo office price. (montrealcowork.com)	Available office, access arrangements and authorization to identify the firm.
Centre d’affaires à Montréal	Private office starting at **$480/month**. (centredaffairesmontreal.ca)	Taxes are not specified in the pricing passage consulted.	Allocated floor area, full contract, storage and additional costs.
Swivl, Queen Mary	Dedicated desk starting at **$379/month**, with an annual commitment. (www.swivl.ca)	The description includes storage.	Type of storage, exclusive use, currency, taxes and consultation options.
Hedhofis, Angus and Old Montréal	Corporate address: **$89/month**. (www.hedhofis.com)	No workstation included. (www.hedhofis.com)	Separate access to premises and mail arrangements after termination.
2727 Coworking, publisher	Quote to include in the same comparison file.	Pricing and usage rights to document in writing.	Apply the same audit of the premises, signage and records.

The table compares different services. It helps establish a list of visits and quotes, without ranking offers by compliance. The publisher's inclusion in this list implies no conclusion about the acceptability of a plan. The desired outcome of the comparison is a body of evidence on which to base a decision.

A Decision Tree to Apply Before the Visit

- **Mail only:** specify the address actually used for work and ask the OAQ which contact details to declare.
- **On-site work:** describe the activities and the people performing them to have the location classified.
- **Receiving clients:** add the reception process, signage and the ability to speak beyond the hearing of other occupants.
- **On-site records:** inventory the media, access permissions and locking mechanisms before choosing storage.
- **Several locations:** map out uses and schedules, then ask which declarations and responsibilities apply to each.

These branches form a preparation method. A favourable answer to one question does not answer the others: mail reception, for example, does not demonstrate the ability to install a sign.

Implementation and Adaptation of Practices

Table 2 is used to record a verdict based on evidence: **met**, **not met** or **to be confirmed** with the competent authority. It does not constitute authorization to practise.

Checkpoint	Address Only	Desk or Private Office	Evidence and Question to Submit
Signage on the Front of the Building	To be confirmed with the OAQ.	Check physical and contractual feasibility.	The OAQ provides for identification on the front of the building under the name used. Attach a plan and the owner's agreement: is an interior directory sufficient in this case? (www.oaq.com)
Visible Permit	To be confirmed based on the location's classification.	Check where the copy will be visible to the public.	The OAQ requires a copy of the permit in public view. Attach a photo and signage clause to have the arrangement confirmed. (www.oaq.com)
Documents Available for Consultation	Do not assume that mailing is sufficient.	Provide a place for consultation.	Access to the Code of ethics and the regulation on the conciliation and arbitration of accounts. What format is accepted? (www.oaq.com)
Firm Declared	Have the use classified.	Prepare the firm's declaration.	The OAQ specifies **30 days** after opening. Which form and contact details must be provided? (www.oaq.com)
Register and Records	Identify the actual place of practice.	Document the location and access permissions.	The OAQ requires a register and an up-to-date file for each assignment. Attach a procedure and an anonymized example. (www.oaq.com)
Protected Storage	Describe where documents are kept.	Check the assigned cabinet or room.	The regulation provides for storage that is not freely accessible to the public and can be locked. Attach a demonstration and a list of key holders. (www.legisquebec.gouv.qc.ca)
Office Supervision	Ask for the exact scope.	Document presence, status and schedules.	Organizational chart and schedule to check against the Order's administrative guidance. (www.oaq.com)

Checkpoint	Address Only	Desk or Private Office	Evidence and Question to Submit
Confidentiality	Examine mail handling.	Test conversations, screens and storage.	Access procedure; professional secrecy extends to precautions concerning staff and collaborators. (www.legisquebec.gouv.qc.ca)
Municipal Permit and Signage	Ask the borough about the advertised use.	Check the premises and operator concerned.	Copy of the permit and a written response: the occupancy permit is tied to the establishment and its operator. (montreal.ca)

These checks remain necessary for every arrangement. For an address-only service, start with its classification; for a shared desk or private office, also document the means of meeting the relevant obligations.

Organize Records Before Moving the Furniture

The regulation does not rule out using computers to keep records. (www.legisquebec.gouv.qc.ca) The OAQ notes that archiving also applies to emails. (www.oaq.com) Plan to file them with the assignment materials and designate an authoritative storage location.

The register must make it possible to find the agreement date, the client's contact details and a brief description of the assignment. (www.legisquebec.gouv.qc.ca) The file is kept up to date until the professional services concerned end. (www.legisquebec.gouv.qc.ca) Test the method on a fictitious assignment.

The Commission d’accès à l’information du Québec (**CAI**) recommends a records management procedure and the appointment of people responsible for it. (www.cai.gouv.qc.ca) Plan for naming conventions, access permissions, collaborators' departures and archive retrieval when relocating.

For paper records, the CAI recommends restricting access to rooms or filing cabinets containing personal information. (www.cai.gouv.qc.ca) Carry out a demonstration with representative files, then confirm access permissions in writing.

For digital records, the Canadian Centre for Cyber Security recommends testing backups. (www.cyber.gc.ca) Ask the person responsible for IT to recover a test file in a controlled environment and keep the result.

Site-Visit Audit Before Signing

Check the Address and the Public's Route Through the Space

Montréal recommends checking zoning before renting or buying. (montreal.ca) A change of operator is among the situations requiring a new occupancy permit. (montreal.ca) Present the firm and its intended activity to the borough, along with the existing documents for the premises.

Commercial signage is also subject to a municipal procedure. (montreal.ca) This requires a valid occupancy permit or proof of a recent application. (montreal.ca) Gather the landlord's agreement and the professional and municipal confirmations.

- **Exact premises:** identify the office, common areas and access routes in the contract.
- **Proposed use:** ask the borough which documents are required for the firm.
- **Signage:** obtain the location and written agreement from the authorized person.
- **Interior displays:** photograph the proposed locations.
- **Reception:** simulate a client's arrival during the advertised hours.
- **Interrupted access:** agree on an alternative solution.

Test Confidentiality and the Network

The CAI states that security measures must be reasonable in light of factors including the sensitivity, quantity and medium of the information. (www.cai.gouv.qc.ca) Test the firm's uses with anonymized examples.

- **Conversation:** conduct a trial in the proposed room and listen from the corridor, without using client information.
- **Screen:** examine sightlines from walkways and neighbouring desks.
- **Paper:** test the cabinet's lock and record who holds the means of access.
- **Mail:** have reception, notification, handover and access to scans described.
- **Staff:** limit permissions to people whose duties require access. (www.cai.gouv.qc.ca)
- **Encryption:** document protection of communications and stored information, as recommended by the CAI. (www.cai.gouv.qc.ca)
- **Guest network:** ask for separation of networks and internal resources; the Canadian Centre for Cyber Security recommends this separation. (www.cyber.gc.ca)
- **Remote connection:** have the use of a virtual private network assessed, as recommended for consideration on public Wi-Fi. (www.cyber.gc.ca)
- **Session:** plan to lock it when leaving the computer, as the OAQ advises. (www.oaq.com)
- **Backup:** obtain a recovery demonstration and assign responsibility for checking it. (www.cyber.gc.ca)

Éducaloi specifies that people who access information for their work must respect professional secrecy. (educaloi.qc.ca) Ask how reception and support services will apply the firm's instructions.

Check the Production Workstation

The **Commission des normes, de l’équité, de la santé et de la sécurité du travail (CNESST)** recommends ergonomic workstations adapted or adaptable to the task and the user. (www.cnesst.gouv.qc.ca) Try the firm's usual equipment during the visit.

- **Screens:** check their positioning; the Canadian Centre for Occupational Health and Safety (CCOHS) gives an arm's length as a general estimate of distance. (www.cchst.ca)
- **Accessories:** check the space available for necessary equipment, including the additional monitor and document holder mentioned by the CNESST. (www.cnesst.gouv.qc.ca)
- **Adjustment:** provide workstation setup instructions for the team; the CNESST recommends training and adjustment tools. (www.cnesst.gouv.qc.ca)
- **Maintenance:** assign responsibility for purchasing and maintaining furniture and equipment; the CCOHS suggests specifying this in the telework agreement. (www.cchst.ca)
- **Presentation:** try laying out plans and using the meeting screen with the usual number of participants.

- **Storage:** check that documents can be put away as soon as the session ends.

These recommendations assess everyday work without determining the premises' professional status. Gather photos, responses and clauses in the selection file to identify missing commitments.

Data Analysis and Evidence

What Publicly Listed Amounts Allow You to Compare

Pricing pages provide reference points for services, without forming a representative sample of the market. Montréal CoWork lists its Base virtual office at **$300/year**, before taxes; mail scanning and forwarding incur additional fees. (montrealcowork.com) The calculation **300 ÷ 12 = $25/month** is an arithmetic monthly equivalent of the annual amount, without changing the billing schedule. (montrealcowork.com)

The same operator advertises a starting price of **$400/desk/month** for private offices and a total price of **$705/month** for the solo office. (montrealcowork.com) The unit matters as much as the amount: multiplying a per-desk price without knowing the capacity and commitment can produce a budget that matches no available offer.

At Hedhofis, the Montréal addresses listed at **$89/month** also carry a **$85** one-time setup fee. (www.hedhofis.com) For this component alone, the calculation **89 × 12 + 85 = $1,153** gives the arithmetic total for the first year, before taxes and without additional services. (www.hedhofis.com) These exclusions must remain attached to the result, rather than using it as a firm's complete cost.

Build the Cost of a Workable Solution

Table 3 is a worksheet to fill out using quotes. The letters represent the reader's amounts; no rent, signage or archiving cost is assumed.

Component	Value to Enter	Supporting Document to Keep
Occupancy and Address	Monthly rent **L**, plus address **A** if billed separately.	Quote specifying the desk, office, capacity and commitment.
Meetings	Additional hours **h** × rate **r**, after applying credits exactly.	Booking, cancellation and overage rules.
Mail	Reception or scanning **C**, plus anticipated variable fees.	Description of services and exclusions.
Records and IT	Storage **D**, backup and security **S**.	Capacity, access, recovery and responsibilities.
Setup	Initial fees **I**, spread over the comparison period **n** chosen by the reader.	Quotes for signage, installation and setup fees.
Comparison Total	**L + A + h × r + C + D + S + I ÷ n**, plus applicable taxes.	Add only items actually billed, without counting included services twice.

This calculation separates initial cash requirements from allocated costs. A refundable deposit can be tracked in cash flow without automatically being treated as an expense. Also ask about exit terms: for private offices, Hedhofis specifies **60 days'** notice and a better rate with a **12-month** commitment. (www.hedhofis.com) These terms must not be applied to another plan.

Budget for Records Continuity

The regulatory retention period is at least **5 years**, with a starting point that depends on the last service or the completion of construction when the project is carried out. (www.legisquebec.gouv.qc.ca) This minimum does not mean everything must be destroyed when it expires: the CAI notes that statutory retention periods limit the obligation to destroy information that is no longer needed. (www.cai.gouv.qc.ca) Have the schedule applicable to the records concerned confirmed before any disposal.

Section 2.04 also provides for retention for five years from a notice of a construction defect received within five years of the completion of construction. (www.legisquebec.gouv.qc.ca) The records schedule must therefore be able to account for an extension applicable to a particular file.

For digital availability, the **3-2-1** backup rule recommended by the Canadian Centre for Cyber Security calls for three copies, on two types of media, including one off site. (www.cyber.gc.ca) The firm's budget should therefore consider storage and recovery beyond the physical space rented.

Implications and Next Steps

Adapt the Arrangement to the Way You Practise

Solo practice, hypothetical example. An architect works mainly remotely and books a room for consultations. She prepares a description of her work and record-storage locations, then asks the OAQ to classify the room and addresses. In her request, she distinguishes the mailing address from the place where activities take place, as the CRA does in its own procedures. (www.canada.ca)

Small team, hypothetical example. A firm is considering a private office and shared desks. It assigns tasks, access permissions and periods of presence before asking how to organize supervision. The OAQ's page provides the starting point for this question, without validating the proposed schedule. (www.oaq.com)

Occasional consultation, hypothetical example. An architect occasionally meets a client in a reserved space. He has this use classified before advertising a new address. To prepare his assignments, he can also examine the AAPPQ's resources, which include a simplified contract for one-off work or partial assignments. (aappq.qc.ca) The scope of the assignment and the scope of the right to occupy the premises must each be documented.

Prepare for the Change of Address

The aim is to keep a record of notices and effective dates, then check the responses received. The professional declaration and administrative procedures must be tracked in separate files.

- **OAQ:** prepare written notice of a new address or change within the **30-day** period provided for in the regulation. (www.legisquebec.gouv.qc.ca)

- **Enterprise register:** for a registered enterprise, declare changes within **30 days**; regular filing is free of charge. (www.quebec.ca)
- **Revenu Québec:** notify it promptly, even if a change has already been made in the register; the page allows notice up to **180 days** before the effective date. (www.revenuquebec.ca)
- **CRA:** check the physical and mailing addresses; if accounting records are elsewhere, also provide that location. (www.canada.ca)
- **Mail:** check eligibility for mail forwarding before planning to use it. Canada Post excludes, in particular, mail received through certain shared addresses. (www.canadapost-postescanada.ca)
- **Senders:** notify them directly, as Canada Post requires for excluded mail. (www.canadapost-postescanada.ca)
- **Archives:** organize export, transfer and verification of access permissions before handing back the keys.
- **Communications:** align the contact details on contracts, signatures and client-facing documents after validating which addresses to use.

Revenu Québec specifies that mail forwarding does not replace a change-of-address notice. (www.revenuquebec.ca) For a shared space, also obtain a clause from the operator covering the handling of residual mail, its duration and its price. This clause forms part of the continuity plan, without guaranteeing that a standard postal service will cover the address.

Frequently Asked Questions

Is an Architect's Business Address Recognized by the Register Sufficient for the OAQ?

The two procedures must be checked separately. In the register, a natural person's business address corresponds to their main place of work or business. (www.quebec.ca) For the firm, send the OAQ the actual uses of the location and ask which contact details to declare. The term used on an invoice for a business address service does not constitute an answer from the Order.

Can a Virtual Office for an Architect in Montréal Be Declared as an Office?

The sources consulted do not validate any specific plan. The regulatory distinction between office categories remains the starting point. (www.legisquebec.gouv.qc.ca) Describe where work and consultations take place, then have the classification confirmed before displaying the address as a place of practice.

How Should an Architect's Signage Be Handled in a Shared Office?

Have the location and signage arrangement confirmed with the OAQ, then check the municipal procedure and the owner's agreement. Montréal provides for a permit to install or modify a commercial sign. (montreal.ca) A photo of the building directory helps frame the question, without demonstrating on its own that all requirements have been met.

Can Records Be Kept Solely in Digital Form?

The regulation allows the use of computers. (www.legisquebec.gouv.qc.ca) The chosen arrangement must then be confirmed, and access, archiving and recovery documented. The Canadian Centre for Cyber Security recommends, among other things, protection with a strong password or passphrase and multifactor authentication for cloud backups. (www.cyber.gc.ca)

What Questions Should Be Sent Before Signing?

- **To the OAQ:** which office category corresponds to the activities described, at which address and with what arrangements for presence?
- **To the OAQ:** which signage, display and public consultation arrangements are acceptable for these specific premises?
- **To the borough:** do the proposed activity, operator and signage require additional procedures?
- **To the operator:** which clauses guarantee the access, storage, display and reception rights included in the proposal?
- **To the person responsible for records:** how can files be retrieved and services continued if occupancy ends?

Request written responses accompanied by the relevant documents. Any uncertainty that remains decisive must stay visible in the decision to sign; it must not disappear because another part of the audit is satisfactory.

Conclusion

Choosing a coworking space for an architecture firm requires linking each commercial promise to a specific use. The right starting point is a document describing the activities, people present, consultations, records and proposed addresses. This document then makes it possible to ask questions that the OAQ, the borough and the operator can answer within their respective areas of responsibility.

Selection should proceed on the basis of evidence. Permission to display signage, a floor plan, a mail handover procedure and a file recovery demonstration make the offer easier to assess. If a piece is missing, record what remains to be obtained and who must provide it. The price becomes meaningful only once the necessary services and occupancy terms are understood.

The final decision may be a mailing address with a separate place of practice, a desk with supplementary arrangements, or a private office. It depends on the firm's documented operations and confirmations specific to the premises. No commercial label replaces this analysis.

Before signing, gather the responses, complete the budget and prepare for continuity of records and mail. When relocating, keep acknowledgements of receipt and check the contact details actually published. This decision file can then serve as a reference when activities, the team or the premises change.

Source links

Links cited in this article, in order of first appearance. Full addresses are provided for readers using extracted text.

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29. https://www.revenuquebec.ca/fr/entreprises/cycle-de-vie/effectuer-un-changement-dadresse-pour-votre-entreprise

THE PUBLISHER

About 2727 Coworking

2727 Coworking is a Montreal workspace and business-address provider. We serve people who need a place to focus, meet, run a small business or establish a professional mailing presence. Our website offers English and French information about workspace options and services, alongside educational resources for operating a business in Canada.

A workspace that fits the day

Our workspace options include private offices, day passes and desks, and a conference room. These formats help individuals and teams compare a dedicated office with more flexible ways to work or hold a meeting. Prospective members can explore the virtual tour, review current pricing and book a visit before choosing a workspace.

Business addresses and mail

2727 Coworking provides business-address and virtual-mailbox services. Our resources explain the documents and practical questions involved, including guidance for people outside Canada. Service eligibility, included features, availability and access arrangements should be confirmed on the applicable service page or with our team.

Resources for Canadian small businesses

We publish guides, research and planning tools about workspace decisions, business addresses and starting a business in Canada. Our incorporation research includes information for people inside Canada and abroad, with jurisdiction-specific material to help readers identify the next questions to investigate. These educational resources complement our workspace and address services; they are not individualized legal, tax or immigration advice.

Visit or contact 2727 Coworking

Explore private offices, day passes and desks, the conference room, business addresses and virtual mailboxes. Book a visit or contact the team to discuss your needs.

A business address alone does not establish tax residence, immigration status, banking approval or eligibility for a government program.

Website: https://2727coworking.com

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