TOWN OF RICHMOND HILL
RESIDENTIAL PERMIT APPLICATION
PROCESS & SUBMISSION REQUIREMENTS
BASEMENTS WALKOUTS

DOCUMENTS / ITEMS REQUIRED AT TIME OF APPLICATION

1. **REFER TO 'SUBMISSION REQUIREMENTS'** – see below
2. **PERMIT FEES -** (cash, cheque or debit accepted)
   - Minimum residential permit fee - $110.00 flat fee
   - Sanitary / storm drain fee - $116.00 flat fee

GENERAL INFORMATION

1. Basement walkouts require a floor drain connected to the storm sewer system or sump pit. If the walkout is covered, the drain must be connected to the sanitary sewer system.

CONTACT INFORMATION

Town of Richmond Hill

- Regulatory Services, 4th floor - Tel. # (905) 771-8810 (Zoning & General permit inquires)
- Development Planning, 4th floor - Tel. # (905) 771-8910 (Site plan approvals or amendments)
- Policy Planning, 4th floor - Tel. # (905) 771-8910 (Heritage Richmond Hill)

Other Agencies

- T.R.C.A. Tel. # (416) 661-6600

SUBMISSION REQUIREMENTS

Note: All drawings shall be to scale, dimensioned and provide sufficient information that describes the extent of proposed work
PRE APPROVALS
Heritage Richmond Hill (for designated properties and properties of interest) - see above
T.R.C.A. (for properties within regulated areas with a proposed walkout) - see above
ARCHITECTURAL DRAWINGS (2 COPIES)
Plan view of the stair showing where the foundation connects to the building (i.e. house)
Section/s
Drawings shall be to **scale, fully dimensioned** and shall indicate the following:
Stairs and landings information
Guard / Handrails – height, spacing, connection details and type
All doors sizes, locations and swings
Drain information
Floor plans indicating where door is connected and room names
STRUCTURAL INFORMATION (2 COPIES) - if applicable
Underpinning details
Retaining Wall details
Lintel information for any new door
SITE PLAN and ELEVATION (2 COPIES)
A current property **Site plan or survey** showing the location of new door and walkout location. The site plan or survey must show an outline of the house indicating the **setbacks** of the new door and or foundation to the property lines.
For any new door and or window on the side of the house above grade, an **elevation drawing** of that entire wall is required. The elevation drawing must show the location and size (width and height) of all new and existing doors and window.
FEES - Permit fees as per By-Law 71-10 – see above
DESIGNER INFORMATION - attached Ministry of Housing forms to be completed
Designer information on all drawings and documents – BCIN# and statement of responsibility for design, Architect or Professional Engineer stamp where applicable
Note: The drawing can be prepared by the **home owner** or by any one of the above mentioned qualified designers