TOWN OF RICHMOND HILL
RESIDENTIAL PERMIT APPLICATION
PROCESS & SUBMISSION REQUIREMENTS
FOR GARAGE / CARPORT / SHED

DOCUMENTS / ITEMS REQUIRED AT TIME OF APPLICATION

1. **REFER TO 'SUBMISSION REQUIREMENTS'** – see below
2. **PERMIT FEES**
   - Accessory structure **less than 50 m^2 in floor area** - $240.00 flat fee
   - Accessory structure **greater than or equal to 50 m^2 in floor area** - $360.00 flat fee

GENERAL INFORMATION

1. A Building Permit **is required** for all Garages and carports and all sheds greater than 10 square meters (108 sq. ft.) in area, or any size if it is attached to the house.
2. Garages, carports and sheds are subject to Zoning By-laws in regards to lot coverage, location, height and setback requirements.
3. It is advisable for owners or their agent to check with a Zoning Examiner before deciding on the overall size and or location of the Garage, Carport and or Shed.

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)
- Development Engineering, 5th floor - Tel. # (905) 771-8830 (Site alteration permits 'Grading')

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 – where applicable
Pre-Zoning (structures **greater than 400 sq. ft**) - Building Services Division - see Pre-zoning information sheet, or Executed Site Plan Agreement or amendment - Planning & Development (for properties within site plan control areas)
Heritage Richmond Hill (for designated properties)
Site alteration permits (Grading) for structures **greater than 400 sq. ft**. - Engineering and Public Works
T.R.C.A. (for properties within regulated areas)
REQUIRED DRAWINGS (2 COPIES)
Current property **Site plan or survey** showing the proposed structure and the proposed setbacks (dimensions from the structure to the property lines and to other structures)
Floor Plan/s – including foundation information
Section/s
Elevations - all sides
Roof and floor framing
Engineered stamped roof truss layout and shop drawings - if applicable
Construction notes
Details
Detailed foundation, wall and roof sections
Location and sizes of windows and doors
Exterior finishes (incl. stucco manufacturer information complying with Part 5 of the OBC if applicable)
FEES - Permit fees as per By-Law 71-10
DESIGNER INFORMATION - attached Ministry of Housing form to be completed
Designer information on all drawings and documents is required for all **detached structures greater than 50m^2** – BCIN# and statement of responsibility for design, Architect or Professional Engineer stamp where applicable
Note: The drawing may be prepared by the **home owner** or by any one of the above mentioned qualified designers