TOWN OF RICHMOND HILL
RESIDENTIAL BUILDING PERMIT APPLICATION PROCESS

DOCUMENTS / ITEMS REQUIRED AT TIME OF APPLICATION

1. **REFER TO 'RESIDENTIAL BUILDING PERMIT SUBMISSION REQUIREMENTS'** - see reverse
2. **PERMIT FEES** (cash, cheque or debit accepted) – see below

Standard Residential Building permit Fees:

Detached, semi-detached, townhouse, duplex	$14.10	per m^2
Finished basement	$3.20	per m^2
Minimum residential permit fee	$110.00	flat fee

Standard Residential Plumbing permit Fees:

Sanitary/storm drain fee	$116.00	flat fee
Water service fee	$24.00	flat fee
Temporary Water Payment: (new construction only)	$47.00	flat fee

DEPOSITS & PAYMENTS & OTHER APPROVALS REQUIRED PRIOR TO PERMIT ISSUANCE

1. **DEVELOPMENT CHARGES, PARKLAND PAYMENT**
2. **GRADING DEPOSIT** - $7000.00 (cheque or Letter of Credit)
3. **ROAD DAMAGE/FRONTAGE DEPOSIT** - $3000.00 (cheque or Letter of Credit)
4. **MUNICIPAL SERVICE CHARGES**
5. **(a) DEMOLITION PERMIT CLEARANCE**, or
   (b) DELAYED DEMOLITION AGREEMENT
6. **ONTARIO NEW HOME WARRANTY STATEMENT**
7. **AFFIDAVIT FOR SINGLE FAMILY DWELLING USE** - (if required) signed by Owner

REQUIRED FOR COMPLETION STAGE PERMIT

1. **FOUNDATION SURVEY - 1 copy**
   Certified with Surveyor's Seal

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, Design Control & Municipal Addressing)
- Policy Planning, 4th floor - Tel. # (905) 771-8910 (Heritage Richmond Hill)
- Development Engineering, 5th floor - Tel. # (905) 771-8830 (Site alteration permits 'Grading')
- Maintenance & Operations, Operations Centre, 1200 Elgin Mills Road East - Tel. # 905-884-8013 (Municipal service charges)
- Finance Department, 6th floor - Tel # 905-771-8800 (Development charges, parkland payment)
- Parks Maintenance & Operations, 8th floor Tel # (905) 771-8870 (Permit to injure or destroy tree(s))

Other Agencies

- C.N.R. Tel. # (416) 860-2000
- T.R.C.A. Tel. # (416) 661-6600
- York Region Tel. #. (905) 764-6345
- Electrical Safety Authority - ESA Tel. # 1- (800) 434-0172 / (905) 507-4949

Heritage Richmond Hill

The Town of Richmond Hill has an Inventory of Buildings of Architectural and Historical Importance. Applicants contemplating exterior modifications to buildings in the Inventory are asked to confer with the Heritage Richmond Hill coordinator in the Policy Planning Department, prior to application.

TOWN OF RICHMOND HILL
RESIDENTIAL BUILDING PERMIT SUBMISSION REQUIREMENTS

Required Documentation: **All drawings shall be to scale, dimensioned and provide sufficient information that describes the extent of proposed work**
NEW–2015 OBC changes: HRAI/ASHRAE mechanical design compliance requirements now include New Residential Mechanical Ventilation Design Summary Sheet (HRAI-CSA F280-12), Residential Heat Loss/Gain Formula Sheet (HRAI-CSA F280-12), Envelope Air Leakage Calculator (HRAI-CSA F280-12 only),Residential Slab-on-grade & Foundation Thermal Load Calculator (HRAI-CSA F280-12 only)
PRE APPROVALS
Executed Site Plan Agreement (Where applicable) - Planning & Development
Site alteration permits (Grading) for infill housing & additions >400 sq.ft. - Engineering and Public Works
Heritage Richmond Hill (for designated properties and properties of interest) - see reverse side
Design control (as required by Planning & Development)
Proof of compliance with applicable law(s) – see Applicable Law declaration
Municipal Address - Planning & Development
Registered Deed
Reference Survey and certificate of official - 2 copies (for new lots created by consent)
C.N.R. (for work near rail corridors and tracks)
York Region - Entrances from Regional roads
T.R.C.A. (for properties within regulated area)
SITE PLAN (2 COPIES)
Property lines and lot area referenced to a current survey
Location of all proposed & existing building setbacks to property lines & distance to other buildings
Overall dimensions (width/height/length) of all buildings
Proposed and existing grades and the proposed finished first floor elevations of all buildings
ARCHITECTURAL DRAWINGS (2 COPIES)
Floor plans (to be co-ordinated with structural information below)
Sections / Elevations
Roof and floor framing
Construction notes and Relevant Details
Fire separations - Party wall/firewall details (refer to Supplementary Guidelines)
Location and sizes of windows and doors
Unprotected opening / limiting distance calculations
Exterior finishes (incl. stucco manufacturer information complying with Part 5 of the OBC if applicable)
Walk-out, look-out, balconies, decks details
Stairs, landings, guards and handrail information
All plumbing fixtures and floor drains
Smoke alarms and carbon monoxide detectors
Attic and crawl space access
Fireplace (gas or wood burning)
Exterior venting
STRUCTURAL INFORMATION (2 COPIES)
Engineered stamped roof truss layout and shop drawings
Engineered floor joist system layout including beam details from manufacturer
Detailed foundation, wall and roof sections
Engineered foundation wall detail when foundation wall exceeds 10'-0"
MECHANICAL DRAWINGS (NEW MECHANICAL REQUIREMENTS AS OF JAN. 1ST, 2015): (2 COPIES)
Energy Efficiency Design Summary (New 2014 version) & Schedule 1 – Designer Information
Duct Design / Layout and Heat Loss and Heat Gain Calculations
Residential Heat Loss & Heat Gain Formula Sheet (HRAI-CSA F280-12 design)
Residential Slab-on-grade & Foundation Thermal Load Calculator (HRAI-CSA F280-12 design)
Residential Ventilation Summary (HRAI-CSA F280-12 design OR ASHRAE design)
Envelope Air Leakage Calculator (HRAI-CSA F280-12 design)
OTHER SUBMISSIONS
On-Site Sewage system - see On-site sewage (septic) permit checklist & Statement of design for On-site sewage (septic) systems
Pool enclosures - see Swimming pool/enclosure permit checklist
Demolition permit - see Demolition permit clearance checklist
Soils Report by a Professional Engineer (dependent on location of site)
Tree Declaration – completed tree declaration form
FEES - see reverse
Permit fees as per By-Law 71-10 and other applicable payments and deposits as required
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