

## DOCUMENTS / ITEMS REQUIRED AT TIME OF APPLICATION

1. REFER TO 'REQUIRED DOCUMENTS' - see reverse
2. PERMIT FEES (*cash, credit card, cheque or debit accepted*) - see below
  - Building Permit Fees:**  
Refer to **BY-LAW NO. 55-19** for fees for construction of New buildings & additions to existing buildings
  - Plumbing Permit Fees:**  
Refer to **BY-LAW NO. 55-19** for fees on sanitary/storm drain & Water service pipes

## DEPOSITS & PAYMENTS & OTHER APPROVALS REQUIRED PRIOR TO PERMIT ISSUANCE

1. DEVELOPMENT CHARGES / PARKLAND PAYMENT- (*may include site specific payments, check with Finance Dept*)

## REQUIRED FOR COMPLETION STAGE PERMIT

1. FOUNDATION SURVEY - 1 copy - *an original copy certified with Surveyor's Seal*

## CONTACT INFORMATION

### Richmond Hill

- Building Division, 3rd floor - ☎ 905-771-8810 - ✉ building@richmondhill.ca (*General permit inquires*)
- Development Planning, 4th floor - ☎ 905-771-8910- ✉ planning@richmondhill.ca (*Site plan approvals, Design Control & Municipal Addressing*)
- Policy Planning, 3rd floor - ☎ 905-771-8910 - ✉ planning@richmondhill.ca (*Heritage Richmond Hill*)
- Development Engineering, 4th floor - ☎ 905-771-8830 - ✉ planning@richmondhill.ca (*Site alteration permits 'Grading'*)
- Finance Department, 6th floor - ☎ 905-747-6313 - ✉ revenue@richmondhill.ca (*Development charges, parkland payment*)
- Fire Department - ☎ 905-883-5444

### Other Agencies

- C.N.R. - ☎ 1-888-888-5909
- T.R.C.A. - ☎ 416-661-6600 - ✉ planning & permits@trca.on.ca
- York Region - ☎ 1-877-464-9675 - ✉ accessyork@york.ca
- Electrical Safety Authority - ESA - ☎ 1-877-ESA-SAFE (372-7233)

### Site Servicing Permit Application Submission Requirements

*All drawings shall be to scale, dimensioned & provide sufficient information that describes the extent of proposed work*

PRE APPROVALS required at time of application
Executed Site Plan Agreement ( <i>Where applicable</i> ) - Planning & Regulatory Service, Development Planning
Municipal address - Development Planning
Site alteration permits (2 copies) ( <i>drawings &amp; revision # must match the approved Engineering dwgs</i> ) - Development Engineering
Plumbing & Drain work sheet ( <i>completed for site servicing work</i> )
Permit Fees ( <i>see above</i> )

<b>Required Documentation:</b>	
<i>All drawings shall be to scale, dimensioned &amp; provide sufficient information that describes the extent of proposed work</i>	
<i>Note: For any finished portion of the building, refer to the 'TENANT PERMIT APPLICATION PROCESS' form</i>	
	<b>PRE APPROVALS required at time of application</b>
	Executed Site Plan Agreement (Where applicable) - Planning & Regulatory Service, Development Planning
	Municipal Address - Planning & Development
	<b>REQUIRED DOCUMENTATION (1 copy)</b>
	Statement of Design (see Richmond Hill form C2) or OBC Data matrix on drawings
	Commitment to General Reviews by Architect & Engineers
	Proof of compliance with applicable law(s) (see Richmond Hill form L1)
	Energy Efficiency design Compliance forms signed & sealed by design professional (for new buildings & additions)
	Plumbing & Drain Worksheet (see Richmond Hill form P2)
	Phase 1 Environmental Site Assessment
	Soil investigation report
	Architectural, Structural, Mechanical & Electrical Specifications (3 copies; 1 Copy if Digital Online Submission)
	<b>SITE PLAN (3 copies; 1 Copy if Digital Submission)</b>
	Property lines, lot area, statistics table & zoning data matrix
	Proposed building foot print with setbacks to property lines
	Proposed & existing grades/elevations & proposed finished floor elevations
	Barrier free curb cuts, parking, ramps & fire routes
	<b>ARCHITECTURAL DRAWINGS (3 copies; 1 Copy if Digital Submission) stamped by an Architect</b>
	Floor / mezzanine plans (rooms & spaces identified & dimensioned, seating layout - for finished portions of building)
	Fire separations (ULC design #)
	Reflected ceiling plan indicating emergency lighting, exit signage & sprinkler head location (if not indicated elsewhere)
	Roof plan, roof top equipment & required screening details, roof drain & scupper details
	Building elevations & cross sections
	Sections & details (stairs, barrier-free washrooms, etc.)
	Door & room finish schedule (if not included in specifications)
	Industrial Racking layout & height
	<b>STRUCTURAL DRAWINGS (3 copies; 1 Copy if Digital Submission) stamped by P. Eng.</b>
	General design notes (loading, deflection, wind uplift & earthquake analysis, including landscape loads, etc.)
	Foundation plan (footing, caisson or pile schedule if not shown on plan)
	Floor / mezzanine framing plans (showing designed SDL & LL)
	Roof framing plan (showing SDL, snow & accumulation snow load)
	Upper roof framing plan (mech. P/H, stair roof etc. showing designed loadings)
	Column, wall & beam schedule (if not shown on plan)
	Sections & structural details pertaining to structural connections, bracings & exterior canopies
	Calculations of lateral load & deflection analysis for building
	Flat slab design calculations (typical run)
	Canopy Structures (lateral & uplift analysis)
	<b>MECHANICAL DRAWINGS (3 copies; 1 Copy if Digital Submission) stamped by P. Eng.</b>
	Floor plan showing (HVAC) Duct Design & layout & radiant floor heating & layout
	Heat loss & heat gain calculations
	Floor plan showing plumbing & drain layout & worksheet
	Grease Interceptors calculation where applicable
	Roof plan showing drainage & roof mounted equipment schedule
	Refrigerated garbage room & Ecology unit (where required by site plan agreement)
	<b>ELECTRICAL DRAWINGS (3 copies; 1 Copy if Digital Submission) stamped by P. Eng.</b>
	Floor plans showing lighting, power, emergency lighting, exit signage & electrical equipment
	Fire alarm system drawings including FA riser details
	<b>OTHER SUBMISSIONS (1 Copy)</b>
	Site servicing permit application (see reverse for submission requirements)
	Sprinkler drawings & details (as per Fire Dept. requirements)
	Road Occupancy Permit (if scaffolding / hoarding / covered walkway etc. will encroach onto the municipal right of way)
	<b>FEES - see reverse</b>
	<b>DESIGNER INFORMATION (1 Copy) - attached Ministry of Municipal Affairs &amp; Housing forms to be completed</b>
	Designer information on all drawings & documents Architect or Professional Engineer stamp where applicable
	Schedule 1- BCIN# & statement of responsibility for design,

Legend:       Not applicable       Received       Outstanding