

DOCUMENTS / ITEMS REQUIRED AT TIME OF APPLICATION

1. REFER TO 'REQUIRED DOCUMENTS' - see reverse
2. PERMIT FEES - see below

Standard Residential Building permit Fees:

Detached, semi-detached, townhouse, duplex	\$26.05 per m ²
Finished basement	\$6.24 per m ²
Minimum residential permit fee	\$200.00 flat fee

Standard Residential Plumbing permit Fees:

Sanitary/storm drain fee	\$187.14 flat fee
Water service fee	\$45.66 flat fee
Minimum plumbing fee	\$150.77 flat fee

DEPOSITS & PAYMENTS & OTHER APPROVALS REQUIRED PRIOR TO PERMIT ISSUANCE

1. DEVELOPMENT CHARGES - (may include site specific payments, check with Finance Department)
2. GRADING DEPOSIT - \$7000.00 (cheque or Letter of Credit)
3. ROAD DAMAGE/FRONTAGE DEPOSIT - \$3000.00 (cheque or Letter of Credit)
4. (a) DEMOLITION PERMIT CLEARANCE, or
(b) DELAYED DEMOLITION AGREEMENT
5. AFFIDAVIT FOR SINGLE FAMILY DWELLING USE - (if required) signed by Owner, photo ID required

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')
- Maintenance & Operations, Operations Centre, 1200 Elgin Mills Road East - ☎ 905-884-8013 (Municipal service charges)
- Finance Department, 6th floor - ☎ 905-747-6313 - ✉ revenue@richmondhill.ca (Development charges, parkland payment)
- Policy Planning, 3rd floor - ☎ 905-771-8870 - ✉ planning@richmondhill.ca (Permit to injure or destroy tree(s))

Other Agencies

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

Required Documentation:	
<i>All drawings shall be to scale no smaller than 3/16" = 1'-0", dimensioned & provide sufficient information that describes the extent of proposed work</i>	
	PRE APPROVALS required at time of application
	Executed Site Plan Agreement (where applicable) - Planning & Regulatory Service, Development Planning
	Site alteration permits (Grading) (for infill housing & additions >400 ft ²) – Development Engineering
	Design control (as required by Development Planning)
	Proof of compliance with applicable law(s) (see Richmond Hill form L1)
	Municipal Address - Planning & Development
	APPROVALS required at time of issuance
	Committee of Adjustment decision (for new lots created by consent & minor variances) – Planning & Development
	Registered Deed
	Reference Survey (for new lots created by consent)
	C.N.R. (for work near rail corridors & tracks)
	York Region (If property has entrances from Regional roads)
	T.R.C.A. (for properties within regulated area)
	REQUIRED DRAWINGS (2 COPIES; 1 COPY IF DIGITAL ONLINE SUBMISSION)
	SITE PLAN please use the approved Site Alteration Permit plan for submission
	Provide a site data matrix indicating all applicable Zoning By-Law information
	Property lines & lot area referenced to a current survey
	Location of all proposed building setbacks to property lines & distance to other proposed buildings
	Overall dimensions (width/height/length) of all proposed buildings on the property
	ARCHITECTURAL DRAWINGS
	Floor plans (to be co-ordinated with structural information below)
	Sections / Elevations
	Roof & floor framing
	Construction notes & details
	Fire separations - Party wall/firewall details
	Location/sizes of windows & doors along with unprotected opening/limiting distance calculations
	Elevator manufacturer & specifications
	Energy efficiency calculations
	Floor area calculations (ft ² /m ²)
	Walk-out, look-out, balconies, deck details
	Stairs, landings, guards & handrail information
	Smoke alarms & carbon monoxide detectors
	Attic & crawl space access
	Fireplace (gas or wood burning)
	Exterior venting
	Townhouses (provide block foundation plans)
	STRUCTURAL INFORMATION
	Engineered stamped roof truss layout & shop drawings
	Engineered floor joist system layout & engineered beam details from manufacturer
	Detailed foundation, wall & roof sections
	Engineered foundation wall detail (when foundation wall exceeds maximum height permitted by OBC article 9.15.4.2)
	MECHANICAL DRAWINGS
	Energy Efficiency Design Summary (2017 version)
	Duct Design & layout (min. 11 x 17 sheet size)
	Heat loss & heat gain calculations (min. 11 x 17 sheet size) & formula sheet (HRAI-CSA F280-12 design)
	Thermal load calculator (HRAI-CSA F280-12 design)
	Residential ventilation summary (HRAI-CSA F280-12 design or ASHRAE design)
	Air leakage calculator (HRAI-CSA F280-12 design)
	OTHER SUBMISSIONS
	On-Site Sewage system (see On-site sewage permit checklist C1 & Statement of design for On-site sewage (septic) systems C2)
	Demolition permit (see Richmond Hill form D1)
	Soils Report by a Professional Engineer (dependent on location of site)
	Tree Declaration (completed tree declaration form)
	Precautions During Excavations - Infill Housing Declaration
	FEES - Permit Fees as per By-law 19-24 see reverse
	DESIGNER INFORMATION - attached Ministry of Municipal Affairs & Housing forms to be completed
	Designer information on all drawings & documents
	Schedule 1– BCIN# & statement of responsibility for design, Architect or Professional Engineer stamp where applicable
	Note: The drawings may be prepared by the home owner or by any one of the above mentioned qualified designers (if < 600 m ²)

Legend Not applicable Received Outstanding