

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	\$16.34	per m ²
Finished basement	\$3.68	per m ²
Minimum residential permit fee	\$127.55	flat fee

Standard Residential Plumbing permit Fees:

Sanitary/storm drain fee	\$134.53	flat fee
Water service fee	\$27.84	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 - ✉ planning & permits@trca.on.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)
	SITE PLAN must be consistent with the Approved Site Alteration Permit from Development Engineering
	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
	Unprotected opening / limiting distance calculations
	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)
	FEES - 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