

DOCUMENTS / ITEMS REQUIRED AT TIME OF APPLICATION

1. REFER TO 'SUBMISSION REQUIREMENTS' - see reverse
2. PERMIT FEES (*cash, credit card, cheque or debit accepted*)

Standard Residential Building permit Fees:

| | |
|--------------------------------|----------------------------|
| Addition | \$26.05 per m ² |
| Residential Alteration | \$9.90 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 |
| Minimum Plumbing Fee | \$150.77 flat fee |

GENERAL INFORMATION

1. All additions greater than 400 SF in footprint area require a Site Alteration Permit

DEPOSITS & PAYMENTS & OTHER APPROVALS REQUIRED PRIOR TO PERMIT ISSUANCE

1. GRADING DEPOSIT - \$7000.00 (cheque or Letter of Credit) for additions greater than 400 f² in footprint area that require a Site Alteration Permit
2. ROAD DAMAGE/FRONTAGE DEPOSIT - \$3000.00 (cheque or Letter of Credit) for additions greater than 400 f² in footprint area that require a Site Alteration Permit
3. AFFIDAVIT FOR SINGLE FAMILY DWELLING USE - (if required) signed by Owner, photo ID required

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
- Electrical Safety Authority - ESA - ☎ 1-877-ESA-SAFE (372-7233)

Heritage Richmond Hill

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.

| Submission Requirements: | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| <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 where applicable | |
| | Executed Site Plan Agreement (Where applicable) - Development Planning |
| | Site alteration permits 'Grading' (for infill housing & additions >400 ft ²) - Engineering & Public Works |
| | Design control (as required by Development Planning) |
| | C.N.R. (for work near rail corridors & tracks) |
| | 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 if a Site Alteration Permit is required | |
| | Property lines & lot area referenced to a current survey |
| | Location of all proposed addition setbacks to property lines & distance to other existing/proposed buildings |
| | Overall dimensions (width/height/length) of all buildings |
| | Provide a site data matrix indicating all lot & setback information |
| ARCHITECTURAL DRAWINGS shall be to scale, fully dimensioned & shall indicate the following: | |
| | 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 |
| | Exterior finishes |
| | Walk-out, look-out, balconies, decks details |
| | Stairs, landings, guards & handrail information |
| | All plumbing fixtures & floor drains |
| | Smoke alarms & carbon monoxide detectors |
| | Attic & crawl space access |
| | Fireplace (gas or wood burning) |
| | Exterior venting |
| STRUCTURAL INFORMATION - if applicable | |
| | Engineered stamped roof truss layout & shop drawings |
| | Engineered floor joist system layout including 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) |
| | Underpinning details |
| MECHANICAL DRAWINGS - Confirm with review staff to determine if required | |
| | 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) (HRAI-CSA F280-12 design) |
| | Heat loss & heat gain 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 | |
| | Heritage Richmond Hill (for designated properties) - Policy Planning |
| | On-Site Sewage system - see On-site sewage (septic) permit checklist C1 & Statement of design for On-site sewage (septic) systems C2 |
| | 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 19-24 | |
| 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 drawing may be prepared by the home owner or by any one of the above mentioned qualified designers (if < 600 m ²) | |

Legend: *x* Not applicable *✓* Received Outstanding