

## 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	\$16.34	per m <sup>2</sup>
Residential Alteration	\$6.04	per m <sup>2</sup>
Finished basement	\$3.68	per m <sup>2</sup>
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
Plumbing fixture & rough-ins	\$19.70	per fixture

## 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 f<sup>2</sup> 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 f<sup>2</sup> 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, 3<sup>rd</sup> floor - ☎ 905-771-8810 - ✉ [building@richmondhill.ca](mailto:building@richmondhill.ca) (*General permit inquires*)
- Development Planning, 4<sup>th</sup> floor - ☎ 905-771-8910- ✉ [planning@richmondhill.ca](mailto:planning@richmondhill.ca) (*Site plan approvals, Design Control & Municipal Addressing*)
- Policy Planning, 3<sup>rd</sup> floor - ☎ 905-771-8910 - ✉ [planning@richmondhill.ca](mailto:planning@richmondhill.ca) (*Heritage Richmond Hill*)
- Development Engineering, 4<sup>th</sup> floor - ☎ 905-771-8830 - ✉ [planning@richmondhill.ca](mailto:planning@richmondhill.ca) (*Site alteration permits 'Grading'*)
- Maintenance & Operations, Operations Centre, 1200 Elgin Mills Road East - ☎ 905-884-8013 (*Municipal service charges*)
- Finance Department, 6<sup>th</sup> floor - ☎ 905-747-6313 - ✉ [revenue@richmondhill.ca](mailto:revenue@richmondhill.ca) (*Development charges, parkland payment*)
- Policy Planning, 3<sup>rd</sup> floor - ☎ 905-771-8870 - ✉ [planning@richmondhill.ca](mailto: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](mailto:planning &permits@trca.on.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.

<b>Submission Requirements:</b>	
<i>All drawings shall be to scale no smaller than 3/16" = 1'-0", dimensioned &amp; provide sufficient information that describes the extent of proposed work</i>	
	<b>PRE APPROVALS where applicable</b>
	Executed Site Plan Agreement (Where applicable) - Development Planning
	Site alteration permits 'Grading' (for infill housing & additions >400 ft <sup>2</sup> ) - 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)
	<b>REQUIRED DRAWINGS (2 COPIES)</b>
<b>SITE PLAN please use the approved Site Alteration Permit plan for submission if a Site Alteration Permit is required</b>	
	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
<b>ARCHITECTURAL DRAWINGS shall be to scale, fully dimensioned &amp; shall indicate the following:</b>	
	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
<b>STRUCTURAL INFORMATION - if applicable</b>	
	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
<b>MECHANICAL DRAWINGS - Confirm with review staff to determine if required</b>	
	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)
<b>OTHER SUBMISSIONS</b>	
	Heritage Richmond Hill (for designated properties) - Policy Planning
	On-Site Sewage system - see On-site sewage (septic) permit checklist <b>C1</b> & Statement of design for On-site sewage (septic) systems <b>C2</b>
	Soils Report by a Professional Engineer (dependent on location of site)
	Tree Declaration - completed tree declaration form
<b>FEES - see reverse      Permit fees as per By-Law 55-19</b>	
<b>DESIGNER INFORMATION - attached Ministry of Municipal Affairs &amp; Housing forms to be completed</b>	
	Designer information on all drawings & documents
	Schedule 1- BCIN# & statement of responsibility for design, Architect or Professional Engineer stamp where applicable
<b>Note:</b> The drawing may be prepared by the <b>home owner</b> or by any one of the above mentioned qualified designers (if < 600 m <sup>2</sup> )	

Legend:       Not applicable       Received       Outstanding