



RESIDENTIAL FINISHED BASEMENT APPLICATION PROCESS



DOCUMENTS / ITEMS REQUIRED AT TIME OF APPLICATION

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

STANDARD RESIDENTIAL BUILDING PERMIT FEES:		STANDARD RESIDENTIAL PLUMBING PERMIT FEES:	
FINISHED BASEMENT	\$6.24 PER m ²	SANITARY/STORM DRAIN FEE	\$187.14 FLAT FEE
MINIMUM RESIDENTIAL PERMIT FEE	\$200.00 FLAT FEE	MINIMUM PLUMBING FEE	\$150.77 FLAT FEE

GENERAL INFORMATION

1. Insulation on the interior of the foundation wall
 - Full height basement insulation extending to not more than 200mm (8") above the floor is required where existing insulation is altered or not present. Where insulation extends more than 900mm (2'-11") below grade, a drainage layer is required unless the building is older than 5 years.
2. Requirements for an HRV unit
 - A HRV unit is required if a sixth bedroom and or solid fuel burning fireplace (i.e. wood burning) is proposed

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)
- Policy Planning, 3rd floor - ☎ 905-771-8910 - ✉ planning@richmondhill.ca (Heritage Richmond Hill)

Other Agencies

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

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>	
APPROVALS where applicable	Heritage Richmond Hill (for designated properties) - Policy Planning (for any changes to the exterior)
REQUIRED DRAWINGS (2 COPIES; 1 COPY IF DIGITAL ONLINE SUBMISSION)	
SITE PLAN	A current property Site plan or survey showing the location of new door & window location. The site plan or survey must show an outline of the house indicating the setbacks of the new door & or foundation to the property lines.
ELEVATION - If new doors or windows are proposed	For any new door & or window on the side of the house above grade, an elevation drawing of that entire wall is required. The elevation drawing must show the location & size (width & height) of all new & existing doors & window.
ARCHITECTURAL DRAWINGS shall be to scale, fully dimensioned & shall indicate the following:	
	Floor plans
	Room names and proposed uses
	Materials of wall construction (type of stud and spacing of studs - insulation - finishing materials)
	Washroom layout, all other plumbing fixtures and floor drains
	All windows sizes (width & height) and locations
	All doors sizes, locations and swings
	Stairs to main floor and or exterior, New Stairs - landings, guards and handrail information
	Smoke alarms and carbon monoxide detectors
	Fireplace (gas or wood burning)
STRUCTURAL INFORMATION - if applicable	
	Lintel information for any new door & or window
FEES - Permit fees as per By-Law 19-24 - see above	
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	

Legend: x Not applicable ✓ Received Outstanding