

DOCUMENTS / ITEMS REQUIRED AT TIME OF APPLICATION

1. REFER TO 'SUBMISSION REQUIREMENTS' - see below
2. PERMIT FEES (*cash, credit card, cheque or debit accepted*)
 - ACCESSORY STRUCTURE LESS THAN or EQUAL TO 50 m² IN FLOOR AREA - \$363.89 FLAT FEE
 - ACCESSORY STRUCTURE GREATER THAN 50 m² IN FLOOR AREA - \$519.84 FLAT FEE

GENERAL INFORMATION

1. A building Permit is required for all accessory structures (such as garages and carports) greater than 10m² (108 ft²) in area, or any size if it is attached to the house. Additional conditions apply for a shed which are listed below.
2. A building permit is required for a detached storage shed greater than 15m² (161 ft²) in area or greater than one storey in building height.
3. A building permit is required for all accessory structures that contain plumbing, regardless of the size.
4. Garages, carports and sheds are subject to Zoning By-laws in regards to lot coverage, location, height and setback requirements.
5. It is advisable for owners or their agent to check with a Zoning Examiner before deciding on the overall size and or location of the Garage, Carport and or Shed.

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*)
- Development Engineering, 4th floor - ☎ 905-771-8830 - ✉ planning@richmondhill.ca (*Site alteration permits 'Grading'*)
- 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

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 or amendment - Development Planning (<i>for properties within site plan control areas</i>)
	Site alteration permits 'Grading' for structures greater than 400 ft ² – Development Engineering
APPROVALS where applicable	Heritage Richmond Hill (<i>for designated properties</i>) - Policy Planning
	T.R.C.A. (<i>for properties within regulated area</i>)
REQUIRED DRAWINGS (2 COPIES; 1 COPY IF DIGITAL ONLINE SUBMISSION)	
	Site plan showing the proposed structure & the proposed setbacks (<i>dimensions from the structure to the property lines & all other structures</i>)
	Floor Plan/s – including foundation information
	Section/s - detailed foundation, wall and roof sections
	Elevations - all sides
	Roof and floor framing
	Engineered stamped roof truss layout and shop drawings - if applicable
	Construction notes & details
	Location and sizes of windows and doors
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