

DOCUMENTS / ITEMS REQUIRED AT TIME OF APPLICATION

1. **REFER TO 'REQUIRED DOCUMENTATION'** - see reverse
2. **TENANT INFORMATION**, including business name, current mailing address, contact name, email address and telephone # must be provided to Richmond Hill at the time of application.
3. **DETAILED LETTER OF USE**, describing the nature of the operation or business, the number of employees and the occupant load for assembly type uses (*restaurant, clubs, etc.*). Industrial storage or manufacturing uses shall include a detailed description of the process and materials or chemicals used or stored and the storage method.
4. **PERMIT FEES** (*cash, credit card (max. \$3,000.00), cheque or debit accepted*) - see below

Building Permit Fees: See BY-LAW NO. 55-19

ALTERATION: Alteration or repair to existing construction and partitioning of new or previously occupied construction, and

CHANGE OF USE: No construction proposed and change of use results in an increase in hazard

Group A: Assembly	Restaurant with more than 30 seats	\$8.89	per m ²
	All other assembly occupancies	\$5.72	per m ²
Group B: Institutional		\$5.72	per m ²
Group C: Residential		\$6.51	per m ²
Group D: Business & Personal Services		\$5.72	per m ²
Group E: Mercantile		\$4.37	per m ²
Group F: Industrial		\$4.37	per m ²
	Minimum permit fee	\$350.01	flat fee

Plumbing Permit Fees:

See **BY-LAW NO. 55-19** for fees on other sizes of sanitary/storm drain & water service pipes

Sanitary/storm drain fee	100mm (4") or less	\$57.48	flat fee
	150mm (6")	\$87.49	flat fee
Water service fee	50mm (2") or less	\$30.01	flat fee
	100mm (4")	\$57.48	flat fee
Plumbing fixture & rough-ins		\$21.24	per fixture
	Minimum plumbing fee	\$145.02	flat fee

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*)
- By-Law & Licensing Enforcement Division, 3rd floor - ☎ 905-771-8800 - ✉ bylaw@richmondhill.ca (*Licensing inquires*)
- 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'*)
- Finance Department, 6th floor - ☎ 905-747-6313 - ✉ revenue@richmondhill.ca (*Development charges, parkland payment*)
- Fire Department - ☎ 905-883-5444

Other Agencies

- York Region - ☎ 1-877-464-9675 - ✉ accessyork@york.ca
- Electrical Safety Authority – ESA - ☎ 1-877-ESA-SAFE (372-7233)
- Ministry of Environment (*spray booths etc.*) - ☎ 416-314-8001 or 1-800-461-6290 - ✉ MOECCpermissions@ontario.ca
- York Region Connection (food preparation areas approvals - ☎ 1-800-361-5653 - ✉ accessyork@york.ca
- Alcohol and Gaming Commission of Ontario - ☎ 416-326-8700 or 1-800-522-2876 - ✉ customer.service@agco.ca

LICENSING REQUIREMENTS OF BUSINESSES

All new or existing businesses within Richmond Hill that either offer for sale or operate any of the following must obtain a municipal license from the municipality:

- Tobacco products or second hand goods
- More than 2 electronic video/amusement games
- Billiard/bagatelle tables or bowling alleys
- An adult entertainment establishment, i.e. an adult video stores

These licenses are issued upon the receipt of an Occupancy Certificate from the By-Law & Licensing Enforcement Division and upon compliance with the relevant licensing provisions.

Required Documentation:	
<i>All drawings shall be to scale, dimensioned & provide sufficient information that describes the extent of proposed work</i>	
Note: Richmond Hill will only accept applications for tenants after the shell building permit has been issued	
	PRE APPROVALS required at time of application
	Executed Site Plan Agreement (where applicable) - Planning & Regulatory Service, Development Planning
	REQUIRED DOCUMENTATION (1 copy)
	Statement of Design / OBC Data matrix (Part 3 & Part 11) (see Richmond Hill form C2)
	Commitment to General Reviews by Architect & Engineers
	Proof of compliance with applicable law(s) (see Richmond Hill form L1)
	Plumbing & Drain Worksheet (see Richmond Hill form P1)
	Completed tenant contact information (see item 2 under DOCUMENTS / ITEMS REQUIRED AT TIME OF APPLICATION on reverse 📄)
	Detailed letter of use (see item 3 under DOCUMENTS / ITEMS REQUIRED AT TIME OF APPLICATION on reverse 📄)
	KEY PLAN (3 copies; 1 Copy if Digital Online Submission)
	Unit is shown in relation to all other units in the building
	Adjacent units are shown & their uses are listed
	Zoning summary for proposed use (use & parking requirements)
	ARCHITECTURAL DRAWINGS (3 copies; 1 Copy if Digital Online Submission)
	Floor / mezzanine plans (rooms & spaces identified & dimensioned, seating layout)
	Building Key plan indicating: <input type="checkbox"/> layout of units <input type="checkbox"/> overall dimensions <input type="checkbox"/> square footage of the unit
	Fire separations (ULC design#)
	Reflected ceiling plan indicating emergency lighting, exit signage & sprinkler head location (if not indicated elsewhere)
	Sections & details (stairs, barrier-free washrooms, etc.)
	Industrial Racking layout & height (see additional requirements below 📄 under Other Submissions)
	Number of seats & staff (for Dine-in or Takeout restaurants)
	STRUCTURAL DRAWINGS (3 copies; 1 Copy if Digital Online Submission) stamped by P. Eng.
	Mezzanine framing plan and foundation plan – see structural requirements below
	<ol style="list-style-type: none"> 1. Seal & signature of a professional engineer must be provided on the drawings. 2. The following minimum live loads are to be considered & indicated on the drawings <ol style="list-style-type: none"> i) 4.8 kPa (100 lb/ft²) for ALL storage areas. ii) 2.4 kPa (50 lb/ft²) for office areas. 3. Dead load calculations are to be indicated on the drawings. 4. All load bearing walls columns to have footings bearing on undisturbed soil. The use of the concrete slab on grade may be permitted, provided calculations indicating the adequacy of the concrete & underlying fill are submitted. Written verification may be requested. 5. No additional loading is permitted on the existing shell structure without written approval from an engineer indicating the magnitude of the existing & proposed loads.
	Are there new or relocated mechanical units on the existing roof? <input type="checkbox"/> No <input type="checkbox"/> Yes (if Yes then provide Mechanical Unit Data Sheet)
	Mechanical Unit Data Sheet
	Existing roof framing plan- showing the location of all equipment, include snow accumulation diagrams
	A professional structural engineer shall review the new HVAC loads on the existing roof framing and confirm the adequacy of the existing members to support the increased loads, or shall provide reinforcing details necessary for the existing roof to support the new loads
	MECHANICAL DRAWINGS (3 copies; 1 Copy if Digital Online Submission) stamped by P. Eng.
	Duct Design & layout
	Heat loss & heat gain calculations
	Plumbing & drain layout & worksheet
	Exhaust hood details & specifications
	Refrigerated garbage room & Ecology unit (where required by site plan agreement)
	OTHER SUBMISSIONS (1 Copy)
	Proof of compliance with applicable law(s) – see applicable law schedule
	Industrial Rack Storage Mezzanine System drawings c/w BMEC authorization & Foundation design c/w soils report
	Ministry of Environment – Spray booths, solid fuel
	FEES - see opposite side 📄
	DESIGNER INFORMATION (1 Copy) - 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

Legend:



Not applicable



Received



Outstanding