RESIDENTIAL BASEMENT WALKOUT 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)
   - MINIMUM RESIDENTIAL PERMIT FEE - $124.44 FLAT FEE
   - SANITARY / STORM DRAIN FEE - $131.25 FLAT FEE

GENERAL INFORMATION

1. Basement walkouts require a floor drain connected to the storm sewer system or sump pit. If the walkout is covered, the drain must be connected to the sanitary sewer system.

CONTACT INFORMATION

Richmond Hill
- Building Division, 3rd floor - ☏ 905-771-8810 - building@richmondhill.ca (General permit inquiries)
- 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
- T.R.C.A. - ☏ 416-661-6600 - planning & permits@trca.on.ca

Submission Requirements:
All drawings shall be to scale no smaller than 3/16” = 1’-0”, dimensioned & provide sufficient information that describes the extent of proposed work

APPROVALS where applicable
- Heritage Richmond Hill (for designated properties) - Policy Planning
- T.R.C.A. (for properties within regulated area)

REQUIRED DRAWINGS (2 COPIES)
- 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
- Plan view of the stair showing where the foundation connects to the building (i.e. house)
- Section/s
- Drawings shall be to scale, fully dimensioned and shall indicate the following:
  - Stairs and landings information
  - Guard / Handrails - height, spacing, connection details and type
  - All doors sizes, locations and swings
  - Drain information
  - Floor plans indicating where door is connected and room names

STRUCTURAL INFORMATION - if applicable
- Underpinning details
- Retaining Wall details
- Lintel information for any new door opening

FEES - Permit fees as per By-Law 55-19 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:
- Not applicable
- Received
- Outstanding

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Effective April 1, 2020