



TOWN OF RICHMOND HILL
PART 3 PERMIT
APPLICATION PROCESS

DOCUMENTS / ITEMS REQUIRED AT TIME OF APPLICATION

1. **REFER TO ‘PART 3 PERMIT SUBMISSION REQUIREMENTS’** – see reverse
2. **PERMIT FEES** - (cash, cheque or debit accepted)
 - Building Permit Fees:** refer to **BY-LAW NO. 71-10** for fees for construction of New buildings and additions to existing buildings
 - Plumbing Permit Fees:** refer to **BY-LAW NO. 71-10** for fees on sanitary/storm drain and Water service pipes
 - Temporary Water Fees**

Apartment lot	\$17.00	per unit
Commercial lot	\$12.00	per 1000 sq. ft. (92.6m ²) of GFA

DEPOSITS & PAYMENTS REQUIRED PRIOR TO PERMIT ISSUANCE

1. **DEVELOPMENT CHARGES, PARKLAND PAYMENT**

REQUIRED FOR COMPLETION STAGE PERMIT

1. **FOUNDATION SURVEY - 1 copy**
 Certified with Surveyor’s Seal

CONTACT INFORMATION

Town of Richmond Hill

- Regulatory Services, 4th floor - Tel. # (905) 771-8810 (Zoning & General permit inquires)
- Development Planning, 4th floor - Tel. # (905) 771-8910 (Site plan approvals or amendments)
- Policy Planning, 4th floor - Tel. # (905) 771-8910 (Heritage Richmond Hill)
- Finance Department, 6th floor - Tel # (905) 771-8800 (Development charges, parkland payment)
- Fire Department Tel. # (905) 883-5444
- Development Engineering, 5th floor - Tel. # (905) 771-8830 (Site alteration permits ‘Grading’)

Other Agencies

- Electrical Safety Authority ‘ESA’ - (electrical permits) Tel. # (905) 507-4949 or 1-(800) 434-0172
- C.N.R. Tel. # (416) 860-2000
- York Region Tel. #. (905) 764-6345
- T.R.C.A. Tel. # (416) 661-6600

SITE SERVICING PERMIT APPLICATION SUBMISSION
REQUIREMENTS

Note: All drawings shall be to scale, dimensioned and provide sufficient information that describes the extent of proposed work

PRE APPROVALS

- Executed Site Plan Agreement or amendment - Planning & Development
- Municipal Address - Planning & Development

- Site Servicing Drawings (2 copies) – drawings revision # must match that of the approved drawings from the Engineering Department
- Plumbing and Drain Work Sheet (completed for site servicing work)
- Permit Fees (see top of page)



TOWN OF RICHMOND HILL
PART 3 PERMIT
SUBMISSION REQUIREMENTS

All drawings shall be to scale, dimensioned and provide sufficient information that describes the extent of proposed work

Note: For any finished portion of the building, refer to the 'TENANT PERMIT SUBMISSION REQUIREMENTS' form

PRE APPROVALS

Executed Site Plan Agreement or amendment - Planning & Development

Municipal Address - Planning & Development

FORMS & DOCUMENTS (1 COPY)

Statement of Design / OBC Data matrix

Commitment to General Reviews by Architect and Engineers

Proof of compliance with applicable law(s) – see applicable law schedule

ASHRAE/IES 90.1 or Model National Energy Code Compliance Forms

Plumbing and Drain Worksheet

Phase I Environmental Site Assessment

Soil investigation report

Architectural, Structural, Mechanical and Electrical Specifications (**3 COPIES**)

SITE PLANS (3 COPIES)

Property lines, lot area and statistics table

Proposed building foot print with setbacks to property lines

Proposed and existing grades/elevations and proposed finished floor elevations

Barrier free curb cuts, parking, ramps and fire routes

ARCHITECTURAL DRAWINGS (3 COPIES) stamped by an Architect

Floor / mezzanine plans (rooms & spaces identified and dimensioned, seating layout - for finished portions of building)

Fire separations (ULC design #)

Reflected ceiling plan indicating emergency lighting, exit signage and sprinkler head location, if not indicated elsewhere

Roof plan, roof top equipments & required screening details, roof drain & scupper details

Building elevations and cross sections

Sections and details (stairs, barrier-free washrooms, etc.)

Door and room finish schedule (if not included in specifications)

Industrial Racking layout and height

STRUCTURAL DRAWINGS (3 COPIES) stamped by P.Eng

General design notes (loading, deflection, wind uplift and earthquake analysis, including landscape loads, etc)

Foundation plan (footing, caisson or pile schedule if not shown on plan)

Floor / mezzanine framing plans (showing designed SDL & LL)

Roof framing plan (showing SDL, snow & accumulation snow load)

Upper roof framing plan (mech. P/H, stair roof etc. showing designed loadings)

Column, wall and beam schedule (if not shown on plan)

Sections and structural details pertaining to structural connections, bracings & exterior canopies

Calculations of lateral load and deflection analysis for building

Flat slab design calculations (typical run)

Canopy Structures (lateral and uplift analysis)

MECHANICAL DRAWINGS (3 COPIES) stamped by P.Eng

Floor plan showing (HVAC) Duct Design and layout and radiant floor heating and layout

Heat loss and heat gain calculations

Floor plan showing plumbing and drain layout and worksheet

Grease Interceptors calculation where applicable

Roof plan showing drainage and roof mounted equipment schedule

Refrigerated garbage room & Ecology unit (where required by site plan agreement)

ELECTRICAL DRAWINGS (3 COPIES) stamped by P.Eng

Floor plans showing lighting, power, emergency lighting, exit signage and electrical equipment

Fire alarm system drawings including FA riser details

OTHER SUBMISSIONS

Site servicing permit application (see reverse for submission requirements)

Sprinkler drawings & details (as per Fire Dept. requirements)

Road Occupancy Permit (if scaffolding / hoarding / covered walkway etc. will encroach onto the municipal right of way)

FEES - see reverse

Permit fees as per By-Law 71-10 and other applicable payments and deposits as required

DESIGNER INFORMATION - attached Ministry of Housing forms to be completed

Designer information on all drawings and documents – BCIN# and statement of responsibility for design, Architect or Professional Engineer stamp where applicable