

What are cross sections?

Cross sections are cut away views through a house that show structural elements hidden behind walls, ceilings or floors. Several cross sections may be required to accurately describe your proposal; the more complex your project is, the more cross sections you will need. The following information should be shown on a cross section:

- existing and proposed work
- size and type of footings and foundations and distance from grade to basement slab
- finished floor levels and distance from floor to floor
- interior and exterior wall construction (including insulation values)
- roof, ceiling and floor construction (including insulation values)

Information on all elements that are affected by the new construction must be submitted with the application.

What are mechanical drawings and calculations?

Mechanical drawings are required to ensure the furnace or air conditioner selected has the capacity to heat or cool your house. This requires heat loss and heat gain calculations to determine the capacity required and a drawing of the duct design and layout. This information is generally available from the mechanical contractor. Mechanical submissions include:

- heat loss/heat gain calculations (not required for an addition that is less than 200 ft² or 10 per cent of the size of your house)
- duct design and layout

Building permit fees

Building permit fees for residential construction are \$9.50/m² if the floor area is equal to or less than 325 m² or \$10.55/m² for larger areas. Please refer to the Town's Building By-law for a full listing of permit fees. This can be found at RichmondHill.ca.

Applying for a building permit

You can apply for a building permit in person during regular office hours, Monday to Friday, 8:30 a.m. to 4:30 p.m., at 225 East Beaver Creek Road. The applicant must be the owner of the building or property, or a person authorized in writing by the owner to apply for a permit on the owner's behalf.

During the summer months, the Town also offers a Home Owner Municipal Extended Service (HOMES) program with extended hours for small residential projects.

Tree Preservation By-law

The issuance of a building permit does not include permission to destroy a tree. When planning your construction or renovation, you should be aware of the Tree Preservation By-law, which requires that you obtain a permit before injuring or destroying any tree on private property in the Town of Richmond Hill with a diameter at breast height of 20 cm or more. Information and an application form are available at RichmondHill.ca or by calling Access Richmond Hill at 905-771-8800.



For more information, visit Regulatory Services
225 East Beaver Creek Road
905-771-8810
RichmondHill.ca

To obtain information about the Town of Richmond Hill in your preferred language,
please call Access Richmond Hill at 905-771-8800.



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BUILDING PERMIT REQUIREMENTS FOR RESIDENTIAL PROJECTS



Richmond Hill

New structures, additions and renovations

If you are planning to build a new home or deck or want to make alterations or additions to your home, then you will need to obtain a building permit. A building permit is your formal permission to begin construction or demolition. It means that the Town of Richmond Hill's Regulatory Services Division has approved plans for new structures, additions or renovations. Approved plans comply with the Ontario Building Code, local Zoning By-laws and other applicable laws and regulations.

A permit is important, as it ensures that all safety requirements specified in the Building Code are met. By obtaining a permit, you can also take advantage of the professional expertise of staff. They can offer valuable suggestions to avoid problems that may occur.

Before you start

Before you start to prepare your drawings, you should check that your proposal will comply with the Town's Zoning By-laws. The Zoning By-laws specify minimum setbacks from property lines, maximum coverage and other zoning standards that may limit your proposal. It's best to find out if these limits will affect your project before you start preparing your drawings. Zoning information may be obtained from Regulatory Services Division at 225 East Beaver Creek Rd. on the fourth floor, or by contacting Zoning Examiners at 905-771-8810.

What is a site alteration permit?

If the proposed construction has a footprint larger than 400 ft², a site alteration permit is required. A site alteration permit is a pre-requisite for a building permit application. This permit provides permission from the Town to alter the grading on your property when you are constructing or building an addition to a house.

A grade plan must be submitted with a site alteration application. It shows how water drains from your property. It must include elevations of the dwelling and the land around it, including the swales, which carry the water off your property. Minimum standards for grading may be obtained by calling Development Engineering Division at 905-771-8910. Grade plans must be sealed by a Professional Engineer or an Ontario Land Surveyor.

Permit submissions

When applying for a building permit, you'll need to provide Regulatory Services staff with specific documents. All of the application information is required before staff will accept the building permit application. Two copies of all drawings should be provided and must be drawn to scale and fully dimensioned in either metric or imperial measurements. Original drawings will not be accepted – you must submit copies of your drawings. Include the following documentation:

- site alteration permit
- site plan
- floor plans
- exterior elevations
- cross sections
- mechanical drawings and calculations

You can also find a detailed Residential Permit Checklist online at RichmondHill.ca outlining the required items.

How much detail is required?

The drawings submitted with the permit application need to be detailed enough so that the staff reviewing them would be able to construct the project. If questions remain regarding how construction will occur, the drawings are not detailed enough.

What is a site plan?

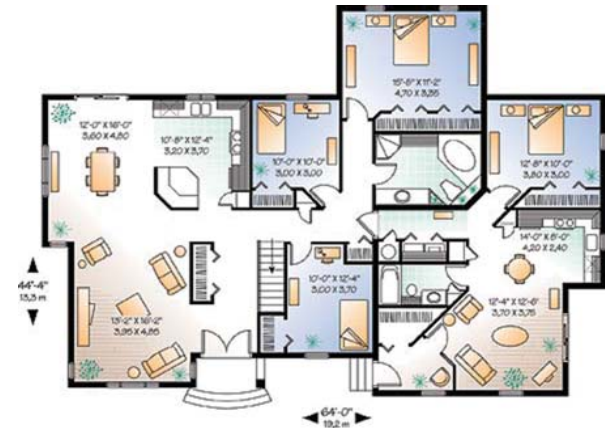
A site plan shows the location of your house and any other accessory structures on your lot. The following information should be included on the site plan:

- north arrow
- scale
- municipal address
- legal description (lot and plan numbers)
- zoning information (lot area, coverage and gross floor area)
- existing building(s) and accessory structures (e.g. pools and sheds)
- proposed construction (delineate existing from new, if applicable)
- property lines (with dimensions) with setbacks to all new and existing structures

What are floor plans?

Floor plans show the layout of your house. A floor plan is required for all construction areas. Floor plans include a foundation plan, a framing plan for each floor and a roof framing plan. The following information should be included on your floor plans:

- title and scale
- size and use of each room
- full interior and exterior dimensions
- location and size of all door and window openings
- structural framing for each level and the roof, including joists, posts, beam and lintels indicating size, material and spacing (this includes engineered drawings for trussed roofs and pre-engineered floor joists)
- location of plumbing fixtures
- location of smoke alarms and carbon monoxide detectors
- section mark lines relating to cross sections



What are exterior elevations?

Exterior elevations are side views of your home. They are required for all new construction and any project that affects the exterior of an existing structure. Elevations are required for each side of your project and should include the following information:

- existing and proposed work
- exterior finish materials
- grade level
- finished floor levels
- vertical dimensions (including maximum height of building)
- roof slope, overhangs, porches and stairs
- size and location of windows and doors