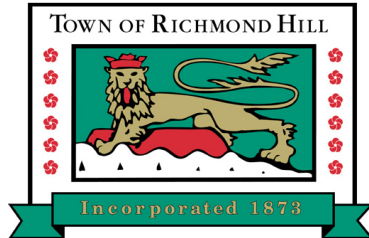


IMPORTANT NOTICE



Building Services Division
Planning & Development Department

Town of Richmond Hill
P.O. Box 300
225 East Beaver Creek Road
Richmond Hill, Ontario
Canada L4C 4Y5
(905) 771-8800
www.richmondhill.ca

In order to comply with the new Building Code requirements that come into effect January 1, 2006, the Building Services Division will be implementing the following changes.

1. Unless exempt under the Ontario Building Code, all designers must be qualified or registered. To be considered qualified or registered, a designer must be listed on the Ministry of Municipal Affairs and Housing's website (www.obc.mah.gov.on.ca), for the category of building that they are designing. Where a designer is required to be qualified or registered, permit applications will not be accepted without the registration number.
2. The Building Services Division will only be accepting Complete Applications. To be considered a complete application, the following shall be included with your application.
 - A completed and signed application form prescribed by the Ministry of Municipal Affairs and Housing.
 - Pre-zoning approval
 - Site Alteration Permit
 - The required number of sets of complete drawings (see Residential Application Checklist or Part 3 Application Checklist)
 - Proof of compliance with all applicable law (including zoning, subdivision registration, site plan agreements, committee of adjustment, Toronto Regional Conservation Authority, Ministry of Transportation, etc.).(see Applicable Law Declaration)
 - For Part 3 buildings, Owner's Letter of Undertaking and Commitment to General Review by Architect and Engineers, are also required (see Part 3 Application Checklist).

For further information on this new legislation, please contact the Ministry of Municipal Affairs and Housing through their website at www.mah.gov.on.ca or by phone at (416) 585-7041.

John DeVries
Chief Building Official