



**TOWN OF RICHMOND HILL**  
**RESIDENTIAL PERMIT APPLICATION**  
**PROCESS & SUBMISSION REQUIREMENTS**  
**For BASEMENTS WALKOUTS**

**DOCUMENTS / ITEMS REQUIRED AT TIME OF APPLICATION**

1. **REFER TO ‘SUBMISSION REQUIREMENTS’** – see below
2. **PERMIT FEES** - (cash, cheque or debit accepted)
  - Minimum residential permit fee - \$100.00 flat fee
  - Sanitary / storm drain fee - \$100.00 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**

**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)

**Other Agencies**

- T.R.C.A. Tel. # (416) 661-6600

**SUBMISSION REQUIREMENTS**

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

**PRE APPROVALS**

Heritage Richmond Hill (for designated properties and properties of interest) - see above  
 T.R.C.A. (for properties within regulated areas with a proposed walkout) - see above

**ARCHITECTURAL DRAWINGS (2 COPIES)**

**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

**STRUCTURAL INFORMATION (2 COPIES) - if applicable**

- Underpinning details
- Retaining Wall details
- Lintel information for any new door

**SITE PLAN and ELEVATION (2 COPIES)**

A current property **Site plan or survey** showing the location of new door and walkout location.  
 The site plan or survey must show an outline of the house indicating the **setbacks** of the new door and or foundation to the property lines.  
 For any new door and 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 and size (width and height) of all new and existing doors and window.

**FEES** - Permit fees as per By-Law 71-10 – see above

**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

**Note:** The drawing can be prepared by the **home owner** or by any one of the above mentioned qualified designers