



TOWN OF RICHMOND HILL
RESIDENTIAL PERMIT APPLICATION
PROCESS & SUBMISSION REQUIREMENTS
for FINISHED BASEMENTS

DOCUMENTS / ITEMS REQUIRED AT TIME OF APPLICATION

1. **REFER TO ‘SUBMISSION REQUIREMENTS’** – see below

2. **PERMIT FEES** - (cash, cheque or debit accepted)

Standard Residential Building permit Fees:

Finished basement \$2.50 per m²
 Minimum residential permit fee \$100.00 flat fee

Standard Residential Plumbing permit Fees:

Sanitary/storm drain fee \$100.00 flat fee
 Plumbing fixture & rough-ins \$15.00 per fixture
 Minimum plumbing fee \$100.00 flat fee

OTHER APPROVALS REQUIRED PRIOR TO PERMIT ISSUANCE

1. **AFFIDAVIT FOR SINGLE FAMILY DWELLING USE** - (if required) signed by Owner

GENERAL INFORMATION

1. Insulation on the interior of the foundation wall

- Full height basement insulation extending to not more than 380mm (15”) above the floor is required where existing insulation is altered or not present. Where insulation extends more than 900mm (2’-11”) below grade, a drainage layer is required unless the building is older than 5 years.

2. Requirements for an HRV unit

- A HRV unit is required if a sixth bedroom and or solid fuel burning fireplace (i.e. wood burning) is proposed

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

- Electrical Safety Authority (ESA) Tel. # 1(877) ESA-SAFE (372-7233) (Electrical permit)

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

ARCHITECTURAL DRAWINGS (2 COPIES)

Floor plans shall be to **scale, fully dimensioned** and shall indicate the following:

Room names and proposed uses	All doors sizes, locations and swings
Materials of wall construction (type of stud and spacing of studs - insulation - finishing materials)	Stairs to main floor and or exterior New Stairs – landings, guards and handrail information
Washroom layout, all other plumbing fixtures and floor drains	Smoke alarms and carbon monoxide detectors
All windows sizes (width & height) and locations	Fireplace (gas or wood burning)

MECHANICAL DRAWINGS (2 COPIES) – Confirm with Building Services to determine if required

Duct Design and layout
 Heat loss and heat gain calculations
 Design Summary sheet

STRUCTURAL INFORMATION (2 COPIES) - if applicable

Underpinning details
 Lintel information for any new door and or window
 Foundation information on any new stair

SITE PLAN and ELEVATION – If new doors or windows are proposed – (2 COPIES)

A current property **Site plan or survey** showing the location any new door and or window is required. The site plan or survey must show an outline of the house indicating the **setbacks** of the new door and or window 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