



TOWN OF RICHMOND HILL
TENANT PERMIT
APPLICATION PROCESS

DOCUMENTS / ITEMS REQUIRED AT TIME OF APPLICATION

1. **REFER TO ‘TENANT PERMIT SUBMISSION REQUIREMENTS’** – see reverse
2. **TENANT INFORMATION**, including business name, current mailing address, contact name and tel. # must be provided to the Town at the time of application.
3. **PERMIT FEES** (cash, cheque or debit accepted) – see below

Building Permit Fees: See **BY-LAW NO. 71-10**

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|---------------------------------------|--|----------|--------------------|
| ALTERATION: | Alteration or repair to existing construction and partitioning of new or previously occupied construction, and | | |
| CHANGE OF USE: | No construction proposed and change of use results in an increase in hazard | | |
| Group A Assembly | Restaurant with more than 30 seats | \$6.00 | per m ² |
| | All other assembly occupancies | \$4.00 | per m ² |
| Group B: Institutional | | \$4.00 | per m ² |
| Group C: Residential | | \$4.50 | per m ² |
| Group D: Business & Personal Services | | \$4.00 | per m ² |
| Group E: Mercantile | | \$3.00 | per m ² |
| Group F: Industrial | | \$3.00 | per m ² |
| Minimum permit fee | | \$250.00 | flat fee |

Plumbing Permit Fees:

See **BY-LAW NO. 71-10** for fees on other sizes of

| | | | |
|--|--------------------|----------|-------------|
| Sanitary/storm drain and Water service pipes | | | |
| Sanitary/storm drain fee | 100mm (4") or less | \$40.00 | flat fee |
| | 150mm (6") | \$60.00 | flat fee |
| Water service fee | 50mm (2") or less | \$20.00 | flat fee |
| | 100mm (4") | \$40.00 | flat fee |
| Plumbing fixture & rough-ins | | \$15.00 | per fixture |
| Minimum plumbing fee | | \$100.00 | flat fee |

APPROVALS REQUIRED PRIOR TO PERMIT ISSUANCE

- Ministry of Health Approval (X-ray equipment) - where applicable

CONTACT INFORMATION

Town of Richmond Hill

- Regulatory Services, 4th floor (Zoning & General permit inquires) Tel. # (905) 771-8810
- Development Planning, 4th floor Tel. # (905) 771-8910 (Site plan approvals or amendments)
- By-Law & Licensing Tel. # (905) 771-0198
- Fire Department Tel. # (905) 883-5444

Other Agencies – additional approvals not related to the building permit may be required

- Electrical Safety Authority ‘ESA’ - (electrical permits) Tel. # (905) 507-4949 or 1-(800) 434-0172
- Ministry of Environment - (spray booths etc. approvals) Tel. # (416) 325-4000 or 1-(800) 565-4923
- Ministry of Health – X-Ray Inspection Unit Tel. # (416) 327-7937
- Ministry of Labour – Radiation Protection Service Tel. # (416) 235-5922
- York Region Connection (food preparation areas approvals) Tel. # 1-(800) 361-5653
- Alcohol and Gaming Commission of Ontario Tel. # (416) 326-8700

LICENSING REQUIREMENTS OF BUSINESSES

All new or existing businesses within the Town of Richmond Hill that either offer for sale or operate any of the following must obtain a municipal license from the municipality.

- tobacco products or Second Hand Goods
- more than 2 electronic video/amusement games
- billiard/bagatelle tables or Bowling Alleys
- an adult entertainment establishments, ie. an adult video stores

These licenses are issued upon the receipt of an Occupancy Certificate from the Building Division and upon compliance with the relevant licensing provisions.



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TENANT PERMIT
SUBMISSION REQUIREMENTS

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| All drawings shall be to scale, dimensioned and provide sufficient information that describes the extent of proposed work |
| Note: The Town will only accept applications for tenants after the shell building permit has been issued. |
| PRE APPROVALS |
| Pre-Zoning Approval - see information sheet |
| Executed Site Plan Agreement or amendment - Planning & Development |
| FORMS AND DOCUMENTS |
| 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 |
| Plumbing and Drain Worksheet |
| Completed tenant contact information (see TENANT INFORMATION on page 1) |
| ARCHITECTURAL DRAWINGS (3 COPIES) |
| Floor / mezzanine plans (rooms & spaces identified and dimensioned, seating layout) |
| Key plan indicating layout of units, overall dimensions and square footage of the unit |
| Fire separations (ULC design#) |
| Reflected ceiling plan indicating emergency lighting, exit signage and sprinkler head location, if not indicated elsewhere |
| Sections and details (stairs, barrier-free washrooms, etc.) |
| Industrial Racking layout and height |
| Number of seats and staff (for Dine-in or Takeout restaurants) |
| STRUCTURAL DRAWINGS (3 COPIES) |
| Mezzanine framing plan and foundation plan – see structural requirements below |
| <ol style="list-style-type: none"> 1. Seal and signature of a professional engineer must be provided on the drawings. 2. The following minimum live loads are to be considered and indicated on the drawings: <ol style="list-style-type: none"> i) 4.8 kPa (100 p.s.f.) for ALL storage areas. ii) 2.4 kPa (50 p.s.f.) for office areas. 3. Dead load calculations are to be indicated on the drawings. 4. All load bearing walls columns to have footings bearing on undisturbed soil. The use of the concrete slab on grade may be permitted, provided calculations indicating the adequacy of the concrete and underlying fill are submitted. Written verification may be requested. 5. No additional loading is permitted on the existing shell structure without written approval from an engineer indicating the magnitude of the existing and proposed loads. |
| A professional structural engineer shall review the new HVAC loads on the existing roof framing and confirm the adequacy of the existing members to support the increased loads, or shall provide reinforcing details necessary for the existing roof to support the new loads. |
| Details of other structural modifications |
| MECHANICAL DRAWINGS (3 COPIES) |
| Duct Design and layout |
| Heat loss and heat gain calculations |
| Plumbing and drain layout and worksheet |
| Exhaust hood details and specifications |
| Refrigerated garbage room & Ecology unit (where required by site plan agreement) |
| OTHER SUBMISSIONS |
| Proof of compliance with applicable law(s) – see applicable law schedule |
| Ministry of Health Approval – X-Ray Inspection Unit (X-ray equipment for establishments providing care/diagnosis to humans. I.e. Doctor, Dentist) Tel. # (416) 327-7937 |
| Ministry of Labour Approval – Radiation Protection Service (X-ray equipment for establishments <u>not</u> providing care/diagnosis to humans, includes schools. I.e. Veterinarian, Dental College) Tel. # (416) 235-5922 |
| Industrial Rack Storage Mezzanine System drawings c/w BMEC authorization |
| Ministry of Environment – Spray booths, solid fuel Tel.# (416) 314-8001 |
| 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 |