



TOWNHOUSE PERMIT APPLICATION CHECKLIST

R9

FEES & DOCUMENTS REQUIRED AT TIME OF APPLICATION

1. REFER TO 'TOWNHOUSE' BUILDING PERMIT REQUIREMENTS - see reverse 📄
2. PROOF OF COMPLIANCE WITH APPLICABLE LAW(S)- see Applicable Law declaration
3. PROVIDE VALID ONTARIO NEW HOME WARRANTY / TARION #
4. PERMIT FEES (*cash, credit card, cheque or debit accepted*) - see below 📄

Standard Residential Building permit Fees:

Detached, semi-detached, townhouse, duplex	\$27.37	per m ²
Finished basement (landing area excluded)	\$6.56	per m ²

Standard Residential Plumbing permit Fees:

Sanitary/storm drain fee	\$196.61	flat fee
Water service fee	\$47.97	flat fee
Minimum plumbing fee	\$158.40	flat fee

PAYMENTS REQUIRED PRIOR TO PERMIT ISSUANCE

1. DEVELOPMENT CHARGES - (*may include site specific payments, confirm with Finance Department*)

REQUIRED DURING INSPECTION STAGE

1. FOUNDATION SURVEY *or* DEPOSITED REFERENCE PLAN - 1 copy - *an original copy certified with Surveyor's Seal*

CONTACT INFORMATION

City of Richmond Hill

- Building Division, 3rd floor - 📞 905-771-8810 - ✉ building@richmondhill.ca (*General permit inquiries*)
- Development Planning, 4th floor - 📞 905-771-8910- ✉ planning@richmondhill.ca (*Site plan approvals, Design Control & Municipal Addressing*)
- Policy Planning, 4th floor - 📞 905-771-8910 - ✉ planning@richmondhill.ca (*Heritage Richmond Hill*)
- Development Engineering, 4th floor - 📞 905-771-8830 - ✉ planning@richmondhill.ca (*Site alteration permits 'Grading'*)
- Maintenance & Operations, Operations Centre, 1200 Elgin Mills Road East - 📞 905-884-8013 (*Municipal service charges*)
- Finance Department, 6th floor - 📞 905-747-6313 - ✉ revenue@richmondhill.ca (*Development charges, parkland payment*)
- Parks Maintenance & Operations, 8th floor - 📞 905-771-8870 (*Permit to injure or destroy tree(s)*)

Other Agencies

- C.N.R. - 📞 1-888-888-5909
- T.R.C.A. - 📞 416-661-6600 ✉ - yorkplan@trca.ca
- York Region - 📞 1-877-464-9675 ✉ - accessyork@york.ca
- Electrical Safety Authority - ESA - 📞 1-877-ESA-SAFE (372-7233)



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Required Documentation:	
All drawings shall be to scale, no smaller than 3/16" = 1'-0", dimensioned & provide sufficient information that describes the extent of proposed work	
	APPROVALS required at time of application
	Executed Site Plan Agreement and/or Registered Sub-division - Planning & Development
	Municipal Address (with block/bldg. & unit numbers) - Planning & Development
	Sustainability agreement/matrix for Energy Efficiency - Planning & Development
	APPROVALS required at time of issuance
	Site servicing permit (CONDOMINIUM or COMMON ELEMENT)
	C.N.R. (for work near rail corridors & tracks)
	York Region (If property has entrances from Regional roads)
	T.R.C.A. (for properties within regulated area)
	Demolition permit (see Demolition permit clearance checklist)
	SITE PLAN (2 COPIES PER BUILDING OR BLOCK; 1 COPY IF DIGITAL ONLINE SUBMISSION)required at time of application)
	Property lines & lot area referenced to a current survey indicating legal description of property
	Street names, unit numbers, unit model name / type with model elevation
	Location of all proposed buildings (incl. detached garages, accessory structures, decks) and setbacks to property lines & distance to other proposed buildings
	Overall dimensions (width/height/length) of all buildings
	Design control stamp (as required by Planning & Development)
	Provide a site data matrix indicating all lot & setback and coverage information
	BLOCK PLANS (2 COPIES PER BUILDING OR BLOCK; 1 COPY IF DIGITAL ONLINE SUBMISSION) required at time of application)
	Building area
	Foundation, all floor levels, elevations and roof
	ARCHITECTURAL DRAWINGS (2 COPIES PER MODEL; 1 COPY IF DIGITAL ONLINE SUBMISSION) required at time of application
	Design control stamp (as required by Planning & Development)
	Floor plans (incl. model name, all model elevations and end, interior, side yard, corner upgrades and options)
	Floor area calculations (sq. ft /m²) per model elevation
	Sections (incl. wall & roof)
	Elevations
	Roof & floor framing
	Construction notes & details (ie. foundation wall)
	Party wall, firewall details and fire separations
	Location and sizes of windows & doors and lintel sizes
	Unprotected opening / limiting distance calculations / Energy efficiency calculations
	Walk-out, look-out, balconies, deck framing & details
	Stairs, landings, guards & handrail information
	Smoke alarms & carbon monoxide detectors
	Attic & crawl space access
	Fireplace (gas or wood burning)
	Elevator manufacturer & specifications
	STRUCTURAL INFORMATION (2 COPIES; 1 COPY IF DIGITAL ONLINE SUBMISSION) required at time of application)
	Engineered stamped roof truss layout & shop drawings (per building/block)
	Engineered floor joist system layout & engineered beam details from manufacturer (per model)
	Engineered foundation wall detail (when foundation wall exceeds maximum height permitted by OBC article 9.15.4.2)
	MECHANICAL DRAWINGS (2 COPIES PER MODEL; 1 COPY IF DIGITAL ONLINE SUBMISSION) required at time of application
	Energy Efficiency Design Summary (2017 version)
	Duct Design & layout (min. 11 x 17 sheet size)
	Heat loss & heat gain calculations (min. 11 x 17 sheet size) (HRAI-CSA F280-12 design)
	Heat loss & heat gain formula sheet (HRAI-CSA F280-12 design)
	Thermal load calculator (HRAI-CSA F280-12 design)
	Residential ventilation summary (HRAI-CSA F280-12 design or ASHRAE design)
	Air leakage calculator (HRAI-CSA F280-12 design)
	OTHER SUBMISSIONS (1 copy)
	Soils Report by a Professional Engineer (when applicable, dependent on location of site)
	FEES - Permit Fees as per By-law 19-24 see reverse ➡
	DESIGNER INFORMATION (1 copy) - attached Ministry of Housing forms to be completed
	Designer information on all drawings & documents
	Schedule 1– BCIN# & statement of responsibility for design, Architect or Professional Engineer stamp where applicable

Legend: ☒ Not applicable ☒ Received ☐ Outstanding