

## DOCUMENTS/ITEMS REQUIRED AT TIME OF APPLICATION

1. REFER TO 'SUBMISSION REQUIREMENTS' - see below
2. PERMIT FEES (*cash, credit card, cheque or debit accepted*)  
 \$158.40 Minimum Plumbing Permit Fee

## GENERAL INFORMATION

1. Backflow preventers 2" or larger will require engineering drawings or if being installed in a Part 3 Building will require engineered drawings.
2. If installed in a Part 9 Building, a BCIN number is required.
3. A calculation for the size of the expansion tank is required.

## CONTACT INFORMATION

### Richmond Hill

- o Building Division, 3<sup>rd</sup> floor - ☎ 905-771-8810 - ✉ building@richmondhill.ca (*General permit inquires*)
- o Maintenance & Operations, Operations Centre, 1200 Elgin Mills Road East - ☎ 905-884-8013 (*Municipal service charges*)

<b>Submission Requirements:</b>	
<i>All drawings shall be to scale no smaller than 3/16" = 1'-0", dimensioned &amp; provide sufficient information that describes the extent of proposed work</i>	
<b>REQUIRED DOCUMENTS</b>	
	Application form "Permit to Construct or Demolish"
	Schedule 1: Designer Information or Commitment to Provide General Review Form
	Applicable Law Checklist – completed and signed
<b>REQUIRED DRAWINGS (2 COPIES; 1 COPY IF DIGITAL ONLINE SUBMISSION)</b>	
	An analysis referred to as a Survey completed by an approved backflow prevention device surveyor.
	A key plan of the building or unit
	Floor plan showing location of water meter, back flow preventer/s and expansion tank/s
	Proposed type of back flow preventer at each location
	Proposed type of expansion tank and size calculation at each location.
	Schematic drawing for each
<b>FEES</b>	
	Permit Fees as per By-Law 19-24
<b>DESIGNER INFORMATION</b>	
	Ministry of Municipal Affairs & Housing form 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