



RESIDENTIAL BASEMENT WALKOUT APPLICATION PROCESS



DOCUMENTS / ITEMS REQUIRED AT TIME OF APPLICATION

1. REFER TO 'SUBMISSION REQUIREMENTS' - see below
2. PERMIT FEES (*cash, credit card, cheque or debit accepted*)
 - MINIMUM RESIDENTIAL PERMIT FEE - \$210.12 FLAT FEE
 - SANITARY / STORM DRAIN FEE - \$196.61 FLAT FEE

GENERAL INFORMATION

1. Basement walkouts require a floor drain connected to the storm sewer system or sump pit.

CONTACT INFORMATION

Richmond Hill

- Building Division, 3rd floor - ☎ 905-771-8810 - ✉ building@richmondhill.ca (*General permit inquires*)
- Development Planning, 4th floor - ☎ 905-771-8910 - ✉ planning@richmondhill.ca (*Site plan approvals & Design Control*)
- Policy Planning, 3rd floor - ☎ 905-771-8910 - ✉ planning@richmondhill.ca (*Heritage Richmond Hill*)

Other Agencies

- T.R.C.A. - ☎ 416-661-6600 - ✉ yorkplan@trca.ca

Submission Requirements:	
<i>All drawings shall be to scale no smaller than 3/16" = 1'-0", dimensioned & provide sufficient information that describes the extent of proposed work</i>	
APPROVALS where applicable	
	Heritage Richmond Hill (<i>for designated properties</i>) - Policy Planning
	T.R.C.A. (<i>for properties within regulated area</i>)
REQUIRED DRAWINGS (2 COPIES; 1 COPY IF DIGITAL ONLINE SUBMISSION)	
SITE PLAN	
	A current property Site plan or survey showing the location of new door & window location. The site plan or survey must show an outline of the house indicating the setbacks of the new door & or foundation to the property lines.
ELEVATION - If new doors or windows are proposed	
	For any new door & 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 & size (width & height) of all new & existing doors & window.
ARCHITECTURAL DRAWINGS	
	Plan view of the stair showing where the foundation connects to the building (<i>i.e. house</i>)
	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
	Floor plans indicating where door is connected and room names
STRUCTURAL INFORMATION - if applicable	
	Underpinning details
	Retaining Wall details
	Lintel information for any new door opening
FEES - Permit fees as per By-Law 19-24 see above	
DESIGNER INFORMATION - attached Ministry of Municipal Affairs & 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
Note: The drawing may be prepared by the home owner or by any one of the above mentioned qualified designers	

Legend:



Not applicable



Received



Outstanding