



## Residential Grading Permit Application Requirements

Grading permits to be issued by the Development Engineering Department **before** applying for the associated building permit. **Only complete applications will be reviewed.** Applicants are encouraged to include all requirements with initial submission to avoid any unnecessary processing delays. Applications to be submitted via [online permit portal](#).

### **Permit requirements include: (all files to be in .pdf format)**

1. **Site Grading Plan** – see details below
2. [Agent Authorization form](#) – required if applicant is not the registered homeowner.
3. **TRCA approval**, if applicable.
4. **Committee of Adjustment approval**, if applicable.
5. **Permit fee** – includes two drawing reviews. Any additional reviews are subject to a fee as listed [Fees & Charges By-law 171-2013 Schedule K](#).

### **Site Grading Plan Details:**

- Hand-drawn sketches or photographs will not be accepted
- All drawings must be submitted with measurements in metric.
- Should the subject property's lot grading not be certified, the required site grading plan must be stamped by the engineering consultant for the applicable subdivision.
- Existing overland drainage to be maintained.
- Drawing to include municipal address, entire property line including driveway and street name clearly labelled. If property is on a corner, please label both street names.
- Drawing submission to be a maximum of one page and in .pdf format. Package drawings will not be accepted.
- Label all hardscape and softscape elements (existing and proposed for entire property) including dimensions and minimum 0.6m setback from the property line
- Show existing and proposed structures with dimensions (ex. cabanas, house). Be sure to label any accessory structures that will be removed or relocated.
- Show limits of excavations, proposed and existing grades and directional slopes with percentage of slope
- Relative elevations permitted unless otherwise noted below
- Identify all retaining walls including height, setback and top & bottom elevations. Please note: any retaining wall over 1 metre in height must be certified by a Professional Engineer. Please refer to [Lot Grading Notes](#) and [Zoning Bylaw](#) for more details.
- Label construction access location.
- Indicate location of any rear yard catch basins or any other infrastructure.
- Label all existing trees showing base diameter. Identify any trees to be removed or affected within area of construction (dripline).
- Soak away pits, infiltration trenches, subdrains etc. are not accepted as a replacement for existing or proposed swales and/or catchbasins.
- Show silt fence around entire site perimeter.
- Show driveway location, width, culverts and any changes proposed within the right-of-way. A separate Public Works permit is required for any curb cut, culvert and curb restoration.
- Show proposed/existing down spout locations
- Show proposed/existing entrances and risers
- All lot plans must comply with [Lot Grading Notes](#)



## **Additional Requirements based on Permit Type**

Permit categories below include all requirements listed above plus the following:

- **Residential Infill Construction**
  - Site grading plan shall be prepared, sealed, and signed by a Professional Engineering or Ontario Land Surveyor.
  - Show limits of excavations, proposed and existing grades at lot corners using geodetic elevations, water direction flow, swales, and slope percentage
  - Water box shall be located in grassed area
  - Show storm and sanitary connections location at lot line including invert elevations. Verify inverts of sanitary and storm services is below underside footing
  - Show utilities, hydrants poles, pedestals, catch basin etc.
  - All internal swale shall be located within proposed infill boundary
  
- **Structure or Addition greater than 40m<sup>2</sup>**
  - Site grading plan shall be prepared, sealed, and signed by a Professional Engineering or Ontario Land Surveyor.
  - Show limits of excavations, proposed and existing grades at lot corners using geodetic elevations, water direction flow, swales, and slope percentage
  - Water box shall be located in grassed area
  - Show storm and sanitary connections location at lot line including invert elevations. Verify inverts of sanitary and storm services is below underside footing
  - Show utilities, hydrants poles, pedestals, catch basin etc.
  - All internal swale shall be located within proposed infill boundary
  
- **Walk-up Basement & Side Door Entrance**
  - Show floor drain location and outlet connection. If sump pump, show discharge location.
  - Please indicate number of stair risers.

### **Important notes:**

**For subdivision grading permits:** please ensure that site grading plans are compliant with the applicable subdivision agreement, drawings and grading requirements.

Any additional works built that are not clearly shown on the approved grading plan will be subject to further review in the field. If these works are found to be in contravention of the City of Vaughan Lot Grading Criteria and/or negatively impacting adjacent properties, they will be required to be removed as well as any associated security deposits may be held. Any additional inspections are subject to a fee as listed [Fees & Charges By-law 171-2013 Schedule K](#).

**Please be aware that it is the owner/contractor's responsibility to obtain locates for all utilities prior to commencing construction.** A grading permit application does not constitute notification of your works to any utility, including those owned by the City of Vaughan. **For more information, visit <http://www.on1call.com>**

The applicant is to ensure that all relevant permits, including permits for tree removal, curb cut, culvert and curb restoration, are in place prior to commencing works.

For more information, contact the Development Engineering Department at 905-832-2281 or [depermits@vaughan.ca](mailto:depermits@vaughan.ca)