

**PUBLIC WORKS PROJECT REQUEST FORM**

**PROJECT INFORMATION**

Project Address: \_\_\_\_\_ Zoning District: \_\_\_\_\_

List all work to be done (Be Specific) \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_ Check One: Occupied Site: \_\_\_\_\_ Unoccupied Site: \_\_\_\_\_

How many people will occupy the structure? (Impact Fees) \_\_\_\_\_

Which services will need to be installed for your project? WATER TAP / SEWER TAP / DRIVEWAY

**OWNER & APPLICANT INFORMATION**

Applicant Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Circle One: Project Engineer / Project Architect / Project Contractor

Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**SUBMITTAL CHECKLIST**

Please review and check the following "Submittal Checklist" which includes a list of required document and relevant information pertaining to this application:

<b>SUBMITTAL ITEMS AND IMPORTANT INFORMATION</b>	<b>(PLEASE CHECK)</b>
Completed Application.	
Site Plan. <i>(Showing North Arrow, street names, property lines, existing utilities and driveway)</i>	
Failure to provide complete information will result in plan rejection.	
All approvals on this application will expire after 180 days of filing unless a permit is issued or a written request for extension is received.	
<p><b>NOTE:</b> Fees are determined by type of project. All fees due to the City of Richmond shall be paid in full before issuance of the permit. All returned checks will be assessed a returned check fee as applicable and a stop work order will be issued and remain in effect until such time a valid complete payment is received. <i>"Credit card payments are assessed a 3% convenience fee. No refunds or credits, all transactions are final."</i></p>	



**BUILDING DEPARTMENT**

600 MORTON STREET  
 RICHMOND, TX 77469  
 P: 281-232-6871  
 FAX: 281-238-1215

**DISCLAIMER & SIGNATURE**

*I certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The approval of this application does not presume to give authority to violate or cancel the provisions of any other state or local law regulating such work or the operation thereof. Falsification or errors in this application may result in immediate revocation of the approval/issuance and be subject to prosecution as allowed by law.*

\_\_\_\_\_  
 Applicant Signature Date

**CITY OF RICHMOND USE ONLY**

DEPARTMENT	FEES	FEES	TOTAL
STREET	Permit	Install	
WATER	Tap	Impact	
WASTE WATER	Tap	Impact	
Fees subject to change without notice. Official fee calculations at the time of issuance.			<b>GRAND TOTAL:</b>

Street Department: \_\_\_\_\_ Date: \_\_\_\_\_

Water & Waste Water: \_\_\_\_\_ Date: \_\_\_\_\_

**Comments:**