

COMMERCIAL BUILDING PERMIT APPLICATION

PROJECT INFORMATION

Project Address: _____
 Zoning District: _____ Historic Overlay District: Yes No Sq. Ft: _____
 Description of Work: _____ Value of Work: \$ _____

OWNER & APPLICANT INFORMATION

Contractor Company: _____ Phone: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Contractor Name: _____ Phone: _____
 Email: _____
 Property Owner's 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:

SUBMITTAL ITEMS AND IMPORTANT INFORMATION	(PLEASE CHECK)
Completed Application.	
Copy of Survey and Flood Plain Development Permit Application if applicable	
All projects located within the Historic Overlay District may require additional approval of a Certificate of Appropriateness from the Richmond Historic Commission.	
Four bound copies of plans and 1 thumb drive. All drawings should be drawn with sufficient clarity, details to indicate dimensions, distances and the nature and character of the work.	
Site and civil plans must be legible and fully dimensioned plans drawn to a standard scale, must have a minimum text size of 3/32" and drawing sheet size of 24" X 36"	
Maximum size for architectural plans: 36" x 48", "E" Size	
Asbestos Survey as required by the Texas Department of State Health Services.	
ADA Review and compliance is not conducted by the City of Richmond however projects that are required by law to be reviewed shall be submitted to Texas Department of Licensing and Regulation.	
Final construction documents shall be provided in electronic PDF format	
An approved hard copy of full plans will be stamped to keep on site during work	
Code Compliance Requirements: International Building Code 2012, State Law enforced; City Ordinances; referenced codes; standards and other sources.	
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.	

FEES

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. "Credit card payments are assessed a 3% convenience fee. No refunds or credits, all transactions are final."

COMMERCIAL BUILDING PERMIT APPLICATION FEE SCHEDULE				
Description of Item	Unit	Fee	Quantity	Total
General Fee	Flat	\$25.00	1	\$25.00
Demolition Commercial	Each	\$50.00		
Fences, New or Re-Fence	First 50 Linear Ft	\$25.00		
	Each Additional 50 Ft	\$10.00		
Floodplain Development including Elevation Certificate	Each	\$25.00		
Foundation Repair	Each	\$50.00		
Fuel Tank, Underground, Install or Remove	Each	\$50.00		
Re-Roof Commercial	Each	\$75.00		
Standard Structures, Non-Occupied, less than 240 Sq. Ft	Each	\$25.00		
Modular Buildings, Portable Structures, Storage more than 240 Sq. Ft	Per Section	\$250.00		
	Plus Valuation	See Table		
Outside City Limit	Per Permit	\$25.00		
Building Plan Review	½ the Building Permit	TBD		
Site Work Permits	Valuation	See Table		
New Construction, Additions, Build-outs, Renovations, Remodeling	Valuation	See Table		
Other work not otherwise specified	Valuation	See Table		
Start work without a permit	Per Permit	Double Fee		
VALUATION TABLE				
First \$1,000.00	\$25.00			
\$1,001.00 to \$50,000.00	Plus \$5.00 for each additional \$1,000.00 to and including \$50,000.00			
\$50,001.00 to \$100,000.00	Plus \$4.00 for each additional \$1,000.00 to and including \$100,000.00			
\$100,001.00 to \$500,000.00	Plus \$3.00 for each additional \$1,000.00 to and including \$500,000.00			
\$500,001.00 and up	Plus \$2.00 for each additional \$1,000.00 or fraction thereof			
<i>Fees subject to change without notice. Official fee calculations at the time of issuance.</i>			Grand Total:	

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



BUILDING DEPARTMENT

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

CITY OF RICHMOND USE ONLY

Building Official: _____ Date: _____

Floodplain Official: _____ Date: _____

Historic Preservation Officer: _____ Date: _____