

FENCE PERMIT APPLICATION

PROJECT INFORMATION

Project Address: _____

Check which applies: New Addition to Existing Repairs to Existing Replacement

Fence Type & Material: _____ Max. Height: _____ Ft. Total linear Feet: _____ Ft.

Zoning District: _____ Historic Overlay District: Yes No

OWNER & APPLICANT INFORMATION

Fence Company: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Name: _____ Phone: _____

Email: _____

Property Owner's Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

SUBMITTAL ITEMS AND IMPORTANT INFORMATION	PLEASE CHECK
Completed Application	
Site Plan showing property lines, buildings & fence location. (Copy of Survey may be required)	
Site Plan must be dimensioned and also include details of the type and material of the fence.	
All projects located within the Historic Overlay District require additional approval of a Certificate of Appropriateness from the Richmond Historic Commission.	
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.	
NOTE: Fences that are 8ft above grade are to be engineered by a State of Texas Registered Engineer with the original seal and signature.	

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."

FENCE PERMIT APPLICATION FEE SCHEDULE				
Description of Item	Unit	Fee	Quantity	Total
Service Fee - Commercial	1	\$25.00		
Administration Fee – Residential	1	\$10.00		
First 50 Linear Feet	1	\$25.00	1	\$25.00
Each Additional 50 Linear Feet	Per 50ft	\$10.00		
Start work without a permit	Double Normal Fee	TBD		
Fees subject to change without notice. Official fee calculations at the time of issuance.			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 _____

CITY OF RICHMOND USE ONLY	Comments
Building Official: _____ Date: _____ Historic Preservation Officer: _____ Date: _____	