

RESIDENTIAL BUILDING PERMIT APPLICATION

PROJECT INFORMATION

Project Address: _____

Zoning District: _____ Historic Overlay District: Yes No Sq. Ft: _____

Description 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 documents 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 for architectural plans of 36" x 48", "E" Size	
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 Residential 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.	



BUILDING DEPARTMENT

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

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."

RESIDENTIAL BUILDING PERMIT APPLICATION FEE SCHEDULE				
Description of Item	Unit	Fee	Quantity	Total
General Fee	Flat	\$10.00	1	\$10.00
New Residential Structures & Additions/Remodeling	Per Sq. Ft.	\$0.35		
Foundation Repair	Each	\$50.00		
Patio Cover or Porches less than 144 Sq. Ft.	Each	\$25.00		
Carports: not more than 24Ft in Length, Width or Depth	Each	\$25.00		
Storage Buildings less than 144 Sq. Ft.	Each	\$25.00		
Demolition	Each	\$25.00		
Plan Review	½ the Building Permit	TBD		
Swimming pools, Spas, Hot tubs	Per Sq. Ft.	TBD		
Other work not otherwise specified	Per Sq. Ft./TBD	TBD		
Start work without a permit	Double Fee	TBD		
<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

CITY OF RICHMOND USE ONLY

Building Official: _____ Date: _____

Floodplain Official: _____ Date: _____

Historic Preservation Officer: _____ Date: _____