



**CITY OF RICHMOND BUILDING DEPARTMENT**

600 MORTON STREET • RICHMOND, TEXAS 77469

PHONE 281-232-6871 • FAX 281-238-1215

**Application for Commercial Construction Permits**

**\*REQUIRED FIELDS**

\*Project Address \_\_\_\_\_

\*Project Name: \_\_\_\_\_

Property Owner \_\_\_\_\_ Phone: \_\_\_\_\_

Address \_\_\_\_\_

\*Contractor \_\_\_\_\_ \* Phone: \_\_\_\_\_

\*Contractor Contact Name: \_\_\_\_\_ \*Phone: \_\_\_\_\_

Email: \_\_\_\_\_

\*Valuation of Work<sup>1</sup> \$ \_\_\_\_\_ \*Description of Work: \_\_\_\_\_

<sup>1</sup>**Valuation of Work** is determined by the total value of the work for which the permit is being issued, including all materials and labor. This includes permanent systems. Final valuation of work shall be validated by The Building Official utilizing the International Code Council Building Valuation Data.

**PERMIT FEES**

All fees due **The City of Richmond** shall be paid in full before issuance of Permit. All returned checks will be assessed a return check fee as applicable and a Stop Work Order will be issued and remain in effect until such time complete payment is received. Credit Cards are assessed a 3% convenience fee. See reverse for fee schedule.

NO REFUNDS OR CREDITS. ALL TRANSACTIONS ARE FINAL

**PLAN CHECK FEES**

When required, a plan check fee shall be paid to the City. Said plan check fee shall be ½ the Building Permit Fee

**PENALTIES**

Where work, for which a permit is required, is started or preceded prior to obtaining said permit, the fees herein shall be doubled, but the payment of such double fee shall not relieve any persons from fully complying with the requirements of this Code in the execution of the work nor from any other penalties.

**APPROVALS**

Plan review and approval process is dependent on the completeness and correctness of the requirements for the project. Projects may require at least 10 business days. Each re-submittal of plans and specifications require a completely new review and approval process.

**THIS APPLICATION IS NOT VALID WITHOUT \*REQUIRED FIELDS**

I hereby 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 or Issuance of Certificate of Occupancy 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. The building or structure shall not be occupied prior to the code official issuing a permit or Certificate of Occupancy that indicates applicable provisions of the code have been met.

Application Invalid 90-Days from  
Date of Receipts in the Permit Office

\*SIGNATURE OF CONTRACTOR/OWNER OR AUTHORIZED AGENT

\*(DATE)

\*Name Printed

\*Primary Contact Number

Other Contact Number

More Information on the Reverse Side or page 2>>>>>>>

Date Received:  
Received By:

**PERMIT FEES (Fees subject to change without notice. Official Fee Calculations at the Time of Issuance)**

DESCRIPTION OF ITEM	QUANTITY	PRICE
Administration Fee	1	\$25.00
Site Work Permits	Valuation	See Table
New Construction, Additions, Build-outs, Renovations, Remodeling	Valuation	See Table
Building Plan Review Fees	One-Half the Building Permit Fee	
Demolition, Commercial	Each	\$50.00
Fences, New or Re-Fence	First 50 Linear ft.	\$25.00
	Each Additional 50 ft.	\$10.00
Flood Plain Development, Including Elevation Certificate	Each	\$25.00
Foundation Repair	Each	\$50.00
Fuel Tank, Underground, Install or Remove	Each	\$50.00
Modular Buildings, Portable Structures, Storage more than 240 Sq. Ft.	Per Section	\$250.00
	Plus Valuation	See Table
Re-Roof, Commercial	Each	\$75.00
Signs, Free-standing, Monument, Pole, other Ground Signs	Each	\$25.00
Signs, On other Structures. Other signs or objects.	Each	\$10.00
Storage Structures, Non-Occupied, less than 240 Sq. Ft.	Each	\$25.00
Other Work, Not Otherwise Specified	Valuation	See Table
Outside City Limits Fee	Per Permit	\$25.00
Re-Inspection Fees, \$50.00 ea. After 3 <sup>rd</sup>	1 <sup>st</sup> - 2 <sup>nd</sup> - 3 <sup>rd</sup>	\$25.00-37.50-50.00
After-Hours Inspection Fee, If Available	Base Fee	\$75.00
After-Hours Inspection - Per Man Hour	Per Hour	\$35.00
<b>Valuation Table</b>		
<b>Total Valuation</b>	<b>Fee</b>	
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.	

◇ **Code Compliance Requirements:** International Codes, State Law, and City Ordinance as applicable, and all referenced codes, standards, and other sources. **Current code Editions: 2012**

◇ The **Examination of the Plans** and documents does not relieve the owner, designers, and contractors, or their representatives, from their individual or collective responsibility to comply with applicable provisions of the codes governing this work. The issuing of a permit for this project does not approve any encroachment on any easement or property line. Plan examination cannot be construed as a check of every item required including items noted or not otherwise detailed, and does not prevent the Building Official from hereafter requiring corrections of errors in plans or construction.

◇ **Warning:** All work done by CONTRACTORS AND PROPERTY-OWNERS MUST COMPLY with applicable codes, laws, rules, and standards governing said work. It is the sole responsibility of the **owner** to comply. Disputes between contractors and owners are civil issues outside the context of the permitting and inspection process. Inspectors ARE NOT responsible for designing installations or construction practices. **ALL WORK THAT IS SUBSTANDARD MUST BE REMOVED, REPLACED, DEMOLISHED, AND CORRECTED AS REQUIRED.** Covering work before it has been inspected shall require removal of cover material to allow a proper inspection to occur.

◇ **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.**

◇ **Asbestos survey** as required by the Texas Department of State Health Services. As required by State Law, The City of Richmond requires proof of the survey prior to issuance of a building permit for all renovation and demolition activities. Contact Information and Current Rules & Regulations: (800) 572-5548 Ext. 2198 <http://www.dshs.state.tx.us/asbestos/default.shtm>

◇ **A Certificate of Occupancy** will be issued at time of successful completion of the final project for the building. **Notice** is hereby given that occupying the structure prior to obtaining a valid City of Richmond **Certificate of Occupancy** is a violation of city ordinance, which may be punishable as prescribed by law. Each day that a violation continues shall be deemed a separate offense.