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

CONVENIENCE STORE REGISTRATION

PROPERTY INFORMATION

Name of Business:_____

Address of Business:_____Business Phone:_____

CONTACT INFORMATION

Name of Owner or Manager (circle one):_____

Home Address:_____City:_____State:_____Zip:_____

Home Number:_____Cell Phone:_____

On multiple ownership, you have_____% interest on this property.

Fill out separate sheet for any additional Owners/Management

CORPORATION INFORMATION

Corporation Name:_____Corporation Phone:_____

Corporation Address:_____City:_____State:_____Zip:_____

Check which apply to you: ▫Alarm ▫Alcohol ▫Food Dealer ▫ARME

IMPORTANT INFORMATION

Any change or ownership of a convenience store or any ownership interest therein, shall require the purchase or transfer to update the information with the Building Department within 30 days of the effective date of the ownership change. On newly constructed convenience stores, the owner shall register within 30 days after the completion of the construction.

*Height Signs: At all public exits and entrances "NO LOITERING" and "NO TRESPASSING" signs in lettering two inches or larger, in both English and Spanish. Additionally, a convenience store shall post such signs on the front, sides and rear of the store.

*Height Strips: A convenience store shall have height strips posted at all public exits.

*Alarm System: A convenience store shall have a silent panic or holdup alarm system for which a permit has been issued in accordance with ordinance 98-03.This system shall, at a minimum, include a panic button located within reach of the cash register and out of view of the customer. Such panic button will generate an alarm signal indicating a holdup or other life-threatening emergency requiring a Police, Fire or EMS response.

*Surveillance Camera System: A convenience store shall have a minimum of two color digital high resolution surveillance cameras. One camera must have an overall view of the counter/register area and the other camera view of the main entrance/exit area and both shall display the date and time of the recording.

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

Form updated on 10/03/2019

Applications can be sent to the Building Department by *email* *permits@richmondtx.gov*, faxed to *281-238-1215* or submitted to our office at 600 Morton St Richmond TX 77469.