



RESIDENTIAL BUILDING PERMIT APPLICATION
Single-Family Dwelling

Project Address _____

Property Owner _____ Phone: _____

Address _____

Contractor _____ Phone: _____

Contractor Contact Name: _____ Phone: _____

Address _____

Building Size (Sq. Ft.) _____ No. of Stories _____ Valuation of Work \$ _____

Description of Work _____

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 electrical, plumbing, mechanical, and permanent systems. Final valuation of work shall be determined by The Building Official.

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. See next page for fee schedule.

PLAN CHECK FEES

When required a plan check fee shall be paid to the Building Official. Said plan check fee shall be as per City of Richmond Ordinance outlining special requirements for plan review of certain buildings at the discretion of the Building Official.

PENALTIES

Where work, for which a permit is required, is started or proceeded 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. Small projects will require 3-5 business days and larger, more complex 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 A SIGNATURE BELOW

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 GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

SIGNATURE OF CONTRACTOR/OWNER OR AUTHORIZED AGENT (DATE)

Name Printed Primary Contact Number Other Contact Number

1. **Code Compliance Requirements: International Codes, State Law, City Ordinance as applicable, and all referenced codes, standards, and other sources. Current code Editions: 2006**
2. 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.
3. **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.
4. **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, Architectural Barriers Section, Website: <http://www.license.state.tx.us/ab/ab.htm>** PO. Box 12157 Austin, Texas 78711 (877) 278-0999 (Toll Free in Texas) (512) 463-3211 (512) 475-2886 (Fax)
5. **Asbestos survey** will be required on all commercial renovation projects. Texas Department of State Health Services, Environmental and Consumer Safety Section, Environmental Health Group regulations require an asbestos survey to be conducted in all commercial buildings before performing any renovation or demolition. 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: <http://www.dshs.state.tx.us/asbestos/default.shtm> Texas Department of State Health Services, Environmental and Consumer Safety Section, Environmental Health Group, 1100 West 49th Street, Austin, Texas 78756-3189, (512) 834-6773 Ext. 2454 or (800) 572-5548 Ext. 2454, fax: (512) 834-6707.
6. **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.

PERMIT FEES

DESCRIPTION OF ITEM	QUANTITY	PRICE
Occupancy, Single Family Detached	Each	\$0.00
Re-Roof	Each	\$25.00
Patio Cover, Less than 144 Sq. Ft.	Each	\$25.00
Carpports, Not more than 24 ft. in Length, Width, or Depth.	Each	\$25.00
Storage Buildings, Less than 144 Sq. Ft.	Each	\$15.00
Fences, new or replacement.	Each	\$25.00
Swimming Pools	Each	\$75.00
Demolition	Each	\$10.00
Mobile Home Placement, Single-Wide	Each	\$150.00
Mobile Home Placement, Double-Wide	Each	\$200.00
Travel Trailer Placement	Each	\$25.00
Other Work, Not Otherwise Specified	Valuation	Valuation Table
OUTSIDE CITY LIMITS FEE	Per Permit	\$25.00
RE-INSPECTION FEE	Each	\$25.00
AFTER-HOURS INSPECTION FEE, If available	Base Fee	\$50.00
AFTER-HOURS INSPECTION - PER MAN HOUR - \$25.00	Per Hour	\$25.00

Valuation Square Footage Table w/ Fees

Min-Max Sq.Ft.	New Area	Existing
0 -100	\$55	\$28
101 -200	\$95	\$48
201 -300	\$135	\$68
301 -400	\$175	\$88
401 -500	\$220	\$110
501 -600	\$260	\$130
601 -700	\$292	\$146
701 -800	\$324	\$162
801 -900	\$360	\$180
901 -1000	\$392	\$196
1,001 -1100	\$424	\$212
1,101 -1200	\$456	\$228
1,201 -1300	\$484	\$242
1,301 -1400	\$508	\$254
1,401 -1500	\$532	\$266
1,501 -1600	\$556	\$278
1,601 -1700	\$580	\$290
1,701 -1800	\$607	\$304
1,801 -1900	\$631	\$316
1,901 -2000	\$655	\$328
2,001 -2100	\$679	\$340
2,101 -2200	\$706	\$353
2,201 -2300	\$730	\$365
2,301 -2400	\$754	\$377
2,401 -2500	\$778	\$389
2,501 -2600	\$805	\$403
2,601 -2700	\$829	\$415
2,701 -2800	\$853	\$427
2,801 -2900	\$877	\$439
2,901 -3000	\$901	\$451
3,001 -3100	\$928	\$464
3,101 -3200	\$952	\$476
3,201 -3300	\$976	\$488
3,301 -3400	\$1,000	\$500
3,401 -3500	\$1,027	\$514
3,501 -3600	\$1,051	\$526
3,601 -3700	\$1,075	\$538
3,701 -3800	\$1,099	\$550
3,801 -3900	\$1,126	\$563
3,901 -4000	\$1,150	\$575
4,001 -4100	\$1,174	\$587
4,101 -4200	\$1,198	\$599
4,201 -4300	\$1,222	\$611
4,301 -4400	\$1,249	\$625
4,401 -4500	\$1,273	\$637
4,501 -4600	\$1,297	\$649
4,601 -4700	\$1,321	\$661
4,701 -4800	\$1,348	\$674
4,801 -4900	\$1,372	\$686
4,901 -5000	\$1,396	\$698

5,001 -5100	\$1,420	\$710
5,101 -5200	\$1,447	\$724
5,201 -5300	\$1,471	\$736
5,301 -5400	\$1,495	\$748
5,401 -5500	\$1,519	\$760
5,501 -5600	\$1,543	\$772
5,601 -5700	\$1,570	\$785
5,701 -5800	\$1,594	\$797
5,801 -5900	\$1,618	\$809
5,901 -6000	\$1,642	\$821
6,001 -6100	\$1,666	\$833
6,101 -6200	\$1,682	\$841
6,201 -6300	\$1,698	\$849
6,301 -6400	\$1,714	\$857
6,401 -6500	\$1,732	\$866
6,501 -6600	\$1,748	\$874
6,601 -6700	\$1,764	\$882
6,701 -6800	\$1,780	\$890
6,801 -6900	\$1,796	\$898
6,901 -7000	\$1,814	\$907
7,001 -7100	\$1,830	\$915
7,101 -7200	\$1,846	\$923
7,201 -7300	\$1,862	\$931
7,301 -7400	\$1,880	\$940
7,401 -7500	\$1,896	\$948
7,501 -7600	\$1,912	\$956
7,601 -7700	\$1,928	\$964
7,701 -7800	\$1,946	\$973
7,801 -7900	\$1,962	\$981
7,901 -8000	\$1,978	\$989
8,001 -8100	\$1,994	\$997
8,101 -8200	\$2,010	\$1,005
8,201 -8300	\$2,028	\$1,014
8,301 -8400	\$2,044	\$1,022
8,401 -8500	\$2,060	\$1,030
8,501 -8600	\$2,076	\$1,038
8,601 -8700	\$2,094	\$1,047
8,701 -8800	\$2,110	\$1,055
8,801 -8900	\$2,126	\$1,063
8,901 -9000	\$2,142	\$1,071
9,001 -9100	\$2,160	\$1,080
9,101 -9200	\$2,176	\$1,088
9,201 -9300	\$2,192	\$1,096
9,301 -9400	\$2,208	\$1,104
9,401 -9500	\$2,224	\$1,112
9,501 -9600	\$2,242	\$1,121
9,601 -9700	\$2,258	\$1,129
9,701 -9800	\$2,274	\$1,137
9,801 -9900	\$2,290	\$1,145
9,901 -10000	\$2,308	\$1,154