

INSPECTION/CONSTRUCTION APPLICATION

PROJECT INFORMATION

Project Name: _____

Location/Address: _____

CONTRACTOR INFORMATION

Company: _____ Phone: _____

Contact Person: _____ Phone: _____

Address: _____ City: _____ State: _____ ZIP: _____

Email: _____ Fax: _____

SUBMITTAL INFORMATION

- *Completed Application.
- *Attach signed contract with number of days in the contract.
- *Payment must be made before work begins: MC, Visa, Cash or Check made payable to City of Richmond. (3% processing fee on credit cards)
- *Payment may be paid at time of the required pre-construction meeting along with 2 sets of the final approved construction plans.

FEE CALCULATIONS

All fees due to the City of Richmond shall be paid in full. All checks made payable to City of Richmond. 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."

Construction Costs	Calculate	Fees
Administration Fee	Flat Fee	\$400.00
\$130 x Number of Days in the Contract	# of Days:	

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.

Contractor Representative's Signature (Required) _____ Date _____

Form updated 12/17/19

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