



**BUILDING DEPARTMENT**

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

**BUSINESS OCCUPANCY APPLICATION**

**TENANT/BUSINESS INFORMATION**

Location Address: \_\_\_\_\_

Name of Business: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

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

**OWNER INFORMATION**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

**REASON FOR CHANGE & OTHER INFORMATION**

Check all that apply:  New Owner  New Mgmt.  Business Change  Tenant Change  Other

Type of Business/Description of Business Use: \_\_\_\_\_

**\*ATTENTION RETAIL BUSINESSES: Must provide a copy of your Retail Sales Tax Permit**

Will there be any construction work? Circle: Building/Electrical/Plumbing/Mechanical/Fire Protection/Other

Comments: \_\_\_\_\_

**FEES**

**There is a \$50.00 fee for the occupancy permit which includes an inspection.**

**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."

**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 Department: \_\_\_\_\_ Date: \_\_\_\_\_

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