



**BUILDING DEPARTMENT**

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

**COMMERCIAL BUILDING PERMIT APPLICATION**

**PROJECT INFORMATION**

Project Address: \_\_\_\_\_  
 Zoning District: \_\_\_\_\_ Historic Overlay District:  Yes  No Per Sq. Ft.: \_\_\_\_\_  
 Description of Work: \_\_\_\_\_

**OWNER & APPLICANT INFORMATION**

Contractor Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Contractor Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Property Owner/Applicant Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**SUBMITTAL CHECKLIST**

Please review and check the following "Submittal Checklist" which includes a list of required document and relevant information pertaining to this application:

<b>SUBMITTAL ITEMS AND IMPORTANT INFORMATION</b>	<b>(PLEASE CHECK)</b>
Completed Application and Plan Review Fee (by value of work on valuation table).	
Copy of Survey and Flood Plain Development Permit Application if applicable	
All projects located within the Historic Overlay District may require additional approval of a Certificate of Appropriateness from the Richmond Historic Commission.	
1 Electronic copy of plans. All drawings should be drawn with sufficient clarity, details to indicate dimensions, distances and the nature and character of the work.	
Site and civil plans must be legible and fully dimensioned plans drawn to a standard scale	
Asbestos Survey as required by the Texas Department of State Health Services.	
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.	
Once project is approved, provide a bound, hard copy of plans to be stamped and kept on site during work, sheet size of 24" x 36".	
Code Compliance Requirements: International Building Code 2015, State Law enforced; City Ordinances; referenced codes; standards and other sources.	
All approvals on this application will expire after 180 days of filing unless a permit is issued or a written request for extension is received.	



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<b>COMMERCIAL BUILDING PERMIT APPLICATION FEE SCHEDULE</b>				
Description of Item	Unit	Fee	Quantity	Total
General Fee	Flat	\$25.00	1	\$25.00
Commercial Building	Per Sq. Ft.	\$0.55		
Demolition Commercial	Each	\$50.00		
Floodplain Development including Elevation Certificate	Each	\$25.00		
Foundation Repair	Each	\$50.00		
Fuel Tank, Underground, Install or Remove	Each	\$50.00		
Standard Structures, Non-Occupied, less than 240 Sq. Ft	Each	\$25.00		
Modular Buildings, Portable Structures, Storage more than 240 Sq. Ft.	Per Section	\$250.00		
Outside City Limit	Per Permit	\$25.00		
Building Plan Review DUE UPON SUBMITTAL	½ the Building Permit	TBD		
Start work without a permit	Flat	\$250.00		
<i>Fees subject to change without notice. Official fee calculations at the time of issuance.</i>			<b>Grand Total:</b>	

**FEES**

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 Official: \_\_\_\_\_ Date: \_\_\_\_\_

Floodplain Official: \_\_\_\_\_ Date: \_\_\_\_\_

Historic Preservation Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: