



BUILDING DEPARTMENT

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

RESIDENTIAL OCCUPANCY APPLICATION

TENANT/OCCUPANT INFORMATION

Location Address: _____

Tenant/Occupant Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

OWNER INFORMATION

Name: _____ Phone: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Email: _____

REASON FOR CHANGE & OTHER INFORMATION

Check all that apply: Owner Change Tenant Change: Other: _____

Comments: _____

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

Comments: _____

FEES

There is a \$25.00 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, faxed to 281-238-1215 or submitted to our office at 600 Morton St Richmond TX 77469.