

**RESIDENTIAL BUILDING PERMIT APPLICATION**

**PROJECT INFORMATION**

Project Address: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Historic Overlay District:  Yes  No 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 documents and relevant information pertaining to this application:

| <b>SUBMITTAL ITEMS AND IMPORTANT INFORMATION</b>  | <b>(PLEASE CHECK)</b> |
|---|-----------------------|
| Completed Application.  |                       |
| 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.   |                       |
| Code Compliance Requirements: International Residential Code 2015, State Law enforced; City Ordinances; referenced codes; standards and other sources.                |                       |
| 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".                                    |                       |
| 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.                      |                       |

| <b>RESIDENTIAL BUILDING PERMIT APPLICATION FEE SCHEDULE</b>                                      |                       |         |                     |         |
|--|-----------------------|---------|---------------------|---------|
| Description of Item  | Unit                  | Fee     | Quantity            | Total   |
| General Fee  | Flat                  | \$10.00 | 1                   | \$10.00 |
| New Residential Structures & Additions/Remodeling  | Per Sq. Ft.           | \$0.35  |                     |         |
| Foundation Repair  | Each                  | \$50.00 |                     |         |
| Patio Cover or Porches less than 144 Sq. Ft.   | Each                  | \$25.00 |                     |         |
| Carpports: not more than 24Ft in Length, Width or Depth  | Each                  | \$25.00 |                     |         |
| Storage Buildings less than 144 Sq. Ft.  | Each                  | \$25.00 |                     |         |
| Demolition   | Each                  | \$25.00 |                     |         |
| Plan Review – <b>DUE UPON SUBMITTAL</b>  | ½ the Building Permit | TBD     |                     |         |
| Swimming pools, Spas, Hot tubs   | Per Surface Area      | \$0.35  |                     |         |
| Other work not otherwise specified   | Per Sq. Ft./TBD       | TBD     |                     |         |
| Start work without a permit  | Flat                  | \$75.00 |                     |         |
| <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. **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: \_\_\_\_\_