

MECHANICAL PERMIT APPLICATION

PROJECT INFORMATION

Project Address: _____

Check which applies: Single-Family Residential Commercial

Zoning District: _____ Historic Overlay District: Yes No

Description of Work: _____

OWNER & APPLICANT INFORMATION

Mechanical Company: _____ Phone: _____

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

AC Refrigeration Contractor License#: TACL: _____ Type: _____ Exp: _____

Contact Name: _____ Phone: _____

Email: _____

Property Owner's 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:

SUBMITTAL ITEMS AND IMPORTANT INFORMATION	(PLEASE CHECK)
Completed Application.	
Detailed plans for scope work if applicable: Equipment details, specifications, duct work	
Electrical and Gas requirements if applicable	
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.	
Code Compliance Requirements: International Mechanical & Fuel Gas Code 2015, Applicable State Laws; City Ordinances; referenced codes; standards and other sources.	
State of Texas Air Conditioning and Refrigeration Contractor License Law enforced	
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.	

MECHANICAL PERMIT APPLICATION FEE SCHEDULE				
Description of Item	Unit	Fee	Quantity	Total
General Fee	Flat	\$10.00	1	\$10.00
Administration Fee – Commercial	Flat	\$25.00		
Single-Family HVAC System, Complete	Each	\$65.00		
Repairs: Compressor, Blower, Condenser, Furnace, other Repairs/Replacements	Each Component	\$35.00		
	Maximum	\$65.00		
Kitchen Ventilation Hood, Commercial Kitchens	Per Linear Foot	\$10.00	Ft.	
Each Intake or Exhaust Duct Fan	Each	\$25.00		
Mechanical Permit – Commercial	Per Sq. Ft.	\$0.35		
Fees subject to change without notice. Official fee calculations at the time of issuance.			Grand Total	

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: _____

Historic Preservation Officer: _____ Date: _____

Comments: