

ANNUAL OPERATIONAL PERMIT APPLICATION

PROPERTY INFORMATION

Business/Property Name: _____

Property Address: _____

Check which applies: Annual Operational Permit Special Use Permit

APPLICANT INFORMATION

Occupant/Owner: _____ Phone: _____

Email: _____

FIRE MARSHAL'S OFFICE ANNUAL OPERATIONAL FEE SCHEDULE

Description of Item	Fee	Total
Annual Operational Permits		
Adult or Child Day Care	\$150.00	
Auto Repair Business	\$150.00	
Carbon Dioxide Systems (Used in beverage dispensing applications over 100 pounds)	\$150.00	
Compressed Gas (in excess amounts listed in Table 105.6.9 of the 2015 IFC)	\$300.00	
Dry Cleaning (onsite cleaning/processing)	\$200.00	
Foster Home	\$150.00	
Flammable & Combustible Liquids	\$350.00	
Hazardous Materials (Table 105.6.21 of the 2015 IFC w/chemical inventory list)	\$350.00	
Healthcare Facility (Including Doctors' Offices, Clinics, Dialysis Centers)	\$150.00	
Hospitals	\$350.00	
High Piled Storage (exceeding 500 square feet)	\$250.00	
Hot Work Operations	\$200.00	
Lumber Yards (exceeding 100,000 board feet)	\$350.00	
Miscellaneous Combustible Storage (in excess of 2500 cubic feet)	\$250.00	
Motor Fuel Dispensing Facilities (Automotive, marine & fleet motor fuel dispensing)	\$250.00	
Occupancy Permit (All occupancies, regardless of other permits that may be required)	\$50.00	
Pool Supply Retail Establishment	\$250.00	
Residential Care Facility (Assisted Living, Boarding Homes & Continuing Care Facilities)	\$300.00	
Tire Rebuilding Plants	\$1,000.00	
Waste Handling (Wrecker Yards, Junk yards & Waste Handling Facilities)	\$150.00	
Wood Products (in excess of 200 cubic feet)	\$200.00	
Special Use Permits		
Carnivals or Fairs/Exhibits & Trade Shows	\$150.00	
Temporary Storage Tanks	\$150.00	

Fees subject to change without notice. Official fee calculations at the time of issuance.	Total:
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NOTES

On July 18th, 2022, The City of Richmond City Commission approved Resolution No. 418-2022 adopting a schedule of fees and charges for permits, licenses, and reviews. Within the resolution comes the requirement of Annual Operational Permits, as noted in section 105.6 of the 2015 International Fire Code. [CHAPTER 1 SCOPE AND ADMINISTRATION, 2015 International Fire Code \(IFC\) | ICC Digital Codes \(iccsafe.org\)](#)

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 all pages of 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