

# CITY OF RICHMOND

## RESIDENTIAL PERMIT APPLICATION REQUIREMENTS

ONE & TWO FAMILY DWELLINGS	REMODEL/REPAIR/ADDITION/DECK REQUIREMENTS
<input type="checkbox"/> One (1) signed and completed building application, including contractor's license number.	<input type="checkbox"/> Two (2) copies of plan showing footings, beams and joists, window, door openings
<input type="checkbox"/> Two Copies of detailed building plans, drawn to scale, including but not limited to:	<input type="checkbox"/> One (1) site survey
<ul style="list-style-type: none"> <li>• Foundation plan</li> <li>• Wall design including wall insulation</li> <li>• Radon control system</li> <li>• Floor plans</li> <li>• Elevation Plans</li> <li>• Beam size(s) Joist sizes</li> </ul>	<ul style="list-style-type: none"> <li>• Include lot dimensions</li> <li>• structure size,</li> <li>• location and setbacks of proposed structure</li> <li>• location of driveway</li> <li>• location of well/ drain field</li> </ul>
<ul style="list-style-type: none"> <li>• Label window and door opening with manufacturing U-value</li> <li>• Label all exterior wall and ceilings with the R-value</li> </ul>	<b>DETACHED ACCESSORY BUILDINGS</b>
<input type="checkbox"/> Certificate of Survey	<input type="checkbox"/> One signed and completed building permit application
<ul style="list-style-type: none"> <li>• Show all property lines</li> <li>• Existing elevation and grade of the site</li> <li>• Well location</li> </ul>	<input type="checkbox"/> Site Plan – including:
<input type="checkbox"/> Site Plan	<ul style="list-style-type: none"> <li>• Location of all buildings</li> <li>• dimensions of all buildings</li> <li>• Setbacks of proposed building</li> <li>• Lot dimensions</li> </ul>
<ul style="list-style-type: none"> <li>• Drainage information</li> <li>• Show all property lines, setbacks lines</li> <li>• Existing spot elevations sufficient to show the existing elevation and grade of the site.</li> <li>• Location of existing buildings</li> </ul>	<input type="checkbox"/> Two (2) sets of building plans
	<b>IMPORTANT</b>
	<ul style="list-style-type: none"> <li>• All documents must be submitted with application to be considered complete.</li> <li>• Allow 5 – 7 working days for permit processing</li> </ul>
*** any connection to city water/sewer requires city staff to sign off ***	<b>ADDITIONAL REQUIRED PERMITS</b>
	<ul style="list-style-type: none"> <li>• Plumbing permit (city)</li> <li>• Mechanical permit (city)</li> <li>• Electrical Permit (state)</li> </ul>