Date:_____

CITY OF RICHMOND, IN – BUILDING PERMITS CHECKLIST

Subject Property:_____

Residential	**Commercial**	
Building Permit Application	Class I Building Permit Application	
_____	_____	

Engineering Authorizations

_____	_____	Erosion Control
_____	_____	Driveway Petition/Street Cut Permit
	_____	Drainage Approval
_____	_____	Category 3 Storm Water Permit (includes Drainage Approval for Homes in Approved Sub Divisions)

Planning & Zoning Authorizations

_____	_____	Address Verification
	_____	Lighting
	_____	Parking Lot
_____	_____	PUD – Verified by _____
	_____	Signage Package
	_____	Visual Enhancement Approval
_____	_____	Zoning _____

Sanitary Authorizations

_____	_____	Sewer Tap Permit

Other Required Authorizations

_____	_____	Improvement Location Permit Application
_____	_____	Permit Application
	_____	Aquifer Survey
	_____	Construction Design Release from State of Indiana
	_____	Complete Set of Construction Drawings
	_____	Copy of Application Submitted to State for Construction Design Release
_____	_____	Legal Description of Property
	_____	Plan Authentication Form
_____	_____	Site Plan (2nd copy – 11” x 17”)
	_____	Sign Permit Application

_____ Improvement Location Permit	_____ Building Permit
_____ Certificate of Occupancy	_____ Electrical Permit
_____ Sign Permit	_____ Mechanical Permit
	_____ Plumbing Permit

_____ Demolition Permit	_____ Fire Suppression Permit	_____ Hood Permit
	_____ Fire Alarm System	_____ Hood Suppression Permit

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