



CITY OF RICHMOND

DEPARTMENT OF METROPOLITAN DEVELOPMENT

50 NORTH FIFTH STREET - RICHMOND, IN 47374
PHONE (765) 983-7341 - FAX (765) 962-7024
www.richmondindiana.gov

SALLY L. HUTTON
Mayor

ANTHONY L. FOSTER II
Executive Director

BRUCE L. OESTERLING
Building Commissioner

Maria L. Beeler
Administrative Assistant

APPLICATION FOR CLASS 1 STRUCTURES BUILDING PERMIT

Location/address of work _____

Name of sub-division _____ Lot Number _____

Permit is for: **New commercial** _____
 Commercial addition or renovation _____
 Accessory structure _____

Owner of Property _____

Address of Owner _____

City and State _____ Phone _____

Contractor _____

Address of Owner _____

City and State _____ Phone _____

Construction Type _____ Occupancy Classification _____

What is the exact scope of the work being performed? _____

If applicable, include: Length _____ Width _____ Height _____ Total Square Feet _____

Start Date _____ Estimated Completion Date _____

PLEASE DO NOT ESTABLISH DEADLINES BASED ON AN ESTIMATED COMPLETION DATE.

WE WILL NOT ALLOW OCCUPANCY UNTIL PROJECT IS COMPLETED.

Are there any special circumstances that we should be aware of regarding this project? If yes, please explain.

The total cost for this project, including all labor & material costs, & excluding sub-contractors work is \$ _____

WE REQUIRE A 24 HOUR ADVANCE NOTICE FOR ALL INSPECTIONS. HOWEVER, IF WE ARE AVAILABLE AND CAN GET THERE SOONER, WE WILL MAKE EVERY EFFORT TO DO SO.

**ALL INSPECTONS MUST BE SCHEDULED THROUGH OUR ADMINISTRATIVE ASSISTANT BY CALLING:
(765) 983-7341**

PLEASE DO NOT SCHEDULE YOUR INSPECTIONS BY LEAVING A VOICE MAIL MESSAGE. YOU WILL NEED TO SPEAK TO SOMEONE TO VERIFY THAT THE TIME YOU ARE REQUESTING IS AVAILABLE.

THE CITY OF RICHMOND DOES NOT HAVE ANY BUILDING CODE REQUIREMENTS OTHER THAN THOSE THAT HAVE BEEN ADOPTED BY THE STATE OF INDIANA.

WE WILL MAKE EVERY ATTEMPT TO MAKE YOUR EXPERIENCE WITH THIS OFFICE AS PLEASANT AS POSSIBLE. THANK YOU AND GOOD LUCK WITH YOUR PROJECT.

Date _____ Applicant Signature _____

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For additional information about the City of Richmond, please visit our website at:
<http://www.richmondindiana.gov>