RICHMOND
EST. TEXAS 1837

BUILDING DEPARTMENT
600 MORTON STREET
RICHMOND, TX 77469
P: 281-232-6871
FAX: 281-238-1215

RESIDENTIAL BUILDING PERMIT APPLICATION

PROJECT INFORMATION

Project Address: 1612 George avenue Richmond, Texas 77469

Zoning District: _____ Historic Overlay District: ☐ Yes ■ No Sq. Ft.: 840.50

Description of Work: Repairs, alteration and remodel of existing House

OWNER & APPLICANT INFORMATION

Contractor Company: Portillo Construction Phone: 281-995-5619

Address: 5630 long leaf drive City: Richmond State: TX Zip: 77469

Contractor Name: Gedalias Portillo Phone: 281-995-5619

Email: gedapor@gmail.com

Property Owner/Applicant Name: Samuel Portillo

Address: 5119 quebec blvd. City: Richmond State: TX Zip: 77469

Phone: 832-884-8919 Email: portillosamuel1969@gmail.com

SUBMITTAL CHECKLIST

Please review and check the following "Submittal Checklist" which includes a list of required documents and relevant information pertaining to this application:

SUBMITTAL ITEMS AND IMPORTANT INFORMATION	(PLEASE CHECK)
Completed Application.	yes
Copy of Survey and Flood Plain Development Permit Application if applicable	yes
All projects located within the Historic Overlay District may require additional approval of a Certificate of Appropriateness from the Richmond Historic Commission.	n/a
1 Electronic copy of plans. All drawings should be drawn with sufficient clarity, details to indicate dimensions, distances and the nature and character of the work.	yes
Site and civil plans must be legible and fully dimensioned plans drawn to a standard scale.	yes
Code Compliance Requirements: International Residential Code 2015, State Law enforced; City Ordinances; referenced codes; standards and other sources.	yes
Once project is approved, provide a bound, hard copy of plans to be stamped and kept on site during work, sheet size of 24" x 36".	yes
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.	yes

Applications can be sent to the Building Department by *email* permits@richmondtx.gov, faxed to *281-238-1215* or submitted to our office at *600 Morton St Richmond TX 77469*.

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RESIDENTIAL BUILDING PERMIT APPLICATION FEE SCHEDULE

Description of Item	Unit	Fee	Quantity	Total
General Fee	Flat	$10.00	1	$10.00
New Residential Structures & Additions/Remodeling	Per Sq. Ft.	$0.35		
Foundation Repair	Each	$50.00		
Patio Cover or Porches less than 144 Sq. Ft.	Each	$25.00		
Carports: not more than 24Ft in Length, Width or Depth	Each	$25.00		
Storage Buildings less than 144 Sq. Ft.	Each	$25.00		
Demolition	Each	$25.00		
Plan Review – **DUE UPON SUBMITTAL**	½ the Building Permit	TBD		
Swimming pools, Spas, Hot tubs	Per Surface Area	$0.35		
Other work not otherwise specified	Per Sq. Ft./TBD	TBD		
Start work without a permit	Flat	$75.00		
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. **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.

Samuel portillo 04/19/2023

Applicant Signature Date

CITY OF RICHMOND USE ONLY

Building Official:_____ Date: _____

Floodplain Official:_____ Date: _____

Historic Preservation Officer:_____ Date: _____

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