



City of Richwood

1800 Brazosport Blvd.
Richwood, TX 77531
Phone (979) 265-2082

New Residential Permit Application

Project Address: _____

Subdivision: _____ Lot: _____ Block: _____ Section Number: _____

Type of Work:

- | | |
|---|--|
| ☐ New Residential – Total Sq. Footage: _____ | ☐ Residential Remodel – Interior/Exterior |
| Total Heated/Cooled Sq. Footage: _____ | ☐ Residential Addition – Sq. Footage: _____ |
| ☐ Carport/Garage – Sq. Footage: _____ | ☐ Master Plan: # _____ |
| ☐ Demolition | ☐ Driveway |
| ☐ Sidewalk | ☐ Re-Roof |
| ☐ Storage Building (larger than 120 sq. ft.) | ☐ Foundation/Leveling |
| ☐ Swimming Pool | ☐ Other: _____ |

****PLEASE NOTE NEW REQUIREMENT** ALL NEW RESIDENTIAL HOMES MUST SUBMIT ONE HARD COPY AND ONE DIGITAL COPY (IN PDF FORMAT) OF PLANS, APPLICATION AND ASSOCIATED DOCUMENTATION FOR PERMIT REVIEW!!!**

Description of Work: _____

Valuation of Project: \$ _____ Zoning District: _____

Contractor Information*:

***Must be registered with the City of Richwood**

Company Name: _____

Primary Contact(s): _____ Email: _____

Address: _____ City: _____ State/Zip: _____

Office Phone#: _____ Fax#: _____ Cell#: _____



Permit Review Check-Off List: Single Family Residence

Address: _____ Total Sq. Footage: _____

Heated/Cooled Sq. Footage: _____ Bedrooms _____ Bathrooms _____

Requirements Are:

- ☐ Permit application with total square footage; heated/cooled sq. footage; valuation of project
- ☐ Plans comply with 2021 International Residential Code and local amendments
- ☐ Plans comply with 2020 National Electrical Code
- ☐ Site plan:
 - ☐ With all building lines & easements
 - ☐ Flood plain information: elevation certificate within flood plain or flood way (to be reviewed on Form Survey submitted prior to framing inspection)
 - ☐ Finish floor to be noted on plan: 2.8' above base flood elevation or 2' above finished grade of lots, whichever is higher.
- ☐ Engineered or Architect (Building Designer) set of plans with plan elevation type and all options to be constructed marked
- ☐ copies of an engineered foundation plan (show lot and block) with wet seal on one copy
- ☐ Provide a plan:
 - ☐ Framing
 - ☐ Plumbing layout
 - ☐ Electrical layout
 - ☐ HVAC layout/Manual J
- ☐ Provide a plumbing riser diagram and a gas riser diagram
- ☐ Provide an electrical load analysis
- ☐ Provide a Res-check calculation report. (Energy rough-in & final inspection performed by a code certified inspector and provided before final inspections)
- ☐ Provide attic ventilation calculations
- ☐ Provide type of termite treatment
- ☐ Provide windstorm design for 120 MPH 3-second gust

PLEASE NOTE: SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, PLUMBING, MECHANICAL, AND IRRIGATION. A PENALTY WILL BE ASSESSED IF WORK IS STARTED WITHOUT A VALID PERMIT. APPROVED PERMIT BECOMES VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 180 DAYS.

City of Richwood

The City of Richwood must receive with your permit application, two sets of detailed drawings (one digital copy and one hard copy) of any new construction, alteration, or remodel project. A site plan is required with any new construction or addition. City setback requirements must be met. The City of Richwood codes are available online at www.municode.com (Click online library, Texas, and Richwood) or at www.richwoodtx.gov

The City of Richwood has adopted the latest edition of the 2021 International Residential Code and 2020 National Electrical Code. All building construction plans should adhere to these building codes.

New Residential Project Checklist

Yes No

- ☐ ☐ Has ONE (1) hardcopy set of construction plans and ONE DIGITAL COPY (containing PDF's of application, all plans, and associated documentation) been submitted?
- ☐ ☐ Are you located in a floodplain? If so, have you included your elevation certificate?
- ☐ ☐ Have you included your Floodplain Development Permit Application ?
- ☐ ☐ If applicable, have you included your TCEQ – On site sewage facility OS?
- ☐ ☐ Have you included your water application?
- ☐ ☐ Have you included your Water Service Agreement?
- ☐ ☐ Is your SWP3 included in your application?
- ☐ ☐ Is your NOI included?
- ☐ ☐ Is your Energy Code Compliance Certificate included?
- ☐ ☐ Is your WPI-1 application submitted and a copy included?
- ☐ ☐ Has everything been submitted under the permit review checklist?

Insurance Requirements:

The City of Richwood general liability requirements for Building, Electrical, Plumbing, and Mechanical contractors is \$500,000. Should the insurance be terminated or expire, no inspections will be performed until valid insurance is received. This is a requirement for any permit that requires general liability insurance. The policy must show the City of Richwood as a certificate holder.

General Information:

- Permits will only be issued for lots on approved subdivision plat, on file with the Planning Department.
- Have your structure designed to meet 120 MPH-3 second gust wind speed.
- Approved plans with City Approved stamp must be available on site for the Building Inspectors to view when necessary.
- Address must be visible from the street.
- Plan check fees are due upon submittal of information. All fees of are payable upon final approval of the building permit
- Standard turn around for Plan Review is 10-15 Business Days, non-cumulative. Resubmittals are subject to the same timeframe.

I hereby certify I have read and examined this document and know the same to be true and correct. All provisions of law and ordinances governing this type of work will be complied with whether specified herein or not. I further understand that plans submitted for approval will be subjected to a comprehensive check against municipal ordinance and building code. Any set of plans that must be returned for modifications or corrections in order to come into compliance with ordinance or code will be subject to rechecking in order of submittal. **Under no circumstances will paid fees be refunded or transferred. Applications and plans will be held for 180 days. After 180 days this application and plans will be voided and disposed of unless a valid building permit is issued. All 3 pages must be filled in and submitted when making application for New Residential Permit.**

City of Richwood approval does not negate any POA or HOA requirements.
All further questions should be referred to your association.

Signature of Owner or Authorized Agent

Date

FOR OFFICE USE ONLY	
PLAN CHECK FEE:	PERMIT FEE
PLUMBING FEE:	ELECTRICAL FEE:
MECHANICAL FEE:	UTILITY DEPOSIT:
WATER/SEWER TAP FEES:	SWPA \$45 PER ACRE:
OTHER FEES:	PROCESSING FEE \$50:
TOTAL FEES:	APPROVED BY:

PLEASE NOTE: EFFECTIVE JUNE 22, 2022, A FORM SURVEY (WITH ELEVATIONS) IS REQUIRED ON ALL BUILDINGS (INCLUDING ACCESSORY) PRIOR TO SCEDULING A FOUNDATION INSPECTION. NO EXCEPTIONS!