BUILDING PERMITS – CHECKLIST‡
Commercial and Multi-Unit Residential Construction**

Completed/Signed Application Form(s) ______
Building Plans (2 sets) ______
Site Plan/Plot Plan ______
Contractor Registration/License Information ______
Homeowner’s Affidavit ______
State or Federal Agency Approvals/Permits ______
Completed/Signed Application for Water Service^ ______

The Town of Richmond uses the E-Permitting system, accessible at https://richmondri.viewpointcloud.com/. Alternatively, hard-copy submissions are accepted.

Building permit forms can be found at http://www.richmondri.com/125/Building-Planning-Zoning.

‡ As applicable.

** This Checklist also applies to projects under the purview of the State Fire Marshal’s office.

^ Service connection and capacity confirmation from the Richmond water system contractor must be received before the submission is considered complete.

The Building Official will informally review submitted building plans concurrently with either State or Local Fire review.

Upon receipt of the above listed items, and plans stamped/signed by Fire as approved, the permit application will be considered complete and will formally be assigned to the Building Official for review and ultimate permit issuance.