BUILDING PERMITS – CHECKLIST

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.

**Plans must be stamped and signed as approved by the Fire Marshal.

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

Upon receipt of the above listed items, the permit application will be considered complete and will formally be assigned to the Building Official for review and ultimate permit issuance.