



City of Richmond
Bureau of Permits and Inspections
900 E. Broad Street
Richmond, VA 23219

Ms. Richa Bansal,
Permit Architect (Name, Date & Initial)

COMPLETION REPORT

City ordinance Sec. 5-6 requires that the owner, or authorized agent of the owner, shall report to the Commissioner of Buildings the entire final value of work requiring a permit. This report shall include the entire actual cost to the owner of erecting, installing, enlarging, extending, repairing or altering such structure. In addition, City ordinances require the filing of an application for a Certificate of Occupancy. This report must be signed and witnessed. Permit fees will be adjusted on the basis of this report.

TO THE COMMISSIONER OF BUILDINGS:

Owner:

Contractor:

Property Address:

Permit Number **BLDC**

I certify that the **total** value of the work to the owner, including material, labor, subcontracts, overhead and profit, completed under this permit was:
\$ _____

And I certify that the attached breakdown of final contract amounts by permit number is accurate.

Signed by contractor or owner: _____ Date: _____

Title: _____
(Officer of corporation or managing partner of partnership)

Signed by Owner: _____ Date: _____

Title: _____

The work above includes the building, modular building foundations and site work, site mechanical-electrical-plumbing-sprinkler work, building plumbing, electrical, mechanical, sprinkler, refrigeration and all trade work: equipment, installation, overhead and profit to contractors and subcontractors. It also includes the value of owner furnished equipment.

Sec. 5-6. – Fee Adjustments.

Every person to whom a building permit is issued, before final inspection of the work, shall submit a cost affidavit to the Commissioner of Buildings. The value of the work shall be considered the higher of the contractor's stated final value or R S Means' estimated value. The value of work shall include all material, labor, subcontracts, owner furnished material, overhead and profit. Upon receipt of the cost affidavit from the permit holder, the Commissioner of Buildings shall adjust such fee and shall refund any excess fee to the permit holder or collect any additional fee as is necessary. If the stated final value exceeds that of R S Means, the stated final value shall be used. If the stated final value is less than R S Means, the R S Means value shall be used. The Commissioner of Buildings, or the designee thereof, may, at the Commissioner of Buildings; discretion, perform an audit on any project to which a building permit fee shall apply.