



City of Richmond Fee Schedule Effective 11/18/13

The minimum administrative fee for permits which have been either withdrawn or rejected shall be five percent (5%) of the initial permit fee but in no case less than twenty five dollars (\$25.00).

The minimum plans review for permits which have been either withdrawn (where the subject review has been undertaken) or rejected shall be ten percent (10%) of the initial permit fee, but in no case less than twenty five dollars (\$25.00).

Any minimum revised plan fee once a permit has been issued shall be ten percent (10%) of the initial permit fee, but in no case less than thirty dollars (\$30.00).

Any excess fee greater than two dollars (\$2.00) shall be returned to the permit holder upon written request.

A building, mechanical, sign, electrical, security, plumbing, gas-piping, tank, fire alarm, sprinkler, hood/fire suppression, civil/storm water, demolition, or elevator permit to erect, construct, reconstruct, enlarge, extend, repair, structurally alter or move a building or structure shall be calculated as follows:

Residential only – 1 & 2 Family

Value of Work	Permit Fee
\$0-\$2000	\$63.00
Over \$2000	\$63.00*

* add **\$6.07** per thousand or fraction thereof for residential construction. A 2.00% state surcharge is added to the final calculated fee. Value of Work equals the higher value of either the Contractor or RS Means price

Commercial only

Value of Work	Permit Fee
\$0-\$2000	\$131.00
Over \$2000	\$131.00*

* add **\$8.50** per thousand or fraction thereof for commercial construction. A 2.00% state surcharge is added to the final calculated fee. Value of Work equals the higher value of either the Contractor or RS Means price.

Demolition:

Residential	\$184.00	Commercial	\$368.00*
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*For commercial structures up to 10,000 feet of floor area; add an additional \$.01 per square foot floor area above 10,000 square feet, not to exceed a maximum of \$1,000.00.

Inspection Fees:

Reinspection or **Failure to Appear** for an on-site inspection other than a required inspection or **Special Inspection** during normal working hours (request for an on-site inspection not required at the time of the request).

Residential	\$32.00	Commercial	\$63.00
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After Hours Inspection: **\$95.00 per hour**
(Weekdays 5:00 PM to 8:00 AM; Weekends; Holidays)

Egress Lighting Test Changes:

Initial **\$ 95.00 per hour**

Retests Due Failure **\$184.00 per hour anytime**
(Weekdays 5:00 PM to 8:00 AM; Weekends; Holidays)

Board of Appeals: \$184.00
(Building, Electrical, Mechanical, or Plumbing Board of Appeals)

Building Maintenance Code:
Certificate of Occupancy **\$263.00**
(Includes temporary and partial)
Reprinting of Certificate of Occupancy **\$ 32.00**

Code Modification Request:
Code Modification Fee **\$ 125.00***
(*per code section modified, maximum fee \$375.00, per submission)

Small Business Permits:
Permit Fee: **\$300.00**

Sidewalk Café Permits:
Permit Fee **\$150.00**

Dance Hall Applications:
1st time and renewing application fee: **\$100.00**

Working Without A Permit Investigation:
Investigation of “Stop Work” order **\$200.00** (per permit)

Electrical Certification for Change in Use:
Inspection and write up of report **\$60.00 per hour**
Fee for after hours inspection **\$90.00 per hour**
(Weekdays 5:00 PM to 8:00 AM; Weekends; Holidays)

Annual Elevator Inspection with Test:		Mid Year Inspection Without Test:	
Elevator Type:	Fee	Annual Inspection	\$125.00
Cable Elevators			
1 – 4 Floors/Openings	\$150.00		
5–10 Floors/Openings	\$175.00		
>10 Floors/Openings	\$200.00		
Cable Hydraulic	\$150.00		
Hydraulic	\$150.00		
Escalator	\$150.00		
Miscellaneous units not listed above	\$100.00		
Certification Processing Fee	\$ 40.00 each		
Reinspections	\$ 50.00 per visit		

Total Fee for Annual Elevator Inspection with Test consists of Certification Processing Fee plus the fee for the Elevator Type

New Work (including reinspections after lock out) refer to the permit application fees.

Charge for re-stamping of approved plans (per set):
Residential **\$32.00 per set** Commercial **\$55.00 per set**

Charge for permit extensions: \$25.00

Charge for Reprinting of a Certificate of Occupancy \$32.00