

TOWN OF RICHMOND

REQUIREMENTS FOR RESIDENTIAL BUILDING PERMITS

PERMIT APPLICATIONS ARE TO BE FILLED OUT BY THE APPLICANT. Contact Building Inspector Joe Mesler, Professional Building Inspections (262) 215-3711 or PBIpermits@icloud.com for information and appointment to submit applications and fees
Separate Permits Are Required For:

Building

Electrical

Plumbing

Heating, Ventilating & Air Conditioning (HVAC)

Zoning

Erosion

Culvert

Driveway

The Following Information is Required for Most Permits

Two sets of building plans showing:

Elevations

Cross sectional view

Footing & foundation plan

Floor plan

Soil erosion plan

Heat loss calculations for new dwellings

Truss engineering data if trusses are used

Inspections are Required When:

- 1. Footing - When footings are formed and ready to pour concrete*
- 2. Foundation - After installation of drain tile, gravel and insulation (if required)*
- 3. Rough Inspection of All Trades - Carpentry, Electrical, Plumbing and HVAC*
- 4. Insulation - Prior to installing drywall.*

5. *Final Inspection - after the completion of all trades for safety and health matters so that an occupancy permit may be issued.*

Note: Occupancy is defined as the moving in of any personal property or persons.

Occupancy without a final inspection and occupancy permit may result in legal action by the municipality.

Note: Certification numbers are required on the permit applications for Builder, Plumbing, and HVAC contractors.

Inspections or Appointments:

Inspections may be scheduled by calling Building Inspector Gregory Guidry. 24 hour notice is preferred although same day inspections may be handled. (24 hours notice is beneficial although every attempt will be made to handle all inspections in a timely manner.)