



# TOWN OF RICHMOND

26 Gardiner Street  
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Code Enforcement Officer  
**James Valley**

**Instructions on completing the building permit application form.  
Each number listed below corresponds to the permit application form, block number**

1. Current property owner name. If a new owner, please submit copy of Recorded Deed.
2. Current phone number of owner. Include a work and / or daytime number.
3. The physical address of the land. Road name and 911 driveway entrance number.
4. Richmond tax map number the land is located on.
5. Richmond tax lot number of the land.
6. The Zone that the land is in. Found on the large tax maps on the table in the lobby.
7. Current mailing address of the owner.
8. The year the lot was originally created or split.
9. Name of contractor performing the excavation work and construction of building.
10. Contactor's current daytime phone number.
11. If the lot is directly beside another lot you own, list the map & lot number here.
12. Current mailing address of the contractor.
13. If the building is in the historical district write in the year built, if not write no.
14. Proposed use of the property, please check one.
15. List the estimated cost for the project. This is a rough figure only.
16. This block will be filled in by the Code Enforcement Officer after reviewing.
17. Describe the project that is being applied for.
18. List current number of stories and the proposed number of stories.
19. List the current and proposed elevation height in feet from the ground.
20. List the number of half & full baths, both present and proposed.
21. List the number of bedrooms present and proposed.
22. List the number of bedrooms the septic was designed for. If public, write N/A
23. Check mark the status wanted for the structure; either seasonal or year round.
24. Check mark the type of water supply. If public get signature from superintendent.
25. Check mark the type of sewer disposal. If public get signature from superintendent.
26. List the amount of road frontage this lot has.
27. If more than one use on lot, write in the other uses. If no other uses write none.
28. List the setback distances in feet to the structure. Front is setback from the road.
29. Number of dwelling units presently on the lot? If none, write N/A.
30. Write in the lot size in either square feet or acreage.
31. List the total square feet of all buildings, present and proposed. Include all living floors.
32. Square feet of all buildings & driveway compared to lot size.
33. List the number of parking spaces both covered and uncovered. Present and proposed.
34. Read the statement here. If you understand the statement sign and date the document.