



# City of Richmond Fee Schedule

Department of Planning & Development Review, Bureau of Permits and Inspections  
900 East Broad Street, Room 108  
Richmond, Virginia 23219  
Office: (804) 646-4169

<https://www.rva.gov/planning-development-review/permits-and-inspections>

## EFFECTIVE 11/18/2013

The minimum administrative fee for permits which have been either withdrawn or rejected shall be five percent (5%) of the initial permit fee but in no case less than twenty five dollars (\$25.00).

The minimum plans review for permits which have been either withdrawn (where the subject review has been undertaken) or rejected shall be ten percent (10%) of the initial permit fee, but in no case less than twenty five dollars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

***NOTE: For all permits, a 2.0% state surcharge is added to the final calculated fee. Value of work equals the higher of either the Contractor estimate or RS Means price.***

### Residential only – 1 & 2 Family

Value of Work	Permit Fee
\$0 – \$2,000	<b>\$63.00</b>
Over \$2,000	<b>\$63.00*</b>

\* Add \$6.07 per thousand or fraction thereof for residential construction.

### Commercial only

Value of Work	Permit Fee
\$0 – \$2,000	<b>\$131.00</b>
Over \$2,000	<b>\$131.00**</b>

\*\* Add \$8.50 per thousand or fraction thereof for commercial construction.

### Demolition:

Residential **\$184.00** Commercial **\$368.00\*\*\***

**\*\*\*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:

**Re-inspection 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**

**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:**  
1<sup>st</sup> 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)

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

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

New Work (including re-inspections 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**