



City of Richmond
Dept. of Community Development
Bureau of Permits and Inspections
900 E. Broad Street, Room 110
Richmond Virginia 23219
804 646 6955 * Fax 804 646 6948
www.ci.richmond.va.us

COMPLETION REPORT

Please note that failure to accurately report all costs associated with a project is a violation of the Richmond city Code. Richmond City Code Sec. 14-6 requires that the owner, or authorized agent of the owner, shall report to the Commissioner of Buildings the entire final cost 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, Richmond City Code requires 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: _____

Main Building Permit Number _____

I certify that the total cost to the owner of the work, including material, labor, subcontracts, overhead and profit, completed on this project was:

\$ _____

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

Signed by contractor or owner: _____ Date: _____

Name (Print): _____

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

Witness Name (Print) _____

Witness Signature: _____

Witness Address: _____

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.