



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 07/01/2024

The minimum administrative fee for permits which have been either withdrawn or rejected shall be five percent (5%) of the initial permit fee but in no case less than twenty five dollars (\$25.00).

The minimum plans review for permits which have been either withdrawn (where the subject review has been undertaken) or rejected shall be ten percent (10%) of the initial permit fee, but in no case less than twenty five dollars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	\$63.00
Over \$2,000	\$63.00*

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

Commercial only

Value of Work	Permit Fee
\$0 – \$2,000	\$131.00
Over \$2,000	\$131.00**

** 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: \$110.00 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 **\$400.00** (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)

Elevator Processing Fees:
Final Acceptance of New Elevators or Elevator Modernizations **\$230.00**
Elevator Accidents, complaints and Emergencies **\$63.00 per hour**
Billing of Administrative Support Time **\$50.00 per hour**

Annual Elevator Inspection with Test:

Elevator Type	Fee	Elevator Type	Fee
Cable Elevators		Hydraulic	\$150.00
1 – 4 Floors/Openings	\$150.00	Escalator	\$150.00
5 – 10 Floors/Openings	\$175.00	Miscellaneous units not listed above	\$100.00
> 10 Floors/Openings	\$200.00	Certification Processing Fee	\$40.00 each
Cable Hydraulic	\$150.00	Re-inspections	\$50.00 per visit

Mid-Year Inspection Without Test:
Annual Inspection **\$125.00**

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