CITY OF PROVIDENCE
GUIDE TO PERMITTING

Angel Taveras, Mayor

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Welcome to Providence!

This Guide to Permitting was developed to provide citizens, business owners and developers with a clear and transparent process for obtaining the permits needed to improve your home, do construction, renovate buildings for residential or commercial use, and relocate your business.

In Providence, we recognize that an understandable and predictable permitting process is important to the economic growth and development of our great Capital City.

We encourage you to contact the departments, divisions, agencies, boards or commissions listed in this guidebook to ensure that you have access to the most current information on permitting, as city ordinances and state law are subject to change. City staff will be happy to help answer your questions and guide you through this process.

Thank you for choosing Providence.

Angel Taveras, Mayor

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OVERVIEW

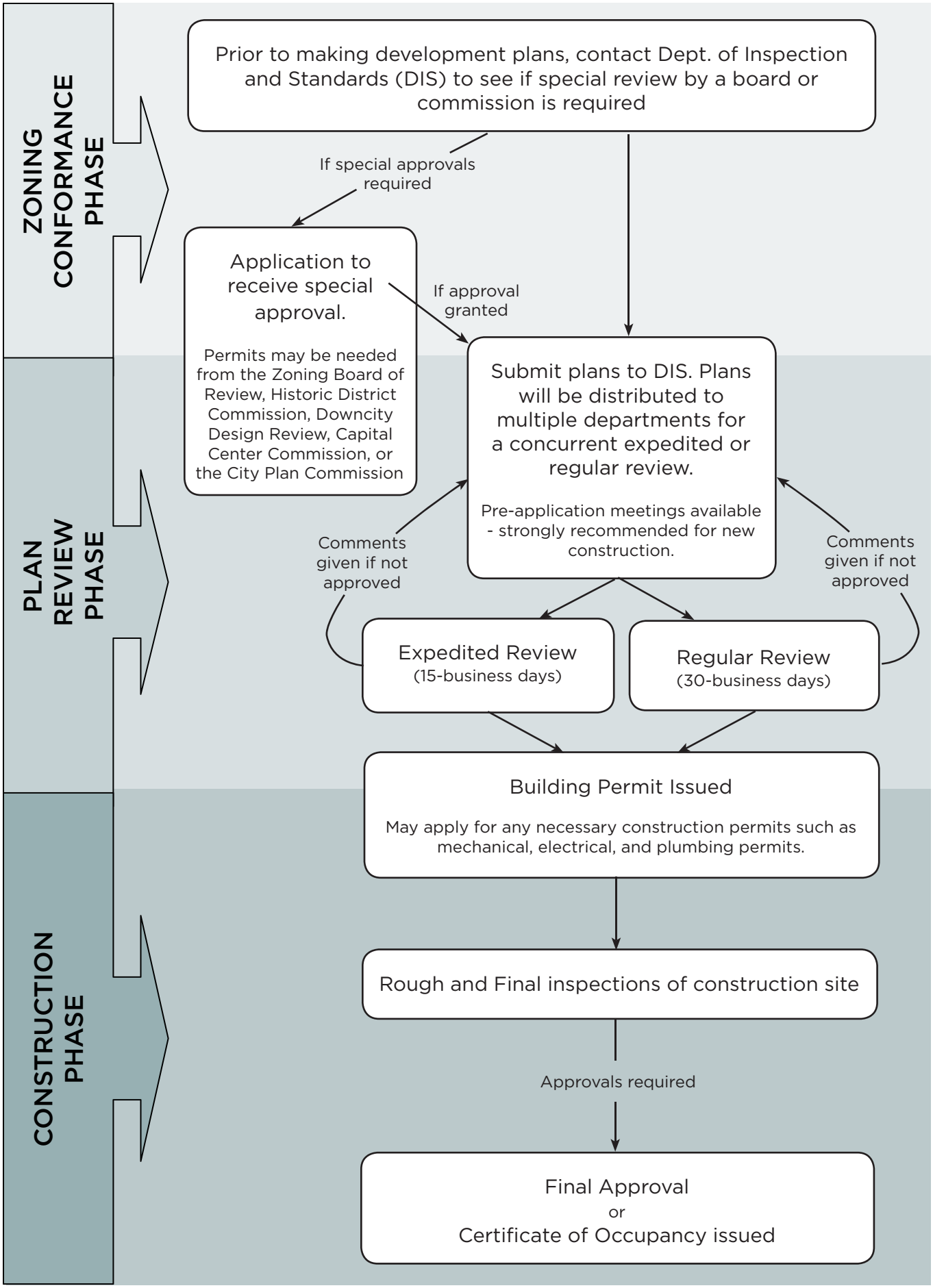
The process to obtain all of the necessary permits can be generally divided into three phases. The first phase is the zoning conformance phase, the second is plan review, and the last phase is construction.

Zoning pertains to conformance to the Providence Zoning Ordinance, which regulates the use of land in the City. One consults the zoning ordinance and map to determine the various regulations for a piece of property, and if approval from special boards or commissions is necessary. Examples of when special approvals may be required are when a project is located in an overlay district such as the Capital Center District, or if a project requires a subdivision of land. If a project is not consistent with the ordinance, a property owner may apply for a special use permit or variance from the Zoning Board of Review. The Department of Inspection and Standards (DIS) administers zoning conformance, and can guide property owners through this process. Even if a property owner does not require any special permits or board reviews, the DIS must still review building plans to confirm that they are compliant with the zoning ordinance. Once it is confirmed that a project is conformant with zoning, the permitting process moves into the plan review phase, where one applies for a building permit.

The intake center for the City of Providence's concurrent review of building plans is the DIS. Once plans are submitted to the DIS, they will be distributed to all relevant city departments for review. Renovations and other limited scope alterations to property may meet the criteria for a 15-business-day expedited review process. All other projects must go through the regular review process, which may take up to 30 business days. For complex projects, applicants are strongly recommended to consult with one or more departments in a pre-application meeting.

If project plans meet the necessary criteria, a building permit will be issued. A building permit allows one to start a project, and to receive other necessary permits for construction. During construction, inspections of the site will be conducted. It is the responsibility of the property owner or contractor to schedule inspection appointments. A site must receive all necessary final approvals before a project is complete, and, if necessary, before a Certificate of Occupancy is issued.

Note: This handbook is meant as an informal guide of the Providence permitting process, and is not a substitute for local or state ordinances.


ZONING CONFORMANCE PHASE
PLAN REVIEW PHASE
CONSTRUCTION PHASE
Prior to making development plans, contact Dept. of Inspection and Standards (DIS) to see if special review by a board or commission is required
If special approvals required
Application to receive special approval.
Permits may be needed from the Zoning Board of Review, Historic District Commission, Downcity Design Review, Capital Center Commission, or the City Plan Commission
If approval granted
Submit plans to DIS. Plans will be distributed to multiple departments for a concurrent expedited or regular review.
Pre-application meetings available - strongly recommended for new construction.
Comments given if not approved
Comments given if not approved
Expedited Review
(15-business days)
Regular Review
(30-business days)
Building Permit Issued
May apply for any necessary construction permits such as mechanical, electrical, and plumbing permits.
Rough and Final inspections of construction site
Approvals required
Final Approval
or
Certificate of Occupancy issued

ZONING CONFORMANCE PHASE

Introduction

The Providence Zoning Ordinance promotes the public health, safety, and welfare, by regulating the way land is used in the city. The text of the zoning ordinance is available online at www.providenceri.com (see "Code of Ordinances" in the sidebar). The ordinance consists of a map, which depicts the various zones in the city, and written regulations that apply to those zones. There are different types of regulations contained in the ordinance:

- Use Regulations: These regulations dictate what types of uses (e.g. commercial, residential, industrial) are permitted in each zone.
- Dimensional Regulations: These regulations dictate such things as the permitted height of buildings, their location on pieces of property, the amount of parking required, the amount of landscaping required, and the amount of signage allowed.
- Regulations for Nonconforming Development: For land or buildings that were built before current zoning regulations were adopted, there are rules that govern properties that conformed at one time, but do not conform today.

Most types of development are permitted "as of right" by the zoning ordinance. This means that if a project conforms to the zoning ordinances, it will be granted a permit. Other developments require a special review by a public board or commission, which has discretion to approve or deny a proposal. In some cases, applicants to a public board or commission may have to re-submit their application with changes, or return to the board or commission if changes are made to the project later in the permitting process.

- Special Regulations: Various special regulations include design requirements in overlay districts (like historic districts), requirements for colleges and hospitals, and rules for large "land development projects." These regulations are typically administered by a public board, such as the City Plan Commission, Historic District Commission, Downcity Design Review Committee, or Capital Center Commission.
- Variances and Special Use Permits: For projects that cannot conform to the provisions of the ordinance and for those where the zoning ordinance requires a special use permit, the ordinance provides for property owners to apply to the Zoning Board of Review for variances and special use permits.

How Zoning Conformance is Determined

The zoning ordinance is a complex document. Fortunately, there are trained city officials who can provide assistance. Property owners should contact the Department of Inspection and Standards at 421-7740 x201, or the Department of Planning and Development at 351-4300, prior to creating development plans, to determine if the plans will conform to the Zoning Ordinance, and whether a special review is required. This is the procedure to make these determinations:

1. Zoning Map Determine the zoning of the property by consulting the Providence zoning map. The map includes the base zoning and any overlay districts that may apply. A property may be in more than one zoning district, which may subject it to a different series of regulations. A zoning map can be found online at www.providenceplanning.org.

2. Zoning Ordinance Regulations Consult the Providence Zoning Ordinance to determine conformance with the use and dimensional regulations for the zone(s) applicable to the property.

The zoning map and ordinance will indicate if a special review by a board or commission is required. Again, city staff will help to determine if, and what sort of, review is required.

Special Review Processes

The zoning map depicts several overlay districts, some of which require special review:

- If the project is in a Historic District, the work may be subject to review by the Historic District Commission (HDC). Contact the staff of the HDC at 351-4300, or visit www.providenceplanning.org.
- If the project is in the Downcity District, the work may be subject to review by the Downcity Design Review Committee (DRC) or the Capital Center Commission (CCC). Contact the staff of the DRC and CCC at 351-4300, or visit www.providenceplanning.org.
- If the project is in an Institutional Floating Zone, the work may be subject to review by the City Plan Commission (CPC). Contact the staff of the CPC at 351-4300, or visit www.providenceplanning.org.

Land Development Projects

If, based on Section 421 of the Zoning Ordinance, the project qualifies as a Land Development Project, the project will require review by the City Plan Commission (CPC). Contact the staff of the CPC at 351-4300, or visit www.providenceplanning.org.

Subdivision

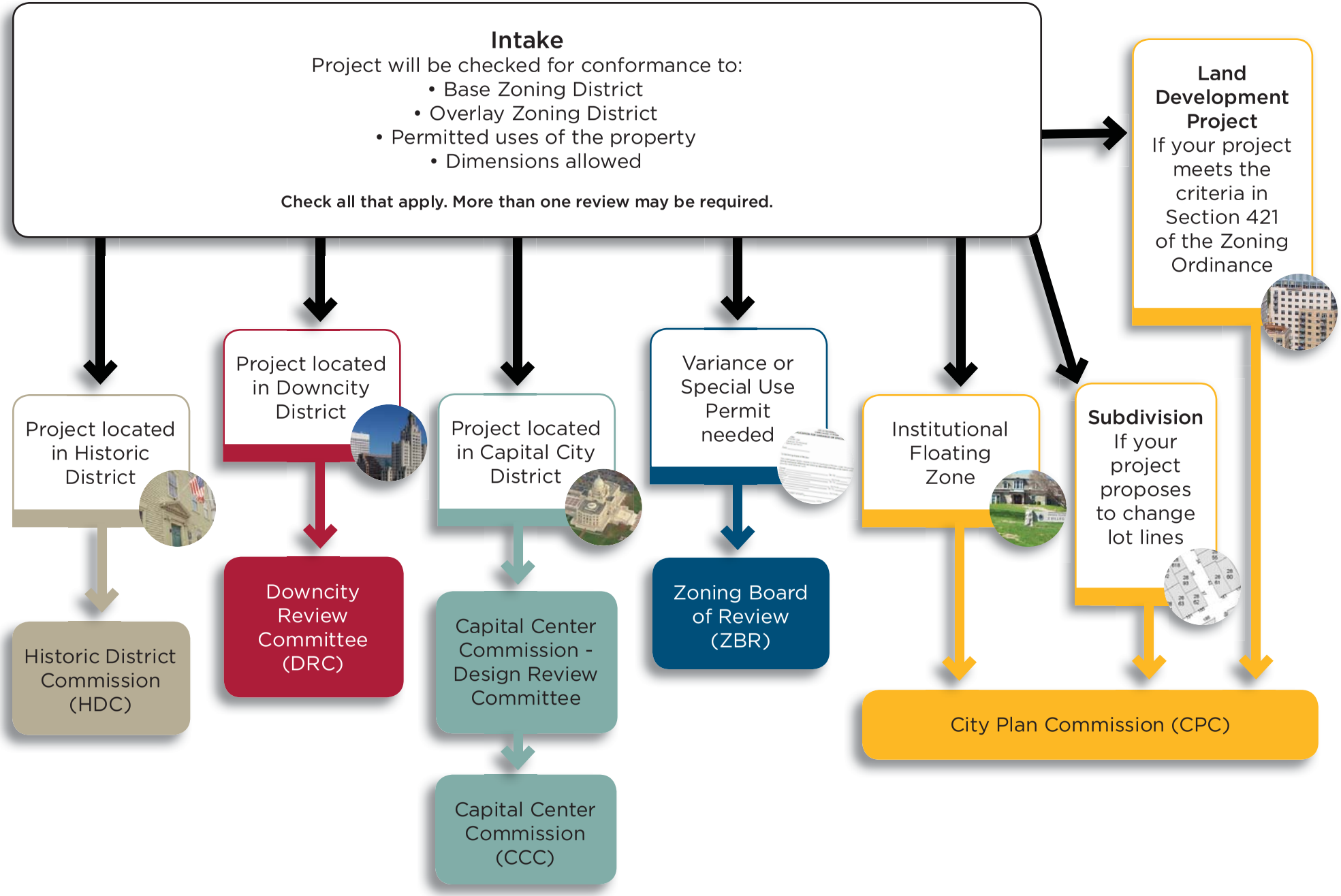
If the project requires a subdivision of land, which is any change of any lot line, the project will require review by the City Plan Commission (CPC). Contact the staff of the CPC at 351-4300, or visit www.providenceplanning.org.

Zoning Variance or Special Use Permit
If the proposal does not meet the requirements of the Zoning Ordinance, or if the ordinance requires a special use permit, the property owner may file an application with the Zoning Board of Review (ZBR) for a variance or special use permit. Contact the staff of the ZBR at 421-7740, ext. 376.

It is possible for some projects to fall into several of the categories outlined above. For example, it is possible to have a project that requires both a zoning variance and Historic District Committee approval.

Where zoning relief and approval by another board is required, the CPC, HDC, DRC, and/or the CCC must review the project first. If the project receives the respective Board or Commission's approval, this approval is granted on a 'conditional' basis, with a recommendation to the ZBR. The ZBR hearing comes next, and if the variance(s) and/or special use permit(s) are granted by the ZBR, the project returns to the first board or commission for final approval. Often, this approval can be made at the staff level.

Zoning Conformance Process

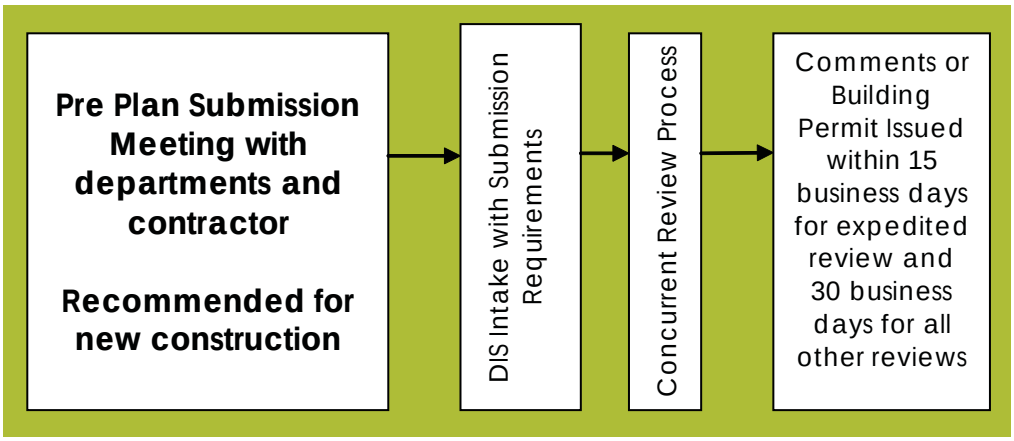


Introduction

Plan review is the process in which the City studies a project's plans in order to determine if a building permit can be issued. Once any necessary land regulations and/or zoning approvals have been received as outlined in this guidebook, an application for a building permit may be prepared. Zoning conformance is required before receiving a building permit, and it is one's right to request, in writing, a determination of a project's conformance. To avoid unnecessary delays, it is recommended that zoning conformance determinations be requested prior to submitting a building permit application. An application for a building permit can be found on page 60.

The main intake center for building plans is the Department of Inspection and Standards (DIS), located on 190 Dyer St, Providence RI. Staff will receive a project's plans and distribute them to multiple departments for review. The City of Providence has prepared a description of the submittal requirements for most types of projects. Please review the Plan Review Submittal Matrix on page 11 to help guide you as you prepare your permit.

There are two categories of plan review: an expedited 15-business-day review process, and a 30-business-day review process. In each, City departments provide a concurrent review. This means that several departments will review your plans at the same time. While this process does decrease the amount time needed for review, it is important that any changes to your plans are shared with **all** reviewing departments.



Plan Review Submittal

A building permit application and copies of your project's plans must be submitted to the DIS at 190 Dyer St, Providence RI. The types of plans, and number of copies required for submittal is dependent on the type of project. Please refer to the matrix on page 11 to determine the types of plans, and how many copies must be provided for a particular project. A fee is charged for submitting a building permit application.

If a project requires review by the Fire Department, another application and fee is required. Both the Fire Department fee, and application for review can be completed at the DIS. An application for Fire Plan Review can be found at www.providenceri.com/sb/fire_prevention.php and in this handbook on page 52. Again, please review

the submittal requirements matrix on page 14 to make sure all necessary details and applications have been included for plan review.

The fee schedule for building permit applications is listed below. The building permit fee is based on the building costs of the project only. Building costs do not include the costs of any mechanical, electrical, or plumbing systems that may be part of the project.

DIS will request one-third of the permit fee at the time of application, with the balance being due at the time of permit issuance.

Total Building Cost		
From	**To**	**Building Permit Fee**
$0.00	$500.00	$40.00
$500.01	$1,000.00	8% of construction cost
$1,000.01	$5,000.00	$80.00 + $21.00 per thousand exceeding $1,000.00 cost
$5,000.01	$50,000.00	$164.00 + $23.00 per thousand exceeding $5,000.00 cost
More than $50,000.00		$1,199.00 + $19.00 per thousand exceeding $50,000.00 cost

Checks must be made payable to "Providence City Collector." "DIS" and the building address must be written the memo line.

If a project requires any reviews or approvals for fire code compliance, the Fire Department's plan review fee schedule is listed below. Unlike the fee schedule for the building permit, the Fire Department fee schedule is based on the total construction cost of the project. This total construction cost includes any costs associated with work on the mechanical, electrical, or plumbing systems of the project.

The full fee must be paid at the time of application.

Total Construction Cost		
From	**To**	**Fire Department Fee**
$0	$500	$25
$501	$1,000	$35
$1,001	$5,000	$45
$5,001	$50,000	$45 + $6 for each additional $1,000 or fraction thereof over $2,000
$500,001 and up		$3,033 + $4 for each additional $1,000 or fraction therof over $500,000

Checks must be made payable to "Providence City Collector." **"FIRE"** and the building address must be written the memo line.

Pre-Application Meeting

For new construction projects, or complex renovation projects, applicants are strongly urged to set up a pre-application meeting through the DIS. At that time, one or more reviewing departments will participate in a pre-application process to discuss the project, identify any issues of concern, and affirm the review process.

Expedited Review:

The City has initiated an expedited review process to provide faster plan review for certain projects such as commercial improvements, owner renovations, and restaurant renovations. Projects will be screened for completeness prior to acceptance for the expedited review process.

The City provides an expedited, or 15-business-day review, for projects that meet the following criteria:

- Commercial project only
- No change in use
- No change in capacity (occupancy load)
- Building size and dimensions are unchanged
- No substantial alterations to the structure
    - Substantial alterations include any additions or removals of building entrances or exits, and any additions or removals of egress routes.
- Life safety systems are compliant with no major alterations proposed.
    - A guide for compliant systems are if; the system has been installed or brought into compliance since January 1, 2004; the existing fire alarm systems that were in compliance with the 1997 edition of the Rhode Island Fire Prevention Code and subject to alternate provisions set forth in RIUFC 13.7.1.1.1; or if the system has been granted a variance since Jan 1, 2004 by the Rhode Island Fire Safety Code Board of Appeal and Review.
    - Major alterations include: A) Twenty or more sprinkler heads being added or moved, B) Egress routes being altered, C) More than five devices being added or altered to the fire alarm system, D) The ceiling structure being reconfigured. The ceiling may not be lowered more than 24”, or altered in any way that may affect sprinkler coverage. E) In a building that does not have a sprinkler system, there cannot be any substantial changes to the interior finish.

Although the intent of the expedited plan review process is that the applicant will secure a building permit sooner, there is no guarantee that a building permit will be issued at the conclusion of the expedited plan review. Building code violations, incomplete information, or other deficiencies in the construction plans presented, may require that such construction plans be revised and resubmitted for review

before a building permit can be issued.

Regular Review:

Projects that do not meet the criteria above will go through the City's regular review process. The applicant will receive either a building permit or comments from all departments within 30 business days.

Requirements for Building Permit Issuance

For each type of project, there are submittal requirements that must be met before plans will be accepted for review at DIS. Once plans are submitted and under review, a determination will be made as to whether or not a project can be issued a building permit. While under review at DIS, a project may require additional approvals from other sources. These may be sought after while waiting for building permit issuance.

For example, (please refer to the submission requirements matrix on pages 15 and 17,) if one is seeking a building permit for an interior renovation in a 1 or 2 family dwelling, one may have to submit plans and construction drawings with the building permit application in order to be considered for building permit issuance. While a project's plans and application are under review, an Owner/Contractor Responsibility form, and an Owner Authorization form must be completed before a building permit is issued. Narragansett Bay Commission approval, and/or a project certification form, and/or Providence Water Supply Board approval, may also be needed prior to receiving a building permit.

Plan Review Submittal Matrix and Permit Requirements Matrix

The following matrices are guides on how to acquire a building permit and begin construction. To use the matrix, first choose what type of project is being planned from the top row. By following that column downwards, one will have a list of the items that are needed in each step leading up to receiving a building permit and beginning construction. If a row along that column is marked with an "X", one must have that plan, or approval, or form, etc. If a row along that column is marked with an "O", one may or may not need that item. City staff is available for assistance in determining what one's individual needs are. If a row in a column is unmarked, that item is not required.

The Plan Review Submittal Matrix will show what one must have prior to submitting a building permit application at the DIS. While an application and plans are under review, additional approvals may be required before receiving a building permit. Any additional approvals needed are listed in the Permit Requirements Matrix, in the rows marked as "Required for Building Permit." Also in that matrix, are permits and approvals that may be needed prior to beginning construction.

For every requirement listed in the matrices' rows, there are notes in the pages following the matrices to further explain what the requirement is, and how to fulfill it.

Plan Review Submittal Matrix

		X = Required O = May be required	Demolition and Moving	Foundation	Roofing	Exterior Work siding, window replacement, etc.	Temporary Structure	Site Work, Paving, Site Modifications, etc.	Outdoor Seating and other encroachment in City - RoW	Daycare Facility Home & Commercial	Healthcare Facility	Hospital
Required for Plan Review Submittal	A	State Building Commission Approval										
	B	Plans and Construction Drawings	X	X			O Manufactures' Literature & Specifications, Foundation & anchorage details	X		X	X	X
	C	Site Plan	X	X			O Provide a sketch of the property; showing lot lines, existing buildings and approximate location of temporary structure	X	X	X	O If there is proposed expansion to the building envelope	O If there is proposed expansion to the building envelope
	D	Landscaping plan	O If there are significant trees on the site	O				X		O If there is proposed expansion to the building envelope	O If there is proposed expansion to the building envelope	O If there is proposed expansion to the building envelope
	E	Fire Protection System Narrative Report								*	*	*
	F	Sprinkler Plan								*	*	*
	G	Fire Alarm Plans								*	*	*
	H	Fire Alarm Code Analysis								*	*	*
	I	NFPA 241 Plan of Action										
	J	State DOT Review						O If site is on a State Road	O If site is on a State Road	O If site is on a State Road	O If site is on a State Road	O If site is on a State Road

* = The Fire Protection System Narrative Report, Sprinkler Plan, Fire Alarm Plans, Fire Alarm Code Analysis, and the Completed Fire Review Application for Daycare, Healthcare, and Hospital facilities, must all be reviewed by the Rhode Island State Fire Marshal rather than the Providence Fire Department. For questions, please call the Fire Prevention Office at 401-243-6050.

Plan Review Submittal Matrix *(cont'd)*

		X = Required *O = May be required*	Demolition and Moving	Foundation	Roofing	Exterior Work siding, window replacement, etc.	Temporary Structure	Site Work, Paving, Site Modifications, etc.	Outdoor Seating and other encroachment in City - RoW	Daycare Facility Home & Commercial	Healthcare Facility	Hospital
Required for Plan Review Submittal	K	Class 1 Survey						X		O If there is proposed expansion to the building envelope	O If there is proposed expansion to the building envelope	O If there is proposed expansion to the building envelope
	L	Utility Plan						O If work involving utilities are involved		O If work involving utilities are involved	O If work involving utilities are involved	O If work involving utilities are involved
	M	Soil Erosion & Sediment Control Plan						O If proposed site work will create unstable soil conditions		O If proposed site work will create unstable soil conditions	O If proposed site work will create unstable soil conditions	O If proposed site work will create unstable soil conditions
	N	Post-Construction Stormwater Control Plan						O If additional impervious surface is proposed		O If additional impervious surface is proposed	O If additional impervious surface is proposed	O If additional impervious surface is proposed
	O	Completed Fire Plan Review Application								*	*	*
	P	Completed Building Permit Application	X	X	X	X	X	X	X	X	X	X
	Q	Project Specifications								O If level of complexity requires it	X	X
	R	# Sets of Plans	6	5	0	0	5	4	4	12	12	12

* = The Fire Protection System Narrative Report, Sprinkler Plan, Fire Alarm Plans, Fire Alarm Code Analysis, and the Completed Fire Review Application for Daycare, Healthcare, and Hospital facilities, must all be reviewed by the Rhode Island State Fire Marshal rather than the Providence Fire Department. For questions, please call the Fire Prevention Office at 401-243-6050.

Plan Review Submittal Matrix

X = Required O = May be required			1 & 2 Family Dwellings				Commercial / Industrial and Mixed Use				
			New Construction	Additions: decks, 3 season rms, open porches, dormers, Exterior Stairs	Interior Renovations	Detached Structure	New Construction	Addition	Interior renovations (tenant fit out)	3 Family Residential and up	Restaurants and projects with cooking equipment
Required for Plan Review Submittal	A	State Building Commission Approval	O	O		O	O	O		O	O
	B	Plans and Construction Drawings	X	X	O If altering the building layout including but not limited to moving, demolishing and/or adding walls	O If not a pre-fabricated unit; prefab unit requires Manufactures' Literature & Specifications, Foundation & anchorage details	X	X	X	X	X
	C	Site Plan	X	X		X	X	X		X	X
	D	Landscaping plan	X	O If project involves the cutting down of trees		O If project involves the cutting down of trees	X	O If project involves the cutting down of trees		X	O If new construction, addition and/or if project involves the cutting down of trees
	E	Fire Protection System Narrative Report					X	O	O	O	O
	F	Sprinkler Plan					O If required by size and/or use of the structure	O If required by size and/or use of the structure	O If required by size and/or use of the structure and the work constitutes a change in use	O If project is a new structure or a total rehab	O If occupancy is determined to be Assembly

*=Rather than complete the Fire Plan Review Application, new construction of 1,2, and 3 family dwellings, require a different application for review of smoke and carbon monoxide detectors. For questions, please call the Fire Prevention Office at 401-243-6050.

Plan Review Submittal Matrix *(cont'd)*

		X = Required O = May be required	1 & 2 Family Dwellings				Commercial / Industrial and Mixed Use				
			New Construction	Additions: decks, 3 season rms, open porches, dormers, Exterior Stairs	Interior Renovations	Detached Structure	New Construction	Addition	Interior renovations (tenant fit out)	3 Family Residential and up	Restaurants and projects with cooking equipment
Required for Plan Review Submittal	G	Fire Alarm Plans					X	X	O	O If project is a new structure or a total rehab	X
	H	Fire Alarm Code Analysis					X	X	O		O
	I	NFPA 241 Plan of Action						O	X		
	J	State DOT Review	O	O		O	X	O		O	O
	K	Class 1 Survey	X	X		X	X	X		X	X
	L	Utility Plan	X	O If altering and/ or adding/removing utilities		O If altering and/ or adding/removing utilities	X	O If altering and/ or adding/removing utilities		O If altering and/ or adding/removing utilities	X
	M	Soil Erosion & Sediment Control Plan	O If site work creates unstable surface soils				O If site work creates unstable surface soils	O If site work creates unstable surface soils		O If site work creates unstable surface soils	O If site work creates unstable surface soils
	N	Post-Construction Stormwater Control Plan	O If stormwater control was required				O If stormwater control was required	O If stormwater control was required		O If stormwater control was required	O If stormwater control was required
	O	Completed Fire Plan Review Application	*				X	X	X	X	X
	P	Completed Building Permit Application	X	X	X	X	X	X	X	X	X
	Q	Project Specifications					O If the level of project complexity demands it	O If the level of project complexity demands it	O If the level of project complexity demands it	O If the level of project complexity demands it	O If the level of project complexity demands it
	R	# Sets of Plans	12	5	4	4	12	10	7	12	12

*=Rather than complete the Fire Plan Review Application, new construction of 1,2, and 3 family dwellings, require a different application for review of smoke and carbon monoxide detectors. For questions, please call the Fire Prevention Office at 401-243-6050.

Permit Requirements Matrix

		X = Required O = May be required	Demolition and Moving	Foundation	Roofing	Exterior Work - siding, window replacement, etc.	Temporary Structure	Site Work - Paving, site modifications, etc.	Outdoor Seating and other encroachment in City - RoW	Daycare Facility Home & Commercial	Healthcare Facility	Hospital
Required for Building Permit	A	Narragansett Bay Commission Approval (CONTACT)								O Permits are not transferable for new owner or new use	O Permits are not transferable for new owner or new use	O Permits are not transferable for new owner or new use
Required for Building Permit	B	State Department of Health Approval (CONTACT)								X		
Required for Building Permit	C	Project Certification Form						X		O If project includes more than cosmetic work	X	X
Required for Building Permit	D	Owner / Contractor Responsibility Form	X	X	X	X	O	X		X	X	X
Required for Building Permit	E	Owner Authorization Form	X	X	X	X		X		X	X	X
Required for Building Permit	F	State Fire Marshal								X	X	X
Required for Building Permit	G	Physical Alteration Permit						O If property is located on a State Road	O If property is located on a State Road	O If property is located on a State Road	O If property is located on a State Road	O If property is located on a State Road
Required for Building Permit	H	Providence Water Supply Board Approval (CONTACT)	X							**	**	**
Required prior to beginning construction	A	Road Opening Permit						X				
Required prior to beginning construction	B	Dig Safe (CONTACT)	X					O If digging		O If digging	O If digging	O If digging

** = For specific requirements, please call the Providence Water Supply Board at 401-521-6300 x 7244.

Permit Requirements Matrix

X = Required O = May be required			1 & 2 Family Dwellings New Construction; Additions: decks, 3 season rms, open porches, dormers, Exterior Stairs; Interior Renovations; Detached Structure				Commercial / Industrial and Mixed Use New Construction; Addition; Interior renovations (tenant fit out); 3 Family Residential and up; Restaurants and projects with cooking equipment				
			New Construction	Additions: decks, 3 season rms, open porches, dormers, Exterior Stairs	Interior Renovations	Detached Structure	New Construction	Addition	Interior Renovations (tenant fit out)	3 Family Residential and up	Restaurants and projects with cooking equipment
Required for Building Permit	A	Narragansett Bay Commission Approval (CONTACT)	X		O If adding bedrooms or any plumbing fixtures	O If adding any plumbing fixtures	X	O If adding any plumbing fixtures	O If adding any plumbing fixtures	X	X
Required for Building Permit	B	State Department of Health Approval (CONTACT)									X
Required for Building Permit	C	Project Certification Form	X	O	O If project includes more than cosmetic work	X	X	X	O If project includes more than cosmetic work	X	X
Required for Building Permit	D	Owner / Contractor Responsibility Form	X	X	X	X	X	X	X	X	X
Required for Building Permit	E	Owner Authorization Form	X	X	X	X	X	X	X	X	X
Required for Building Permit	F	State Fire Marshal									
Required for Building Permit	G	Physical Alteration Permit	O If property is located on a State Road				O If property is located on a State Road	O If property is located on a State Road		O If property is located on a State Road	O If property is located on a State Road
Required for Building Permit	H	Providence Water Supply Board Approval (CONTACT)	X		**	**	X	**	**	X	X
Required prior to beginning construction	A	Road Opening Permit	O				O			O	
Required prior to beginning construction	B	Dig Safe (CONTACT)	X	O If digging		O If digging	X	O If digging		X	X

** = For specific requirements, please call the Providence Water Supply Board at 401-521-6300 x 7244.

Types of Project Notes

Demolition and Moving

- Plans must show that there will be a shut-off of utilities before a permit is issued.

Restaurants and projects with cooking equipment

- Excluding single family kitchens

Required for Plan Review Submittal Notes

A) State Building Commission

- Required if the project is of modular construction.
- State Building Commission may be reached at 222-3032.

B) Plans and Construction Drawings

- To include architectural structural, building systems, (mechanical, electrical, plumbing,) sprinkler and fire alarm plans. Consult the permitting matrix and intake staff to verify the number of sets needed. Plans are to be of sufficient scale and size as required for clear interpretation of the design intent.
- Title Block shall include Assessor's Plat and Lot numbers, street address, owner's name, address, e-mail, and telephone number. Also to include Architect/Engineer's or Registered Land Surveyor's name, address, e-mail, and telephone, stamped, signed and dated. Narrative Scope of Work, Building/Zoning data table including but not limited to: Zoning code, Building area: net/gross by floor and totals, Type of construction, Use, and Parking requirements.
- To include title sheet, floor plans, interior and exterior elevations, sections and details as required. Commercial projects are to include a code analysis.
- See intake staff for required plans for roofing, window replacement, and similar projects of limited scope.
- Plans for sprinkler and alarm systems must also be included. Details on the specific information to be included can be found online at www.providenceri.com/sb/fire_prevention.php, under "Requirements for Fire Prevention & Fire Alarm Plan Review Submittals."
- A project manual may be required.
- Run off management: must include Erosion and Sediment Control Plan, Operations and Maintenance Plan

C) Site Plan

- Depicting lot dimensions, locations of all existing and proposed structures,

paving, parking, curb openings, hydrants, and other site improvements.

D) Landscaping Plan

- Depicting existing and proposed trees, landscaping, and other vegetative site improvements. Must include Tree Plan according to the zoning ordinance, section 425.
- Key Elements of section 425 of the zoning ordinance are:
  - 30% canopy coverage is required for lots in Zones R, PS, OS, CD, and W-1
  - 15% canopy coverage is required for lots in all other zones except D-1
  - For Zone D-1, see the landscaping requirements in Section 502.2
  - Canopy area per tree is categorized by projected tree size at maturity. There are three size classes: large (1,000 sf), medium (700 sf), and small (300 sf). See the attached list for size class by species. Street trees count toward lot canopy coverage. Additional canopy area will be awarded for preservation of existing trees.
  - Parking areas with 5 or more spaces that abut public rights-of-way shall have a 5 foot planting strip along the entire length of the border, with trees planted every 25 feet.
  - Parking areas that abut lots in R Zones shall have a minimum 4 foot screen along the entire length of the border. See the Ordinance for allowable screen types.
  - Lots adjacent to water bodies shall have a 25 foot wide vegetated buffer along the entire length of the water body.
  - No Significant Tree (32 inches in diameter or greater) shall be removed without prior permission of the City Forester. See the Ordinance for removal criteria.
  - The full Zoning Ordinance with Sec. 425 (Landscaping and Tree Preservation) is available on the City's website at www.providenceri.com (see "Code of Ordinances" in the sidebar)
- A landscape plan must be submitted for any of the following development criteria (as described in section 425 of the zoning ordinance):
  - At minimum, all area within the Limits of Disturbance requires a landscape plan, if the Limits of Disturbance includes any portion of the landscape. The Limits of Disturbance is the boundary within which all construction, grading, paving of repaving, landscaping and related activities occur.
  - If land within the Limits of Disturbance equals more than 50% of the area of the lot or lots being developed, the entire development shall require a landscape plan.
  - All new construction.

    - Any development or redevelopment on a lot or lots with a total of 40,000 sq. ft. or more that results in a change from one use code to another use code.
- Tree Plans for land development projects are to be submitted by a RI Registered Landscape Architect. A meeting with the City Forester during a plan's initial design is highly encouraged. More details about land development project submittals can be found on page 39.
- All other projects must include:
    - Location and diameter of existing trees.
    - Planting Plan
    - Planting Details
    - Tree Protection Plan
- Any proposed removal of a "significant tree" (32 inches in diameter or greater) requires approval from the City Forester."

E) Fire Protection System Narrative Report

- A full description of how to compile a narrative report can be found at www.providenceri.com/sb/fire_prevention.php, under "FP100 Guidelines for Fire Protection."

F) Sprinkler Plan

- Details on the specific information to be included can be found online at www.providenceri.com/sb/fire_prevention.php, under "Requirements for Fire Prevention & Fire Alarm Plan Review Submittals."
- If the fire sprinkler system is modified, the property owner will need to bring the system into compliance with the state law and Providence Water Supply Board regulations by installing a backflow preventer.

G) Fire Alarm Plans

- Battery Calculations, Single Line Diagram, Manufacturers Specification Sheets for all devices, Narrative Report including but not limited to; methodology, sequence of operations, testing criteria.
- Submittals shall include plans showing the entire building (even if work is limited) including all floors and attic spaces labeling all rooms and including a device legend, and single line diagram. The submittal shall also include specification sheets (cut sheets) on all fire alarm devices to be used. For all high-rise and large building consult with a Fire Alarm Inspector prior to submitting as a narrative report may be required.

H) Fire Alarm Code Analysis

- Must be of entire building to ascertain code compliance.

- For tenant fit outs, if the fire alarm and sprinkler systems have been brought into compliance since 2004, a code analysis of the entire building is not required. If the fire alarm and sprinkler systems have not been upgraded since 2004, an entire building code analysis is required.

I) NFPA 241 Plan of Action

- To preserve existing Safety Systems during construction.

J) State DOT Review

- For additions and new construction.
- State DOT can be contacted at 222-2379 x4820

K) Class 1 Survey

- Depicting all existing monumentation, and any structures.

L) Utility Plan

- Showing location, dimensions and direction of flow, location of proposed connection and size from structure to available connection or stub. Sewer stubs must be a minimum of 6". Where required, sewer effluent and volume must be submitted with the site plan.
- Required if the project involves alteration of City Right of Way

M) Soil Erosion & Sediment Control Plan

- Certain projects are exempt. Please refer to section 5-101 of the Code of Ordinances

N) Post-Construction Stormwater Control Plan

- If required, plan shall conform to section 581 of Code of Ordinances.
- Runoff calculations shall be prepared by a Registered Professional Engineer.
- A draft "Operation & Maintenance Plan" shall be included in the submission.

O) Completed Fire Plan Review Application

- A copy can be found on page 52.
- The form can be found at www.providenceri.com/sb/fire_prevention.php, under "Plan Review Application REV 01/08," with additional instructions under "Requirements for Fire Prevention & Fire Alarm Plan Review Submittals."

P) Completed Building Permit Application

- A sample Building Permit Application is included on page 62.

Q) Project Specifications

- A written document that gives greater detail about a project. Project specifications will often define the bidding process, requirements for bonding and insurance coverage by the contractor, the quality of material to be used, installation requirements for materials and equipment, and the warranty requirements on materials, equipment and labor.

R) # Sets of Plans

- The number of sets of plans required to be submitted to the Department of Inspection and Standards for concurrent review.

Required for Building Permit Notes

A) Narragansett Bay Commission

- Approval for flow change
- Required if additional plumbing fixtures or anything causing increased waste flow are proposed.
- May be contacted at 461-6540

B) State Department of Health

- Approval of construction pertaining to restaurants, bars
- Required if the project includes cooking equipment
- May be contacted at 222-2750

C) Project Certification

- Certifies that a registered architect or engineer has prepared or supervised the construction plans.
- A copy of the form can be found page 59.

D) Owner/Contractor Responsibility Form

- A copy can be found on page 56.

E) Owner Authorization Form

- A copy can be found on page 55.

F) State Fire Marshal

- May be contacted at 462-4200

G) Physical Alteration Permit

- For new curb cuts on State Roads

H) Providence Water Supply Board Approval

- Required if additional plumbing fixtures and/or a sprinkler system are proposed.
- May be contacted at 521-6300 x7205

Required Prior to Beginning Construction Notes

A) Road Opening Permit

- A permit is required if work disturbs a public street or sidewalk. The usual fee for a Road Opening Permit is $75. Permits are only issued to contractors with a Sidewalk Contractor's License, or to public utilities.

B) Dig Safe

- Required if construction requires excavation.
- May be contacted at 1-888-344-7233

CONSTRUCTION PHASE

Introduction

Once a building permit is obtained, construction may begin. Inspections of the construction site must be conducted to make sure that the approved building plans are followed.

Construction Inspection Process

Once a building permit is issued, at least one, and possibly more, rough inspections must occur while the project is under construction. At the end of the project, final inspections and approvals must be received. **It is the responsibility of the permit holder** to schedule appointments with all of the necessary inspectors.

For rough inspections, a building inspector must inspect the use of land, foundation, and framing of the project. A Fire Marshal must inspect the fire prevention systems and Fire Alarm systems, and a Mechanical, Electrical, and Plumbing (MEP) inspector must also inspect the construction site. Rough fire and MEP inspections must occur before a building inspection. To schedule fire inspections, contact the Fire Department at 243-6050, to schedule MEP and Building inspections, contact the Department of Inspection and Standards at 421-7740 x201. Depending on the complexity of the project, multiple inspections may be required.

After rough inspections, the building official, Fire Marshal, and MEP inspectors, must all conduct a final inspection and give final approval to the project. If a project requires a Certificate of Occupancy (CO), final approval is necessary before a CO is issued. Final fire and MEP inspections must occur before a final building inspection. If the comments on a project's approved plan indicate that an affidavit from a design expert is required, that must also be submitted before a final building inspection.

There are no fees for building inspections unless an inspector is unable to enter the property, or if there is an inspection failure. The fee for either of these is $75. Fire and fire alarm inspections charge a $100 fee if there is an inspection failure.

Depending on the scope of the project, final approval from the City Forester, or other officials, may be required before final approval or a CO is given. Providence Water Supply Board (PWSB) approval may be required prior to receiving final approval or a CO as well. If the property is new, or if there has been a change in ownership of the property, an Applicant's Package must be submitted to the PWSB. If a building requires a sprinkler system, a Fire Service package must be submitted. If there is a change in use of the property, a Plumber's Package must be submitted. These forms, and more information, can be found on the PWSB's website at http://www.provwater.com/.

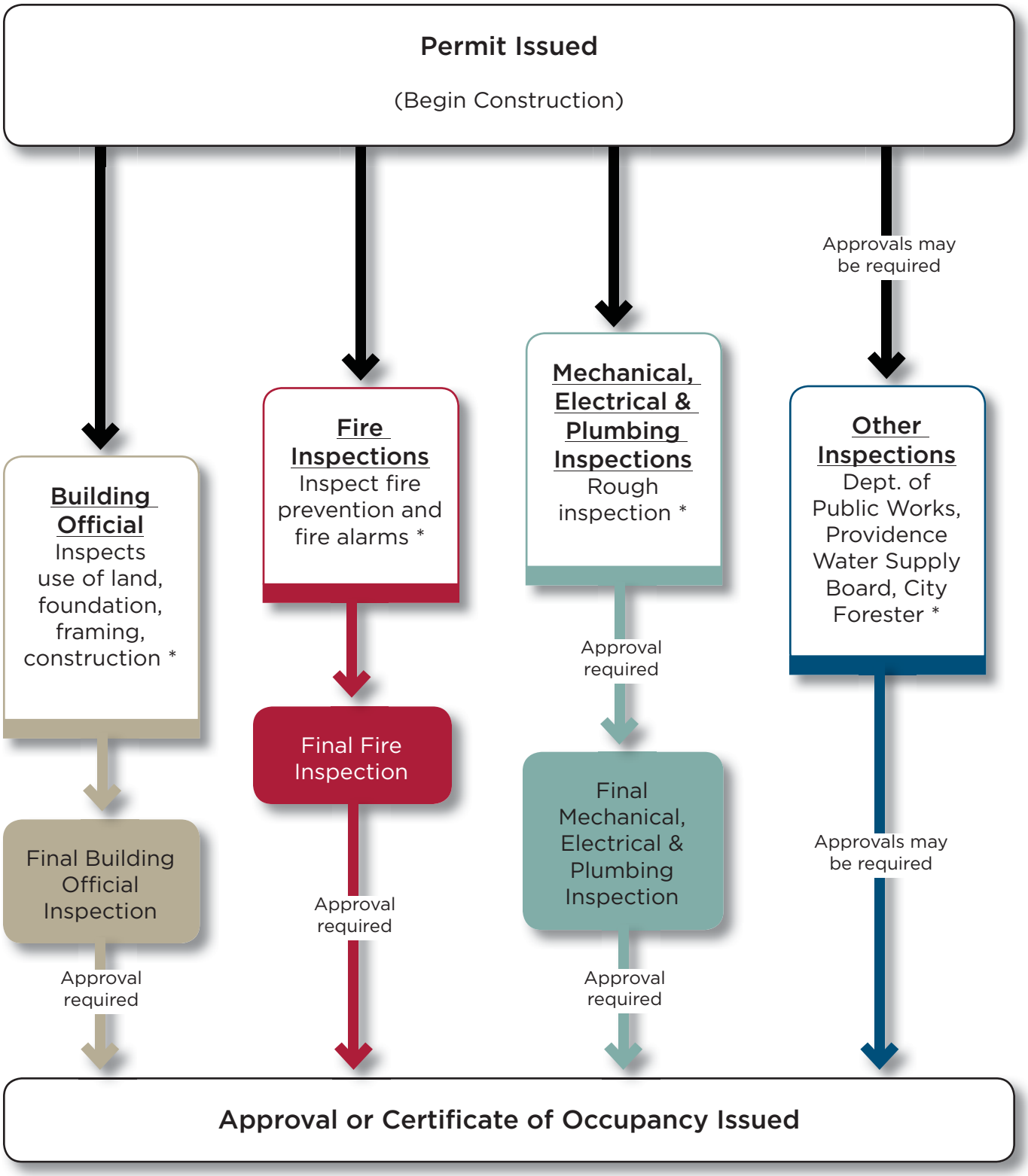
Construction Permits

If a building permit is issued for a project, this allows one to begin construction and apply for construction permits. The types of permits needed are dependent on the scope of the project. Five different construction permits may be received from DIS: mechanical, electrical, plumbing, moving or demolition, and sign permits. Permits from other departments such as the Department of Public Works, or the Providence Water Supply Board, may also need to be obtained.

Commencing Operations

Depending on the type of project, other licenses and approvals may be required before commencing operations.

Construction Inspection Process Flow Chart



* Number of inspections will depend on the complexity of the project.

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APPENDIX

CONTACT INFORMATION

This is a complete list of all commissions, boards, and departments referenced in this handbook. All phone numbers use area code 401 unless otherwise noted.

Providence Contacts

Board of Licenses
25 Dorrance St, RI 02903
421-7740

Building Board of Review
444 Westminster St, RI 02903
421-680-5375

Capital Center Commission
444 Westminster St, RI 02903
680-8400

City Clerk
25 Dorrance St, RI 02903
421-7740 x-248-249

City Plan Commission
444 Westminster St, RI 02903
680-8400

City Forester
1000 Elmwood Ave, RI 02905
785-9450

Department of Inspection & Standards
444 Westminster St, RI 02903
421-7740 x-201
- Zoning, Building, Housing Boards 680-5375
- Mechanical 680-5367
- Electrical 680-5360
- Plumbing 680-5367
- Structures 680-5450

Department of Planning & Development
444 Westminster, RI 02903
680-5400

Department of Public Works
700 Allens Ave, RI 02905
467-7950

Downcity Design Review Committee
444 Westminster St, RI 02903
680-5400

Historic District Commission
444 Westminster, RI 02903
680-5400

Fire Marshal
325 Washington St, RI 02903
243-6050

Fire Prevention Bureau
325 Washington St, RI 02903
243-6050

Providence Water Supply Board
552 Academy Ave, RI 02908
521-6300 x7205

Recorder of Deeds
25 Dorrance, RI 02903
421-7740 x-312

Tax Assessor
25 Dorrance St, RI 02903
421-5900

Department of Traffic Engineer
60 Ernest St. RI 02905
781-4045

Zoning Board of Review
25 Dorrance St, RI 02903
680-5376

State Contacts

Building Code Standards Committee
1 Capitol Hill, Providence RI 02908
222-3033

Coastal Resources Management Council (CRMC)
Stedman Government Center, Suite 116, Tower Hill Road, Wakefield, RI 02879
783-3370

Department of Children, Youth, Families,
101 Friendship St, Providence RI 02903
528-3502

Department of Environmental Management (DEM)
235 Promenade Street, Providence RI, 02908
222-6800

Department of Transportation (DOT)
Two Capital Hill, Providence RI, 02903
222-2379 x4820

Dig Safe
331 Montvale Ave, Woburn MA, 01801
1-888-344-7233

Fire Marshal, Division of
118 Parade St, Providence RI 02909
462-4200

Fire Safety Code Board of Appeal
1 Regan Court, Varley Building #46
Cranston, RI 02920
462-0940

Narragansett Bay Commission
1 Service Rd, Providence RI 02905
461-6540

Rehabilitation Code Board of Review
1 Regan Court, Varley Building #46
Cranston, RI 02920
462-0940

State Building Commission
One Capitol Hill, Providence RI 02908
222-3032

State Department of Health
Three Capitol Hill, Providence RI 02908
222-2750

ONLINE LINKS

200 ft. Radius Plan Example
http://www.providenceri.com/sb/docs/radius_map_sample-72dpi.pdf

City Directory
http://www.providenceri.com/government/citydir.html

Department of Inspection & Standards
http://www.providenceri.com/sb/inspection_and_standards.php

Dig Safe
http://www.digsafe.com/

Environmental Management, Department of
http://www.dem.ri.gov/

Planning Department
www.providenceplanning.org

Providence Fire Department
http://www.providenceri.com/sb/fire_prevention.php

Providence Code of Ordinances
http://www.municode.com/resources/gateway.asp?pid=11458&sid=39

Providence Water Supply Board
http://www.provwater.com/

Rhode Island Building Code Commission
http://www.ribcc.ri.gov/

Rhode Island Building and Fire Codes
http://www.sec.state.ri.us/library/bookmarks/buildingcodes

Rhode Island Fire Safety Code
http://www.fsc.ri.gov/

Rhode Island Costal Resources Management Council
http://www.crmc.state.ri.us/

Rhode Island Department of Health
http://www.health.state.ri.us/

Rehabilitation Code
http://www.rbfc.state.ri.us/

Tax Assessor
http://www.providenceri.com/sb/tax_assessor.php

Transportation, Department of
www.dot.state.ri.us

Zoning Board of Review
http://www.state.ri.us/eTownCrier/index.php?page=meeting&id=75050

Forestry Division
http://forestry.providenceri.com/forestry/urban.php

BUILDING BOARD OF REVIEW

Chair	Steven M. Nappa
Contact	Peter Carnevale 190 Dyer St. Providence RI 02903 421-7740 x-376 pcarnevale@providenceri.com
Description	The Building Board of Review determines whether or not to grant variances to projects that do not meet RI building codes
Meeting Schedule	Every 4th Monday of the month at 3pm. Schedules are available at http://www.sec.state.ri.us/etowncrier/ Meetings are held in the Conference Room of 190 Dyer St. Providence RI 02903
Application Process	Applications can be found at 190 Dyer St. Providence RI 02903, or in this handbook on page 50. Applications must be submitted to the clerk at 190 Dyer St The expected time for an application's consideration is 4-6 weeks. Applicants will be notified by mail at least 14-16 days before the hearing
Fees	$440
Time Frame for Decision	Resolutions are sent out approximately 4-6 weeks after the hearing
Appeal Process	Appeals must be filed within 20 days of written notification to the Rhode Island Building Board of Review

All meeting schedules are subject to change. Please refer to the listed contact, website, or www.state.ri.us/etowncrier, for the most updated meeting schedule information.

CAPITAL CENTER COMMISSION

Chair	Leslie Gardner
Contact	Christopher Ise 400 Westminster St Providence RI, 02903 351-4300 x521 cise@providenceri.com
Description	This commission regulates development in Capital Center special development districts.
Meeting Schedule	Capital Center Commission - Design Review Committee 1st and 3rd Tuesdays of the month at 7:30am. Capital Center Commission Every 2nd Wednesday of the month at 12pm. All meetings are held on the 4th Floor of 400 Westminster St, Providence RI, 02903. Note: Projects must go before the Design Review Committee before the full board of the Capital Center Commission. Multiple meetings with the Design Review Committee may be necessary.
Application Process	Applications are available at the Department of Planning and Development on 400 Westminster St, Providence RI 02903. Applicants are strongly urged to meet with Planning and Development Staff before submitting an application.
Fees	Varies by cost of the project
Time Frame for Decision	Notice sent approximately 2 weeks after meetings.
Appeal Process	Must be filed with RI Superior Court within 20 days after notification.

All meeting schedules are subject to change. Please refer to the listed contact, website, or www.state.ri.us/etowncrier, for the most updated meeting schedule information.

CITY PLAN COMMISSION

Chair	Stephen Durkee
Contact	Christopher Ise 400 Westminster St, Providence RI 02903 351-4300 x-521 cise@providenceri.com
Description	Reviews applications for subdivisions and land development projects. The City Plan Commission also advises the City Council regarding planning, zoning, and other land use matters.
Meeting Schedule	Every 3rd Tuesday of the month at 4:45pm. Meetings are held on the 4th floor of 400 Westminster St, Providence RI, 02903. Schedules are available at www.providenceplanning.org and www.state.ri.us/etowncrier
Application Process	Applications can be picked up at the Planning and Development Department on 400 Westminster St, Providence RI, 02903 Subdivisions and referrals from city council are due 21 days in advance of next meeting. Major land development projects and institutional master plans are due 30 days before next meeting. Length of the application process varies by the complexity of the project Applicants are strongly urged to meet with Department of Planning and Development Staff before submitting an application
Fees	Vary on the complexity of the project. Fees range from $0 - $50
Time Frame for Decision	Notices are sent approximately two weeks after meeting
Appeal Process	Must be filed within 20 days of notification to the Zoning Board of Review

All meeting schedules are subject to change. Please refer to the listed contact, website, or www.state.ri.us/etowncrier, for the most updated meeting schedule information.

DOWNCITY DESIGN REVIEW COMMITTEE

Chair	Richard Baccari
Contact	Christopher Ise 400 Westminster St, Providence RI 02903 351-4300 x-521 cise@providenceri.com
Description	This board reviews the design of new buildings, or alterations of existing buildings, in Downcity districts
Meeting Schedule	Every 2nd Monday of the month at 4:45pm Meetings are held on the 4th floor of 400 Westminster St, Providence RI 02903 Schedules are available at www.providenceplanning.org and www.state.ri.us/etowncrier
Application Process	Applications for Design Approval are due 14 days before next meeting. Applications for demolition, waiver, or incentive are due 21 days before next meeting. Please contact Christopher Ise for information on the application process. Applicants are strongly urged to meet with Department of Planning and Development staff before submitting an application. Fees $15 – Repairs, replacements in-kind, restoration $30 – Minor alterations $60 – Major alterations $150 – Waivers, development incentives & demolition Fees are made payable to the City Collector
Time Frame for Decision	Notices are sent approximately 2 weeks after meeting.
Appeal Process	Must be filed to the Zoning Board of Review within **20 days of notification.**

All meeting schedules are subject to change. Please refer to the listed contact, website, or www.state.ri.us/etowncrier, for the most updated meeting schedule information.

FIRE SAFETY CODE BOARD OF APPEAL AND REVIEW

Chair	Rene R. Coutu
Contact	Carol Marsella 1 Regan Court Varley Building #46 Cranston, RI 02920 462-0940 fsc@mail.state.ri.us
Description	Reviews appeals to the requirements of the Rhode Island Life Safety Code and the Rhode Island Uniform Fire Code.
Meeting Schedule	Schedule available online at http://www.fsc.ri.gov/schedule/ Meetings are held at 1 Regan Court, Varley Building #46, Cranston, RI 02920
Application Process	Applications can be picked up at the Providence Fire Department at the Public Safety Complex, 325 Washington St, Providence RI, 02903 Applications can also be mailed to your address. Applications can be mailed to (and picked up from) 1 Regan Court Varley Building #46 Cranston, RI 02920 Note: Expedited reviews can be made with a written request explaining the applicant's needs.
Fees	Variable. A full description of fees can be found listed in section 23-28.3-5 at http://www.fsc.ri.gov/statutes/28_3.php Fee information is also available by calling 462-0940
Time Frame for Decision	Decisions are made at the time of hearing. Written confirmation is usually received 8-10 weeks after the hearing date.
Appeal Process	Must be made within 30 days against the State Fire Marshal in the 6th Division of the District Court

All meeting schedules are subject to change. Please refer to the listed contact, website, or www.state.ri.us/etowncrier, for the most updated meeting schedule information.

HISTORIC DISTRICT COMMISSION

Chair	Glen Fontecchio
Contact	Jason Martin 444 Westminster St, Suite 3A Providence RI 02903 680-8517 jmartin@providenceri.com
Description	Regulates development in historic districts
Meeting Schedule	Every 4th Monday of the month at 4:45pm. Meetings are held on the 1st floor of 444 Westminster St, Providence RI, 02903 Schedules are available on www.providenceplanning.org and www.state.ri.us/etowncrier
Application Process	Applications may be received at the Planning and Development Department on 444 Westminster St, Site 3A, Providence RI 02903. Applications are due 14 days before the next Historic District Commission meeting. Please contact Christopher Ise for more information on the application process. Length of application process varies on the complexity of the project. Applicants are strongly urged to meet with Department of Planning and Development staff before submitting an application
Fees	$15 – Repairs, replacement in-kind, restoration $30 – Minor alterations $60 – Major alterations $120 – New construction, demolition Fees are to be made payable to the City Collector
Time Frame for Decision	Notices sent approximately 2 weeks after meeting
Appeal Process	Must file appeal with Zoning Board of Review within 20 days of notification

All meeting schedules are subject to change. Please refer to the listed contact, website, or www.state.ri.us/etowncrier, for the most updated meeting schedule information.

REHABILITATION CODE BOARD OF REVIEW

Chair	Rene R. Coutu
Contact	Carol Marsella 1 Regan Court Varley Building #46 Cranston, RI 02920 462-0940 rbfc@mail.state.ri.us
Description	Reviews applications for relief from the Rehabilitation Building and Fire Code
Meeting Schedule	Schedule available online at http://www.rbfc.ri.gov/boardmeetings/ Meetings are held at 1 Regan Court, Varley Building #46, Cranston, RI 02920
Application Process	Applications can be picked up at the Providence Fire Department at the Public Safety Complex, 325 Washington St, Providence RI, 02903 Applications can be mailed to 1 Regan Court Varley Building #46 Cranston, RI 02920
Fees	Variable. A full description of fees can be found listed in section 23-28.3-5 at http://www.fsc.ri.gov/statutes/28_3.php
Time Frame for Decision	Decisions are rendered at the board meeting
Appeal Process	Appeals may be filed with district court.

All meeting schedules are subject to change. Please refer to the listed contact, website, or www.state.ri.us/etowncrier, for the most updated meeting schedule information.

ZONING BOARD OF REVIEW

Chair	Myrth York
Contact	Peter Carnevale 190 Dyer St, Providence RI 02903 421-7740 x-376 pcarnevale@providenceri.com
Description	The Zoning Board of Review determines whether or not to grant variances or special permits to the Providence Zoning Ordinance
Meeting Schedule	Every 4th Monday of the month at 5:30pm Meetings are held in the Probate Court Chamber on the 5th floor of Providence City Hall, 25 Dorrance St, Providence RI 02903
Application Process	Applications can be found at 190 Dyer St. Providence RI 02903, or in this handbook on page 43. Applications must be submitted to the clerk at 190 Dyer St. The expected time for an application's consideration is 4-6 weeks. Applicants will be notified by mail at least 14-16 days before the hearing. Note: Notifications will also be sent 14-16 days in advance to the Providence Journal, the owner, applicant, leasee, property owners within 200 ft. of the property, and any other registered group.
Fees	Fees are dependent on what is being appealed. For a full list see page 10 of this handbook
Time Frame for Decision	Resolutions are sent out approximately 4-6 weeks after the hearing
Appeal Process	Appeals must be filed within 20 days of written decision to Rhode Island Superior Court

All meeting schedules are subject to change. Please refer to the listed contact, website, or www.state.ri.us/etowncrier, for the most updated meeting schedule information.

Landscaping and Tree Preservation - Zoning Ordinance, Section 425

The Submittal Package for Tree Plans for land development projects shall include an Existing Conditions Plan, a Planting Plan, Planting Specifications and Details, and a Tree Protection Plan.

Submittals should include the following minimum information:

- Existing Conditions Plan
  - o Existing Specimen Trees
    - a) Location, species (over 2" diameter at breast height), and size (including street trees)
    - b) Proposed removals
  - o Existing Woodlands
    - a) Location or boundaries
    - b) General species composition
    - c) Location and size of Significant Trees
    - d) Proposed removals
  - o Project Area
    - a) List of plats/lots, with square footage for each and total square footage
    - b) Label abutting properties and uses
    - c) Location, species, and size of trees on adjacent properties within 5 feet of property line
  - o Limit of Work line and areas to be disturbed
  - o North arrow
- Planting Plan
  - o Landscape work progress calendar
  - o Existing trees to be retained – location, size (dbh), and species
  - o Planting Schedule – group the trees species by list by large, medium, and small size classes as designated on the list provided by the City Forester
    - a) Scientific and common names
    - b) Size of planting stock (caliper)
    - c) Quantity
  - o Tree Canopy Coverage Summary (sq. ft)
    - a) Total project area
    - b) Tree coverage required
    - c) Existing tree canopy cover (including street trees)
    - d) Existing tree canopy cover after removals
    - e) Proposed new tree coverage
    - f) Total combined tree coverage
  - o North Arrow
  - o Snow placement Areas (minimize contact with plant material)
    - a) Calculation of depth and sq. footage

(cont'd. ->)

- Planting Specifications and Details
  - Copy of technical specifications
  - Details shall show planting depth, staking (if necessary), mulch, shrubs, groundcover, etc.
  - Screening details – fencing, plant material, etc.
- Tree Protection Plan
  - Tree Protection Zone (TPZ) – dimensions
  - Work site operations – area of disturbance, vehicular paths and access
  - Stockpile areas
  - Clearance pruning
  - Proposed root zone trenching or auguring for utilities

HOW TO FILE AN APPLICATION FOR A VARIANCE OR SPECIAL USE PERMIT

CITY OF PROVIDENCE
ZONING BOARD OF REVIEW
190 DYER STREET PROVIDENCE, RI 02903
TEL. NO. (401)-421-7740 EXT. 309

I. INTRODUCTION

If you wish to apply to the Providence Zoning Board of Review for a Variance or Special Use Permit for relief from certain sections of the Providence Zoning Ordinance you must complete an **"Application for Variance or Special Use Permit under the Zoning Ordinance"** which is available in this guidebook on page 43, or on-line at www.providenceplanning.org, or at the Zoning Board office located at the above address.

Two TYPEWRITTEN applications with the property owner(s) original signature(s) must be returned to the Zoning Board office together with the required plans and application fee. ***The applicant is the person or entity that has a financial interest in the subject property.** The application is not complete and will not be accepted for filing until the requirements listed below are met. You will be notified by mail of the date, time and location of the hearing.

II. APPLICATION

(A) The application found on page 43 must clearly set forth those sections of the Zoning Ordinance from which the applicant is seeking relief as well as those sections under which the applicant believes relief should be granted. Reference must be made to the specific sections. The application will be deemed incomplete if the specific sections of the Ordinance are not set forth.

(B) The application must contain a brief and simple description of the relief requested including a description of any proposed changes to be made to the existing structure(s), proposed additions or new construction to be located on the subject property. If any new construction is contemplated, a brief description of the proposed construction must be included.

(C) The application must contain a brief statement of the reasons justifying the relief sought and the grounds for the Variance or Special Use Permit.

(D) A copy of the most current deed (not Quit Claim) on file in the office of the Recorder of Deeds must be submitted to the office of the Zoning Board of Review along with the application.

(E) All other information requested in the application must be complete.

(F) **Applications and plans must be filed in person by APPOINTMENT ONLY.**

(G) Make check payable to: **PROVIDENCE CITY COLLECTOR**

III. ADDITIONAL DOCUMENTATION

As part of the application, the following plans and data are required:

(A) Ten (10) 200' radius plans drawn to a scale of 1" = 50' from all corners of the lot or lots in question. Show all lot numbers, owners' names, street numbers and buildings (if any) on each lot within the radius, present use (example: parking lot, vacant lot, gas station, number of families, etc.) zone boundaries, assessor's plat boundaries and indicate new construction and additions. All lots touched by the radius line must be drawn in full and included in the plans. An example of a 200' radius plan is included on page 59.

(B) On-site parking plans showing landscaping are required when more than four (4) parking spaces are being provided.

- Three (3) copies must be pre-submitted to and approved by the Department of Traffic Engineer, 60 Ernest Street, Providence, Rhode Island prior to the application to the Zoning Board of Review.

- Parking plans should be drawn to the scale of 1" = 10' (but no less than 1" = 30') and in accordance with Sections 425 and 700 of the Zoning Ordinance.

(C) Three (3) sets of architectural drawings of the proposed building(s) or schematic design level plans of alterations, including a site plan, floor layout, and exterior elevations if required to sufficiently depict the applicant's intent.

(D) All plans must be signed by the author and must contain the author's full name, address and telephone number.

(E) Two (2) lists of names and mailing addresses (including Zip Codes) of property owners that appear within the radius. The list of property owners must be in accordance with the latest listing available in the office of the City of Providence Tax Assessor. List names and mailing addresses by plat and lot numbers. Provide mailing labels with the property owners' names, address, city, state and zip code.

(G) Please be prepared to bring to the hearing four (4) photographs of the subject property from varying angles.

IV. LEGAL COUNSEL

There is no requirement that applicants be represented by legal counsel either during the application process or when appearing before the Board. While the Zoning Board neither recommends for or against the hiring of legal counsel, the Board does caution all applicants that zoning law can be complex for an individual with no expertise in the area. Zoning Board members and staff are not permitted to make referrals or recommend any specific attorney, architect, draftsperson, traffic engineer or an expert in the field of real estate.

V. PRELIMINARY REVIEW

In order to avoid the unnecessary duplication of effort, which could occur where an applicant files an application package, the Board recommends that applicants

submit a single copy of the application, radius map and radius mailing list to the Zoning Board office for review. While the Board and staff accepts no responsibility for correcting or completing any application, the Board office will provide some assistance by pointing out deficiencies in the application before it is filed. Board office staff is not permitted to provide specific advice as to the contents required by any particular application, but staff may be helpful in providing an explanation of the application process, requirements and general content. **PRELIMINARY REVIEW IS MADE BY APPOINTMENT. PLEASE CALL 421-7740 x376 TO SCHEDULE AN APPOINTMENT.**

VI. APPLICATION FEE

The application fee consists of an advertising fee and a processing fee:

(A) The advertisement fee for each petition shall be one hundred fifteen ($115.00) dollars.

(B) The processing fee for each petition shall be as follows:

One Family Dwelling (use code 11)	**$175.00**	
Two Family Dwelling (use code 12)	**$345.00**	
Three Family Dwelling (use code 13)	**$430.00**	
Multi-family Dwelling (use code 14)	**$520.00**	**first four units** *plus $80.00 per additional unit over four*
Other Residential Uses (use codes 15-17)	**$430.00**	
Institutional, Governmental, Cultural, Entertainment, Recreational, General Trade, Transportation, Communications, Utilities and Manufacturing uses (use codes 21-86)	**$870.00**	
Appeal from decision of Director of Inspection and Standards	**$260.00**	
Appeal from decision of the Building Official	**$260.00**	
Appeal from decision of Providence Historic District Commission	**$260.00**	
Appeal from decision of the Downcity Design Review Commission	**$260.00**	
Appeal from decision of the City Plan Commission	**$260.00**	
Renewal of Variance or Special Use Permit	**$260.00**	

Where there are mixed use codes, the higher fee shall govern. In no case shall the sum of the advertisement fee and the processing fee exceed two thousand six hundred ($2,600.00) dollars. **MAKE CHECK PAYABLE TO: PROVIDENCE CITY COLLECTOR.**

(cont'd. ->)

NOTES: As per Section 45-23-61 of the Rhode Island General Laws, proposals for Subdivision of Land must be submitted to the office of the City Plan Commission (CPC) for recommendation to the Zoning Board of Review. Proposals for land subdivision may be filed simultaneously with the Zoning Board of Review and the CPC. In the interest of saving time you are strongly advised to submit your construction plans to the Department of Inspection and Standards in order to initiate the building permit review process. Please be advised that your plans should detail **exactly** what you intend to do. A Zoning Board approval of your plans **does not** address such critical issues as leaching systems/sewers, flood plain, building codes, fire safety, DEM Wetlands and/or CRMC. As a result, a Zoning Board approval does not automatically indicate that you will receive a permit. Further, a Zoning Board approval authorizing a change in use may require certain building alterations in order to comply with current building code requirements. As per Ordinance No. 412 approved July 26, 2007 Revised: August 20, 2007

APPLICATION FOR A ZONING VARIANCE OR SPECIAL USE PERMIT

CITY OF PROVIDENCE
ZONING BOARD OF REVIEW
190 DYER STREET PROVIDENCE, RI 02903
TEL. NO. (401)-421-7740 EXT. 309

Check One:

- ❑ Variance - Use
- ❑ Variance - Dimensional
- ❑ Special Use Permit

Date: _____

To the Zoning Board of Review:

The undersigned hereby applies to the Zoning Board of Review under the provisions of the Zoning Ordinance affecting the following described premises in the manner and on the grounds hereinafter set forth.

Owner: _____ Tel. No. _____
E-Mail: _____
Address: _____ Zip Code _____

Applicant: _____ Tel. No. _____
E-Mail: _____
Address: _____ Zip Code _____

Lessee: _____ Tel. No. _____
E-Mail: _____
Address: _____ Zip Code _____

1. Location of subject property:_____

2. Assessor's Plat(s) _____ Lot(s) _____

3. Dimensions:

Lot # _____ frontage _____ depth _____ area _____sq. ft.

Lot # _____ frontage _____ depth _____ area _____sq. ft.

Lot # _____ frontage _____ depth _____ area _____sq. ft.

4. Zoning District(s) in which subject property is located: _____

5. Is the property located within: (check one)

Historic District _____
Downcity Overlay District _____
Capital Center District _____

5a. If question No. 5 is checked, have the plans been approved by the Providence Historic District Commission, the Downcity Design Review Committee or the Capital Center Commission or CPC?
YES_____ NO _____

6. How long have you owned the subject property? _____

7. Is there a building(s) on the property at present? _____YES _____NO

8. Size of existing building(s): _____

9. Size of proposed building(s): _____

10. Present Use of Premises (each lot): _____

11. Legal Use of Premises, each lot as recorded in the Department of Inspection & Standards: _____
_____

12. Proposed Use of Premises (each lot): _____
_____

13. Give extent of proposed construction or alterations (each lot): _____
_____

14. Are there outstanding violations concerning the:

___ Zoning Ordinance
___ RI State Building Code
___ Providence Housing Code
___ Not applicable

15. Section(s) of the Zoning Ordinance under which this application is made:

_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____

16. Explain the proposed changes to be made to the subject property and state grounds to support this application:
_____
_____
_____
_____
_____
_____

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

The undersigned further acknowledges and agrees that the members of the Zoning Board of Review and the Board's staff may enter upon the exterior of the property prior to any scheduled hearing on the application pending before the Zoning Board of Review to view the premises in connection with said hearing.

Signature(s) of Property Owner(s)	Signature(s) of Applicant(s):
_____	_____
Signature	Signature
_____	_____
Type Name	Type Name
_____	_____
Signature	Signature
_____	_____
Type Name	Type Name
_____	_____
_____	_____
Address	Address

Please Note: All requirements listed on the instruction sheet must be complied with or this application will not be accepted.

Revised 10/07

INSTRUCTIONS FOR FILING AN APPLICATION FOR A VARIATION OR MODIFICATION FROM CERTAIN SECTIONS OF THE RHODE ISLAND STATE BUILDING CODE

CITY OF PROVIDENCE
BUILDING BOARD OF REVIEW
190 DYER STREET PROVIDENCE, RI 02903
TEL. NO. (401)-421-7740 EXT. 376

I. INTRODUCTION

If you wish to apply to the Providence Building Board of Review for a variation or modification seeking relief from certain sections of the Rhode Island State Building Code you must complete two (2) original applications that are available at the above address. The **TYPEWRITTEN** blue applications with the property owner(s) original signature(s) must be filed with the Department of Inspection and Standards in order to receive a referral from said department prior to being accepted by the Secretary to the Building Board of Review. Said referral will be processed interoffice.

The applicant and lessee are only those individuals or entity who have a financial interest in the subject property.

You will be notified by mail of the time, date and location of the hearing.

II. APPLICATION

(A) The application (Item 12) must clearly set forth those sections of the Building Code from which the applicant is seeking relief as well as those sections under which the applicant believes relief should be granted. Reference must be made to the specific sections. The application will be deemed incomplete if the specific sections of the Code are not set forth.

(B) The application (Item 13) must contain a brief and simple description of the relief requested including a description of any proposed changes to be made to the structure(s) located on the subject property. If any new construction is contemplated, a brief description of the proposed construction must be included and must further contain a brief statement of the reasons justifying the relief sought and the grounds for the variation or modification.

Describe the new use(s) proposed for the subject building or for a certain space within the building. Be specific as to the current uses that would remain within the building, for example: number of dwelling units, mechanical space, manufacturing, storage space, etc.)

(C) All information requested in the application must be complete.

(D) If this is a request for a temporary structure, indicate the proposed use.

(E) Applications (TYPEWRITTEN) and plans must be filed in person by appointment only.

III. ADDITIONAL DOCUMENTATION

As part of the application, the following plans and data are required:

(A) Two (2) sets of architectural/engineering drawings of the proposed building(s) or alteration plans including a site plan.

(B) All plans must be signed by an author and must contain the author's full name, address and telephone number.

(C) While the Building Board of Review neither recommends for or against the hiring of a person skilled in architecture or engineering the Board does caution all applicants that building codes can be complex for an individual with no expertise in the area. Building Board members and staff are not permitted to make referrals or recommend any specific architect, engineer or draftsperson.

(D) This department accepts no responsibility for correcting or completing any application. The office will provide some assistance by pointing out deficiencies with the application and plans before they are filed. The office staff is not permitted to provide specific advice as to the contents required by any particular application, but staff may be helpful in providing an explanation of the application process, requirements and general content.

Preliminary review is made by appointment only.

IV. FILING FEE

Applications must be accompanied with the required filing fee (check only) of four hundred forty dollars ($440.00).

MAKE CHECK PAYABLE TO: PROVIDENCE CITY COLLECTOR.

V. SPECIAL HISTORIC BUILDINGS AND DISTRICTS

An application requesting relief under Section 3407 of the Rhode Island State Building Code must be accompanied by documentation substantiating that the building is in fact classified as a historic structure by the State of Rhode Island or the City of Providence thereby subject to relief under this section.

Submission under this section requires professional architectural and engineering plans and specifications bearing the professional seal of the designer.

NOTE: In the interest of saving time, you are strongly advised to submit your construction plans to the Department of Inspection and Standards in order to initiate the building permit review process. Please be advised that your plans should detail **exactly** what you intend to do.

A Building Board approval of your plans **does not** address such critical issues as zoning regulations, fire safety codes, ADA (federal requirements), DEM Wetlands and/or CRMC. As a result, Building Board approval does not automatically indicate that you will receive a permit following a Building Board grant.

APPLICATION FOR A VARIATION OR MODIFICATION FROM CERTAIN SECTIONS OF THE RHODE ISLAND STATE BUILDING CODE

PLEASE PRINT DOUBLE SIDED

Date: _____

To the Building Board of Review:

Petition for variation or modification of the application of certain provisions of the Rhode Island State Building Code:

Owner: _____ Tel. No. _____
E-mail _____
Address: _____ Zip Code _____

Applicant: _____ Tel. No. _____
E-mail _____
Address: _____ Zip Code _____

Lessee: _____ Tel. No. _____
E-mail _____
Address: _____ Zip Code _____

1. Location of subject property:_____

2. Assessor's Plat(s) _____ Lot(s) _____

3. Dimensions: Lot # _____ frontage _____ depth _____ area _____sq. ft.

   Lot # _____ frontage _____ depth _____ area _____sq. ft.

   Lot # _____ frontage _____ depth _____ area _____sq. ft.

4. Zoning District(s): _____, Overlay District: _____

5. Present Use of Premises (each lot): _____
_____

6. Legal Use of Premises as recorded in the Department of Inspection & Standards: _____
_____

7. Proposed Use of Premises _____

8. Type of Construction _____

9. Are the Premises located within the Historic District: Yes _____ No _____

   If yes, have the plans been approved by the Providence Historic District Commission?
   Yes _____ No _____

10. Are there outstanding violations concerning the:

- ❑ RI State Building Code
- ❑ Zoning Ordinance
- ❑ Housing Code

11. The undersigned hereby applies for a variation or modification of the application of the requirements of the following Section(s) or Table(s):

_____
_____
_____
_____
_____
_____

12. State briefly the proposed change of use or alterations and explain the variations or modifications sought. Be specific as to the uses within the building. (Use additional sheets if necessary.)

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Respectfully submitted,

Signature(s) of Property Owner(s):

_____

_____

Signature(s) of Applicant(s):

_____

_____

Address:

_____

_____

Address:

_____

_____

Please Note: Unless all requirements listed on the instruction sheet are complied with, this application will not be accepted.

FIRE PLAN REVIEW APPLICATION

OFFICE USE ONLY
Date of Submission_____
Plan Number FPB_____ FA_____
Check #_____Amount_____
Assigned FPB_____ FA_____

PROVIDENCE FIRE DEPARTMENT
325 WASHINGTON STREET
PROVIDENCE, RI 02903

FIRE PREVENTION BUREAU (401) 243-6050
FIRE ALARM DIVISION (401) 243-6008

Two (2) complete sets of plans (1 for Fire Prevention Bureau and 1 for Fire Alarm Division) must be submitted along with this form. However, only one (1) project manual and specification and/or (1) set of sprinkler hydraulic calculations and cut sheets need to be submitted. A plan number will only be given out when the plans, this completed form, and a check for the appropriate amount are submitted to the Department of Inspection and Standards with **"FIRE"** & building address in the memo line.

This form must be printed double-sided.

I. Name of Facility: _____ Facility Address: _____
Plat _____ Lot _____

Facility Owner _____
Mailing Address: _____
City _____ State _____ Zip Code_____ Telephone#_____
Fax# _____ E-mail _____

General Contractor: _____ RI License # _____
Contractor's Address: _____
City _____ State _____ Zip Code_____ Telephone#_____
Fax# _____ E-mail _____

Fire Alarm Contractor: _____ RI License # _____
Type of License _____
Contractor's Address: _____
City _____ State _____ Zip Code_____ Telephone#_____
Fax# _____ E-mail _____

Architect: _____ RI License # _____
Architect Address _____
City _____ State _____ Zip Code_____ Telephone#_____
Fax# _____ E-mail _____

Engineer _____ RI License # _____
Engineer Address _____
City _____ State _____ Zip Code_____ Telephone#_____
Fax# _____ E-mail _____

II. TYPE OF OCCUPANCY *(Mark all that apply for mixed use buildings)*

EDUCATION _____ LODGING/ROOMING _____ STORAGE _____
MERCANTILE _____ APARTMENT BLDG _____ INDUSTRIAL _____
BUSINESS _____ HOTEL/DORMITORY _____ DAY CARE _____
HEALTH CARE _____ BOARDING HOUSE _____ TENT _____
AMBULATORY HEALTHCARE _____ DETENTION/CORRECTIONS _____
RESIDENTIAL BOARD & CARE _____ SPECIAL STRUCTURE (SPECIFY) _____
PLACE OF ASSEMBLY _____A.>1000 _____B.301 - 1000 _____C.50 - 300

If assembly specify approximate occupant load_____ *For restaurants with occupant load <50 use Mercantile*

Is this a change in occupancy? _____YES _____NO

III. TYPE OF WORK PROPOSED – use X

NEW BUILDING _____ SQ. FT PER FLOOR _____ TOTAL SQ. FT._____
ADDITION _____ SQ. FT PER FLOOR _____ TOTAL SQ. FT. _____
RENOVATIONS _____ SQ. FT PER FLOOR _____ TOTAL SQ. FT. _____

Description of work to be performed _____
_____

IV. BUILDING CONSTRUCTION CLASSIFICATION (SEE DEFINITIONS IN NFPA 220)

NFPA 220 TYPE:
TYPE I (FIRE-RESISTIVE) I(443) _____ I(332) _____
TYPE II (NON-COMBUSTIBLE OR LIMITED COMBUSTIBLE) II (222)_____ II (111)_____ II (000)_____
TYPE III (ORDINARY CONSTRUCTION) III (211) _____ III (200) ____
TYPE IV (HEAVY TIMBER) IV (2HH) _____
TYPE V (WOOD –FRAME) V (111) _____ V (000) _____

If unknown, write in IBC (state building code classification) _____ No. of Stories _____

V. FIRE PROTECTION INFORMATION (CURRENTLY IN PLACE)

Sprinkler System: FULL ____ PARTIAL ____ WET _____ DRY ____ OTHER ____ NONE ____
Standpipe System: FULL ____ PARTIAL ____
Fire Alarm System: LOCAL ____ MUNICIPALLY CONNECTED ____ BOX# ____
HIGH RISE ____ BOX# ____

FIRE PROTECTION INFORMATION (PROPOSED)

Sprinkler System: FULL ____ PARTIAL ____ WET _____ DRY ____ OTHER ____ NONE ____
Standpipe System: FULL ____ PARTIAL ____
Fire Alarm System: LOCAL ____ MUNICIPALLY CONNECTED ____ BOX# ____
HIGH RISE ____ BOX# ____

VI. OTHER INFORMATION

Total estimated cost of construction including structural, architectural, and MEP/FP's: _____
Type of heating and/or air conditioning: ELECTRIC_____ GAS_____ OIL _____

I hereby certify that I have the authority to make the foregoing application, that the application is correct and that the owner of this building and the undersigned agree to comply to the applicable codes and ordinance of this jurisdiction.

Tel# _____ Fax# _____ Print Name _____

Signature _____

Rev 07/09

OWNER AFFIDAVIT FOR OWNER TO PERFORM WORK

THE UNDERSIGNED, BEING DULY SWON, UPON OATH, DEPOSE AND STATE AS FOLLOWS:

I, _____ am the owner of the property located

at _____, Providence, Rhode Island.

On _____, I applied for and received a:

BUILDING PERMIT #

_____

ELECTRICAL PERMIT #

_____

PLUMBING PERMIT #

_____

MECHANICAL PERMIT #

_____

From the City of Providence Building Official.

- I will perform all work related to the above mentioned permit (s).
- I will ensure that all the work performed will be compliant with all related codes and that I will make all changes needed to correct any code violations.

In the event that I decide to hire a contractor to perform work relative to the above mentioned permit (s), I will hire a licensed and / or registered contractor and provide their license and / or registration number to the Building Official's Office for their records.

OWNER SIGNATURE: _____

DATE: _____

OWNER AUTHORIZATION FOR CONTRACTOR TO PERFORM WORK

THE UNDERSIGNED, BEING DULY SWON, UPON OATH, DEPOSE AND STATE AS FOLLOWS:

I, _____, the owner of the property located

at _____, Providence, Rhode Island

hereby authorize _____,

holder of Rhode Island Contractor Registration #_____

with an expiration date of _____, to act as my agent for permitting

and construction to be performed at the above referenced property.

In the event that I dismiss the contractor of record, I will notify the Providence Building Official with a new owner authorization letter.

OWNER'S SIGNATURE: _____

TEL #: _____

DATE: _____

DESIGN & CONSTRUCTION PROCEDURES CONTRACTORS / OWNER RESPONSIBLITIES

RIGL 26-2713-123.0

Date: _____

Property Location: _____ A.P: _____ Lot(s): _____

Project Description _____

1. I will assure that all work will be performed in accordance with the construction documents approved and on file with the Building Official.

2. I will assure that all work will be performed in a safe and satisfactory manner and in accordance with all applicable local, state and federal statutes and regulations.

3. I will secure the necessary professional to perform the field and/or agency tests, which have been specified by the project architect and/or engineer.

4. Upon completion of construction, I will certify to the best of my knowledge and belief that such work has been done in accordance with 1., 2., and 3. above, with all pertinent deviations.

I, as the owner of the above described project, will be responsible for providing the above listed services.

Also, I, as the contractor and designated agent for the owner, will be responsible for providing the above listed services for the project.

Owner	**Contractor**
_____	_____
Signature	Signature
_____	_____
Name (please print)	Name (please print)
_____	_____
Company Name (please print)	Company Name (please print)
_____	_____
_____	_____
Address (please print)	Address (please print)

MOVING OR DEMOLITION PERMIT APPLICATION

Municipality _____ Application Date _____ Permit No. _____

Numerical Code _____ Fee Received $ _____ By _____

MOVING ONLY

To the Building Official:

The undersigned hereby applies for a permit to move a building and hereby agrees to make said building conform to the requirements of law for a new building in the new location, and further agrees to conform to all the requirements and restrictions impose by law relative to the moving of buildings, and to post a certificate of liability insurance and a 100% performance bond, when required.

To be moved from _____

and placed on _____ and to be moved

over the following route _____

_____ and,

to be moved by _____ date of proposed moving _____

Dimensions of structure: Length _____ Width _____ Height _____ Stories_____

Plat/**Map #**_____ Lot/**Block #**_____ File/**Parcel #**_____ Area_____

Said structure to be used for _____

Estimated Cost $_____

Insurance _____ _____

Bond Posted *Date* *Signature of owner or authorized agent*

_____ _____

Address *Tel. No.*

DEMOLITION ONLY

To the Building Official:

The undersigned hereby applies for a permit to demolish a building and agrees to observe and conform to all the conditions, limitations and requirements of the State Building Code and to post a 100% performance bond and a certificate of insurance, when required.

Location _____ Type of Construction _____

Former Building use _____ Stories _____

Plat/**Map #**_____ Lot/**Block #**_____ File/**Parcel #**_____ Area_____

Building Wrecker _____ Estimated Cost _____

Insurance _____ _____

Bond Posted *Date* *Signature of owner or authorized agent*

_____ _____

Address *Tel. No.*

Written notification by registered mall must be made 10 days prior to demolition to all utilities and 48 hours notification to DIG SAFE in accordance with the State Law Title 39 Chapter 39. Call 1-800-225-4977

I hereby (approve) or (disapprove) this application as set forth:

_____

Building Official

Reason for disapproval: _____

_____

APPLICATION FOR SIGN PERMIT

To the Director, Department of Inspection and Standards:

The undersigned hereby applies for a permit to erect a structure for out-door Advertising, agreeing to observe and conform to all conditions, limitations, and requirements of the Ordinance of the City of Providence and the Rhode Island State Building Code.

DATE _____

Street Location _____

Property Owner _____

Plat _____ Lot _____ Zoning _____

Tenant _____

Sign attached to _____

Number of signs _____ Type _____

Business advertised _____ File Record _____

Dimensions: Length _____ Width _____ Height/Grade _____

Proj. over street line, Feet _____ Inches _____ Sidewalk Width_____

Material used in Construction _____

Illuminated _____ Internally _____ Externally _____

Historic Dist. _____ Downcity Dist. _____ Capitol Dist. _____

Does sign obstruct any street lamp or Traffic Signal _____

Flashing Sign _____ Animated Sign _____

Location: Front _____ Side _____ Other _____

Elect. Connections by _____

Who will hang sign _____

Identification _____

Estimated Cost _____ Bond _____

I hereby certify that I have authority to make the foregoing applications, the application is correct, and that the owner of this building and the undersigned agree to conform to all applicable codes and or ordinances of this jurisdiction.

Approved _____
Chief Electrical Inspector
Applicant _____
Address _____
Telephone _____
E-Mail _____

Approved _____
Dept. of Inspection & Standards
Owner _____
Address _____
Telephone _____
E-Mail _____

PROJECT CERTIFICATION

PLEASE PRINT DOUBLE-SIDED

OFFICE USE ONLY _____
Date Applied _____
Permit No._____

Property Owner of Record _____ Date_____

Project Title _____ Plat _____ Lot _____

Street Address _____ Providence, Rhode Island

Name of building _____

Scope of Project _____

In accordance with section 128.0 of the Rhode Island Building Code I,

_____ Rhode Island Registration Number _____
being a registered professional Architect/Engineer hereby certify that I have prepared or directly supervised the preparation of drawings, computations, and specifications concerning

- ❑ ENTIRE PROJECT
- ❑ ARCHITECTURAL
- ❑ STRUCTURAL
- ❑ FIRE PROTECTION
- ❑ MECHANICAL
- ❑ ELECTRICAL
- ❑ CIVIL/SITE
- ❑ OTHER (specify) _____

for the above project and that to the best of my knowledge such drawings, computations and specifications meet all applicable provisions of the Rhode Island State Building Codes, all acceptable engineering practices and all applicable laws for the proposed project.

I further certify that I shall perform the necessary professional services and be present on the construction site on a regular and periodic basis to determine that the work is proceeding in accordance with the documents approved for the building permit and shall be responsible for the following as specified in Section 128.2.8:

23-27.3-128.2.2 Responsibilities: A professional engineer or registered architect on behalf of the owner shall be responsible for the following:

1. Review of the shop drawings, samples, and other submittals of the contractor as required by the construction contract documents submitted for permit and approval for conformance to the design concept.

2. All change orders to the contract documents shall be submitted to the building official after approval by the profession of engineer or registered architect.

3. Review and approval of the testing procedures listed in Section 23-27.3-128.4 and Appendix A. The engineer or architect shall notify the owner, building official and contractor of the results of all tests and the required corrective measures in which need to be taken.

PROJECT CERTIFICATION (cont.)

4. Insure special engineering or architectural inspection of critical construction components requiring controlled materials or construction specified in the accepted engineering practice standards as listed in Appendix A.

5. The professional engineer or registered architect or his representative shall provide the necessary professional services and be present on the construction site on a regular and periodic basis to determine that, generally, the work is proceeding in accordance with the documents approved for the permit.

Pursuant to Section 128.2.3, I shall submit periodically a progress report together with pertinent comments to the building official. Upon Completion of the work, I shall submit a final report as to the satisfactory completion and readiness of the project for occupancy.

Firm Name: _____

Address: _____

_____

Phone: _____

E-mail: _____

_____

Signature of Architect/Engineer

SEAL

I hereby acknowledge the above and agree to notify the Building Official of any changes to the above agreement.

_____

Signature of Owner

200 FT. RADIUS PLAN

121 SOUTH DAY ST.

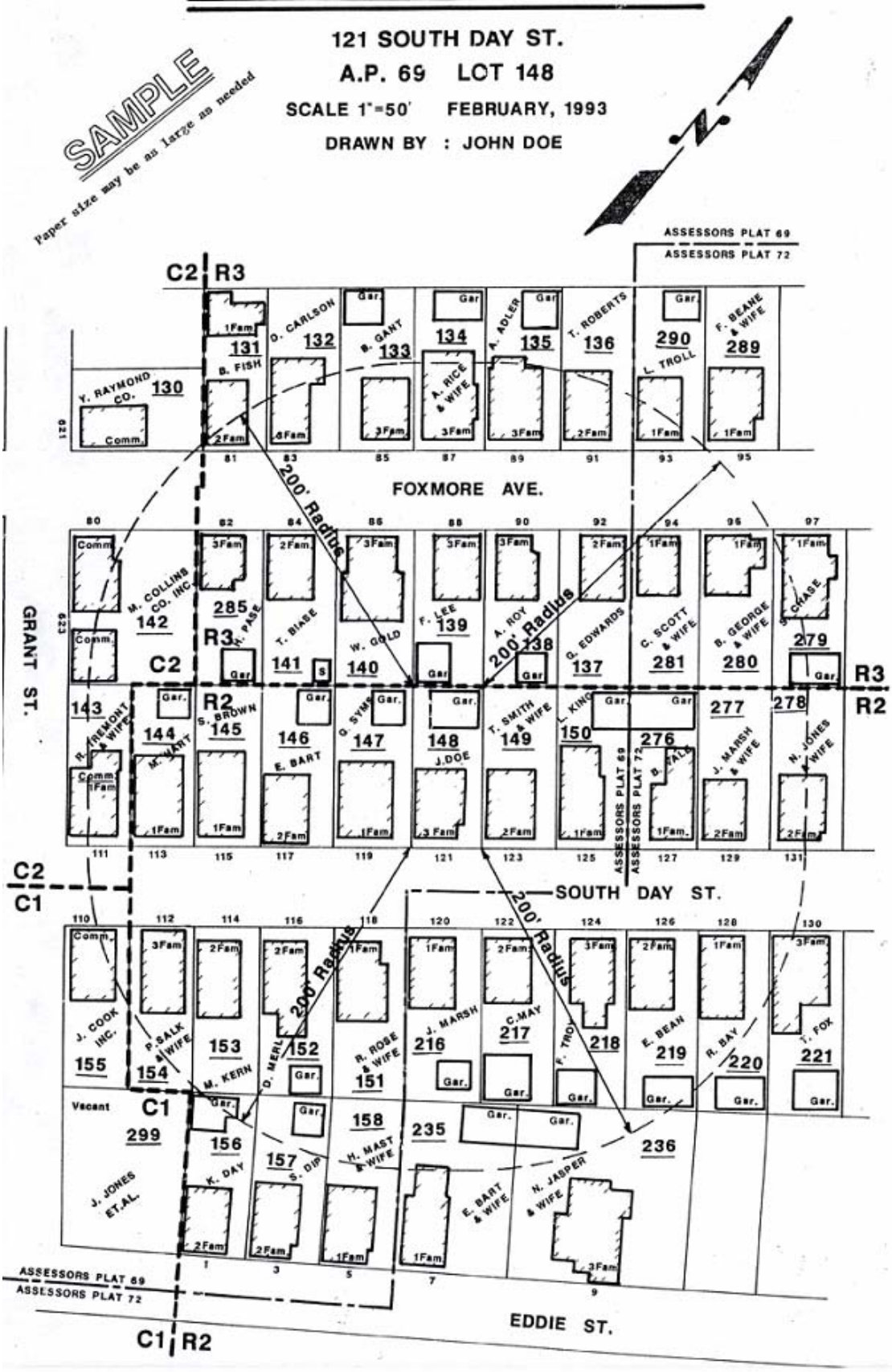
A.P. 69 LOT 148

SCALE 1"=50' FEBRUARY, 1993

DRAWN BY : JOHN DOE

SAMPLE

Paper size may be as large as needed



PLEASE PRINT OR TYPE

BUILDING PERMIT APPLICATION

PLEASE PRINT - APPLICANT TO COMPLETE ALL ITEMS

MUNICIPALITY _____ NUMERICAL CODE _____ PERMIT NO. _____

APPLICATION DATE _____ CENSUS TRACT _____ FEE RECEIVED: $ _____ BY _____

1. STREET LOCATION _____ 2. ZONING DISTRICT _____
3. PLAT/MAP _____ 4. LOT/BLOCK _____ 5. FILE/PARCEL _____ 6. AREA _____ 7. REHAB CODE [illegible] YES NO
8. USE OF STRUCTURE: PREVIOUS _____ PROPOSED _____
9. OWNER _____ ADDRESS _____ TEL. NO. _____
10. CONTRACTOR (0 OR 1*) _____ TEL. NO. _____
11. CONTRACTOR ADDRESS _____ REG. _____ 13. EXPIR. DATE _____
14. ARCH. OR ENG. _____ ADDRESS _____ TEL. NO. _____
15. RHODE ISLAND REG. NO. _____ 16. [illegible] Yes No 17. Certificate of Occupancy Required Yes No
18. DESCRIPTION OF WORK TO BE [illegible]

19. USE OF EACH FLOOR
1st
2nd
3rd
Other

CONDITION:

TYPE AND COST OF BUILDING - PLEASE CHECK APPROPRIATE ITEMS AND ENTER REQUESTED DATA

A. TYPE OF IMPROVEMENT
1. _____ NEW STRUCTURE
2. _____ ADDITION TO EXIST
3. _____ MODIFICATION TO EX
4. _____ FOUNDATION ONLY

B. OWNERSHIP
PUBLIC
1. _____ STATE
2. _____ CITY OR TOWN
3. _____ OTHER SPECIFY _____
PRIVATE
4. _____ TAXABLE
5. _____ TAX EXEMPT

C. PRINCIPAL TYPE OF CONSTRUCTION (CONSTRUCTION CLASS (Check one)
1A _____ 4. 2B _____ 7. 4 _____
1B _____ 5. 3A _____ 8. 5A _____
3. 2A _____ 6. 3B _____ 9. 5B _____

D. PROPOSED USE RESIDENTIAL
1. _____ R-1 HOTELS
2. _____ R-2 APARTMENTS
3. _____ R-3 Attached One and Two Family
4. _____ R-4 ASSISTED LIVING 9 -16
5. _____ GARAGE
6. _____ CARPORT
7. _____ MANUFACTURED HOME
8. _____ SWIMMING POOL
9. _____ One and Two Family Detached
10. _____ FIREPLACE
11. _____ OTHER
SPECIFY _____

E. PROPOSED USE NON-RESIDENTIAL
1. _____ A-1 THEATRES
2. _____ A-2 RESTAURANT NIGHT CLUB
3. _____ A-3 ASSEMBLY
4. _____ A-4 ARENAS
5. _____ B BUSINESS
6. _____ F-1 FACTORY (MOD HAZARD)
7. _____ F-2 FACTORY (LOW HAZARD)
8. _____ H-1 HIGH HAZARD DETONATION
9. _____ H-2 HIGH HAZARD DEFLAGRATION
10. _____ H-3 HIGH HAZARD PHYSICAL HAZARD
11. _____ H-4 HIGH HAZARD CORROSIVE TOXIC
12. _____ H-5 HIGH HAZARD, HPM
13. _____ I-1 INSTITUTIONAL SUPERVISED
14. _____ I-2 INSTITUTIONAL INCAPACITATED
15. _____ I-3 INSTITUTIONAL RESTRAINED
16. _____ I-4 INSTITUTIONAL DAYCARE
17. _____ M MERCANTILE
18. _____ S-1 STORAGE MOD HAZARD
19. _____ S-2 STORAGE LOW HAZARD
20. _____ U UTILITY MISCELLANEOUS
21. OTHER _____
SPECIFY _____
22. MIXED USE _____

F. RESIDENTIAL
(COMPLETE FOR NEW BUILDINGS AND REconstruction)

SINGLE FAMILY
1. _____ TOTAL SINGLE FAMILY UNITS
2. _____ TOTAL NO. OF BEDROOMS
TOTAL NO. OF BATHROOMS 3. ___ Full 4. ___ Half

MULTI-FAMILY
5. _____ TOTAL NO. OF KITCHENS
TOTAL NO. OF BATHROOMS 6. ___ Full 7. ___ Half

TOTAL NO. OF APARTMENTS BY NO. OF BEDROOMS
8. Effic. ____ 9. 1 _____ 10. 2 _____
11. 3 _____ 12. 4 _____ 13. 5 _____
14. _____ MORE, Please Specify _____
15. _____ TOTAL NUMBER OF BUILDINGS IN PROJECT.

G. FOUNDATION SETS BACK FROM PROPERTY LINES
1. FRONT _____ ft. _____ in.
2. REAR _____ ft. _____ in.
3. LEFT SIDE _____ ft. _____ in.
4. RIGHT SIDE _____ ft. _____ in.

H. DIMENSIONS
1. No. of Stories _____ 2. Basement Yes __ No __
3. Height of Construction Ft. _____ MAX. WIDTH ____ MAX. DEPTH ____
4. Total Floor Area Sq. Ft. w/o Basement _____

I. ESTIMATED COST MATERIAL AND LABOR
1. GENERAL $ _____ .00
TO BE INSTALLED BUT NOT INCLUDED IN THE ABOVE COST
2. ELECTRICAL $ _____ .00
3. PLUMBING OR PIPING $ _____ .00
4. HEATING, AIR COND. $ _____ .00
5. FIRE SUPPRESSION $ _____ .00
6. OTHER, ELEVATOR, ETC. $ _____ .00
TOTAL COST $ _____ .00

J. FLOOD HAZARD AREA - 1. YES 2. NO
1. Elev. (MSL) of lowest floor incl. basement _____
2. Elev. (MSL) of 100 year flood _____

K. TYPES OF SEWAGE DISPOSAL
1. _____ PUBLIC 2. _____ PRIVATE SYSTEM*
3. ISDS NO. _____ DATE _____

O. FEES
1. MUNICIPAL BUILDING PERMIT FEE = $ _____ .00
2. STATE FEE:
_____ + _____ x .001 $ _____ .00
(I) ITEM #1 + ITEM #5 x .001
TOTAL PERMIT FEE $ _____ .00

(1 & 2 FAMILY DWELLING LIMITED TO STATE FEE OF $50.00)

L. NUMBER OF OFF-STREET PARKING SPACES
1. ENCLOSED _____
2. OUTDOORS _____

M. TYPE OF WATER SUPPLY
1. _____ PUBLIC
2. _____ PRIVATE
3. _____ INDIVIDUAL WELL

N. EQUIPMENT*
1. INCINERATOR ____
2. ELEVATOR ____ (Enter Number)

I hereby certify that I have the authority to make the foregoing application, that the application is correct, and that the owner of this building and the undersigned agree to conform to all applicable codes and ordinances of this jurisdiction.

* IN-STATE CONTRACTOR = 0
OUT-OF-STATE CONTRACTOR = 1

TEL. NO. _____ APPLICANT'S SIGNATURE _____

* STATE APPROVAL REQUIRED. SEE BACK OF FORM FOR INFORMATION.

FOR _____

OFFICE FILE (LOCATION)

60809 08

APPLICANT'S WORKING COPY

MECHANICAL PERMIT APPLICATION

CA BC-4

MUNICIPALITY _____ NUMERICAL CODE _____ PERMIT NO. _____

APPLICATION DATE _____ CENSUS TRACT _____ FEE RECEIVED: $ _____ BY _____

1. STREET LOCATION _____

2. PLAT/MAP _____ 3. LOT/BLOCK _____ 4. FILE/PARCEL _____ 5. MATER[illegible] STRUCTURE [illegible]

6. USE OF STRUCTURE: PREVIOUS _____ PRO[illegible]

7. OWNER _____ ADDRESS _____ TEL. NO. _____

8. CONTRACTOR _____ ADDRESS _____ [illegible]

9. ARCH. OR ENG. _____ ADDRESS _____ TEL [illegible]

10. STAMPED PRINTS YES [illegible] N[illegible] 11. ARCH. OR ENG. REG. NO. _____ [illegible] NO. _____

13. RA[illegible] BOI[illegible] OR FURNA[illegible] _____ [illegible] Drawings submitted Yes ____ No ____

14. Ch[illegible] Construct ____ Install ____ Replace ____ Re[illegible] Cost of Labor and Material: $ _____

16. Floor location of equipment ____ Cellar [illegible] Other _____

17. CAPACITY of STORAGE TANK _____ EXISTING _____ NEW _____

18. DESCRIPTION OF WORK [illegible] ED _____

19. Estimated Cost of Labor and Materials: $ _____

MUNICIPAL MECHANICAL PERMIT FEE:

CE & ADA FEE : _____ x .001 = $ _____

ESTIMATED COST x .001 = $ _____

(1 & 2 FAMILY DWELLINGS LIMITED TO CE & ADA FEE OF $50.00) TOTAL PERMIT FEE = $ _____

I hereby certify that I have the authority to make the foregoing application, that the application is correct, and that the owner of this building and the undersigned agree to conform to all application codes and ordinances of the municipality.

Tel. No. _____ _____

SIGNATURE OF APPLICANT

Installation for: Incinerators w/ or w/o Air Pollution Control, Settling Chambers, Scrubber Afterburner	Boiler Installations, 200,000 BTU or more, or for Dwellings of 6 Units or More.	Elevators, Dumbwaiters, Moving Stairs, and certain other Conveying Devices.
This Application to Install or Renovate the above must also be reviewed by: **R.I. DEPT. OF HEALTH** DIVISION OF AIR POLLUTION CONTROL Davis Street Providence, R.I. 02903	This Application to Install or Renovate the above must also be reviewed by: **R.I. DEPT. OF LABOR** DIVISION OF OCCUPATIONAL SAFETY, BOILER UNIT 220 Elmwood Avenue Providence, R.I. 02907	This Application to Install or Renovate the above must also be reviewed by: **R.I. DEPT. OF LABOR** DIVISION OF OCCUPATIONAL SAFETY, ELEVATOR UNIT 220 Elmwood Avenue Providence, R.I. 02907

DO NOT WRITE BELOW THIS LINE MECHANICAL PERMIT

PERMIT GRANTED:

DATE _____

BY _____
MECHANICAL INSPECTOR

OFFICE FILE LOCATION 29193 08

APPLICANT'S WORKING COPY

ELECTRICAL PERMIT APPLICATION

CA BC-5

MUNICIPALITY _____ NUMERICAL CODE _____ PERMIT NO. _____

APPLICATION DATE _____ CENSUS TRACT _____ FEE RECEIVED: $ _____ BY _____

1. STREET LOCATION _____ POLE NO. or UNDERGROUND NO. _____

2. PLAT/MAP _____ 3. LOT/BLOCK _____ 4. FILE/PARCEL _____ 5. FLOOR LOCATION _____

6. USE OF STRUCTURE: PREVIOUS _____ PROPO

7. _____ Temporary _____ New Installation _____ Chan Service S Date

8. OWNER _____ ADDRESS _____ TEL. NO. _____

9. ELECTRICAL CONTRACTOR _____ ADD NO. _____

10. ARCH. OR ENG. _____ ADDR

11. STAMPED PRINTS _____ NO 12. RHODE ISLAND REG. NO. _____ ELE NO

14. DES OF TO BE PERFORMED _____

15. Service entrance voltage _____ Amperage _____ Phase _____ No. of Meters _____

16. Wire size (cu. or al.) _____ Pe

17. Estimated load: Electrical Heat _____ k.w. Lights k Rang Dryer _____ Motors, H.P., Phase _____

18. ESTIMATED COST OF COMPLETED INSTALLATION: $ _____

MUNICIPAL ELECTRICAL PERMIT FEE: = $ _____

CE & ADA FEE: _____ x .001 = $ _____

COST OF INSTALLATION x .001

(1 & 2 FAMILY DWELLINGS LIMITED TO CE & ADA FEE OF $50.00)

TOTAL PERMIT FEE = $ _____

I hereby certify that I have the authority to make the foregoing application, that the application is correct and that the owner of this building and the undersigned agree to conform to all applicable codes and ordinance of the state and this jurisdiction.

ELECTRICAL CONTRACTOR'S SIGNATURE _____

DO NOT WRITE BELOW THIS LINE

ELECTRICAL WIRING PERMIT

Inspections	Date
Temporary Service	
Roughing In	
Service & Meter	
Off Peak Meter	
Final Approval	
Disapproved*	

PERMIT GRANTED

DATE _____

BY _____
ELECTRICAL INSPECTOR

*For the following reasons _____

CERTIFICATE OF INSPECTION

DATE _____

To the Electric Utility Company: The installation described above has been completed and has been inspected and approval is granted for connection to your service.

_____
ELECTRICAL INSPECTOR

OFFICE FILE

32209 08

APPLICANT'S WORKING COPY

PLUMBING PERMIT APPLICATION

CA 8C 6

MUNICIPALITY _____ NUMERICAL CODE _____ PERMIT NO. _____

APPLICATION DATE _____ CENSUS TRACT _____ FEE RECEIVED: $ _____ BY _____

1. STREET LOCATION _____ New or Old Bldg. 2. No. of Stories _____

3. PLAT/MAP _____ 4. LOT/BLOCK _____ 5. FILE/PARCEL _____ 6. PRIVATE SEWAGE: ISDS NO. _____

7. USE OF STRUCTURE: PREVIOUS _____ PROPOSED _____

8. OWNER _____ ADDRESS _____ TEL. NO. _____

9. MASTER PLUMBER _____ ADDRESS _____ TEL. NO. _____

10. ARCH. OR ENG. _____ ADDRESS _____ TEL. NO. _____

11. STAMPED PRINTED (Circle one) YES NO 12. RHODE ISLAND REG. NO. _____ 13. MASTER PLUMBER LIC. NO. _____

14. DESCRIPTION OF WORK TO BE PERFORMED _____

15. ESTIMATED COST _____

MINIMUM PLUMBING PERMIT FEE: _____ = $ _____

CERTIFICATE OF OCCUPANCY _____ x .001 _____ = $ _____

ESTIMATED COST _____ x .001 _____ = $ _____

(1 FAMILY DWELLING LIMITED TO FILE & ADA FEE OF $50.00) TOTAL PERMIT FEE = $ _____

I hereby certify that I have the authority to make the foregoing application, that the application is correct and that the owner of this building and the undersigned will comply to all applicable codes and ordinances of the State and this jurisdiction.

MASTER PLUMBER'S SIGNATURE _____

	WATER CLOSET	SINKS	LAV. SINKS	BATH TUB	SHOWER STALL	HOT WATER HEATER	TEMP. PRESS. RELIEF BREAKER	WASH TUB	FLOOR SINK		FLOOR DRAIN	WASHER	DRYER FOR	AUTO. WASHER	STACKS	HOSE BIBBS	ANTI-SIPHON DEVICES	INDIRECT WASTES	BACKFLOW PREVENTERS	PRESSURE BOILER	YARD OR AREA DRAINS	CONNECT TO SEWER	OTHER
BASEMENT																							
1ST STORY																							
2ND STORY																							
3RD STORY																							
4TH STORY																							
5TH STORY																							
6TH STORY																							
7TH STORY																							
8TH STORY																							
9TH STORY																							
10TH STORY																							
TOTALS																							
TRAP TYPE																							
PIPE MAT'L																							
VENTED TO ROOF																							

DO NOT WRITE BELOW THIS LINE **PLUMBING PERMIT**

Inspections:

Rough _____

_____

FINAL _____

Disapproved* _____

*For the following reasons: _____

PERMIT GRANTED:

DATE _____

BY _____
PLUMBING INSPECTOR

CERTIFICATE OF INSPECTION

To the Gas Company: The installation described above has been completed and has been inspected and approval is granted for connection to your service.

DATE _____ _____
PLUMBING INSPECTOR

01316 /01

OFFICE COPY

APPLICANT'S WORKING COPY