

The City of Providence - Department of Inspections and Standards
190 Dyer Street, Providence, RI 02903 – Phone: (401) 421-7740 ext 353

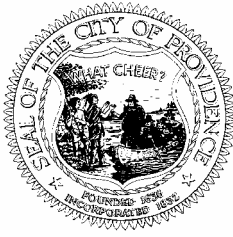
Minimum Requirements to Apply for a 1 or 2 Family Dwelling Building Permit:

- ✓ **Complete Information on Permit application including:**
 - Owner's: Name, Address & Telephone Number
 - Contractors: Name, Address, Telephone Number & and Legible copy of RI Registration Number and Expiration Date
 - Architect or Engineer: Name, Address, telephone Number (if Applicable)
- ✓ **Two Sets of Complete Construction drawings including:**
 - Elevations, Cross- Sections, floor plans, door & window schedule
 - Structural drawings, and stamped Engineered Drawings for Trusses, LVL's and TJI's (if applicable) and a
 - Site plan that includes ALL overhangs, Decks and Stair locations, building location and parking layout
- ✓ **Modular Homes Need State Building Commission approval**
 - Please call (401) 222-3032 or speak to contractor if possible about necessary steps for approval
- ✓ **New Construction Requires a Site Plan Showing Location of Dwellings, prepared by Rhode Island Professional Land Surveyor**
- ✓ **Department of Planning and Development on Approval of Lot line Alteration - (401) 351-4300 ext. 512 – Website:**
www.providenceRI.com/Government/planning/cpc/

All permits must be filled out and submitted at the Department of Planning and Development: 400 Westminster Street, Providence, RI, 02903

Note: a full set of regulations is available online:
www.providenceRI.com/Government/planning/cpc/development-regulations.pdf

- ✓ **Department of Public Works approval for new Construction**



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In order to get approved by the Department of Public works those interested must submit a site plan to the Department of Public Works that includes all those things listed below:

Site plan

- Plat and lot number
- Street name and number
- Lot distance
- Location of proposed structure on lot
- Location of existing curb openings (with their dimensions)
- Location and dimensions of any proposed curb openings
- Location of sewer lines with dimensions from available connections to curb or stub and the direction of flow
- Location and size of proposed connection from structure to available connection to stub (6 inches minimum)
- Owners name, address, phone number,
- Architect's/engineer's/contractor's name(s), address(es) and telephone numbers
- Stamp must be signed and dated

Once this site plan is submitted it will be reviewed by the Department of Public Works and if there are no problems with the proposed building, they will issue a *Letter of Approval* that should then be submitted to the Department of Inspections

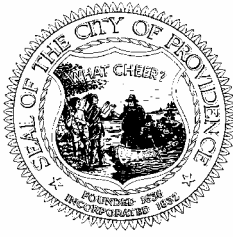
Note: This does not give a permit for either connecting to sewer or opening up a curb for a driveway

- ✓ **Providence Water Supply Board approval for new or increased service - (401) 521-6300**

For new or improved water service go to:
www.provwater.com, then click Online Customer Counter, then follow the directions

- ✓ **Dig-Safe – Utility Notification and Marking System (State Law requires Dig Safe Approval for any digging)**

In order to get Dig Safe Approval one must call (888) 344-7233 prepared to give the following information: (No pre-markings required)



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- City and state of project
- Street address of project
- Intersecting street of project
- Reason for which you are digging (in other words, why are you digging?)
- How deep will you be digging?
- Dimensions/Area of property
- Name of the company that is excavating (digging) for you

If no further problems with project, Dig Safe will then issue a legal start date and time in which to begin the project (usually 2 business days after the call)

- ✓ **A copy of Chain of Title Cards from the Tax Assessor's Office and a current copy of the deed for new Construction on a vacant lot**
 - (401) 421-7740 ext. 229

- ✓ **Narragansett Bay Commission Approval**

In order to get approved for sewer services the builder must submit site plans to permitting department through email: nbcpr@narrobay.com or in hard copy. For information and addresses call (401) 461 - 8848

- ✓ **Additional Information is required for a Certificate of Occupancy approval:**
 - Department of Public Works final Approval
 - Fire Marshall for smoke detectors approval
 - All signatures required on back of certificate of Occupancy must be obtained