

**City of Providence  
Building Board of Review  
444 Westminister Street, 2<sup>nd</sup> floor  
Providence, Rhode Island 02903  
401-680-5376**

**Instructions for filing an application for a variation or modification from  
certain sections of the Rhode Island State Building Code**

**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 an application that are available at the above address. The **TYPEWRITTEN** application 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 11) 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 12) 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.)

II. (continued)

(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 draftsman.

(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 – D.I.S.**

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.