

Providence Fire Department

Customer Guide to Plan Review

This brief guide is designed to assist our customers in the Plan Review process as it relates to the fire code.

Plan review fees are set by the Rhode Island Fire Code Title 23-28-2-26.

The Providence Fire Department Plan Review Division is located at 444 Westminster Street, Providence, 2nd floor.

PLAN SUBMITTAL

All plans are submitted online at providenceri.viewpointcloud.com. Paper plans are not accepted.

The following are required for plan submittal:

1. Complete the application you need.
2. Upload plans required for your applications (eg. Mechanical, electrical, plumbing, fire protection, architectural drawings. If commercial cooking is involved plans shall include the cook-line and shall indicate full compliance with NFPA 96 (hood, duct, make-up air, exhaust, and fire suppression).
3. Additionally, include applicable documents depending on the work: manufacturer's cut-sheets on all equipment and appurtenances, hydraulic calculations, hydrant water flow tests conducted within one (1) year (NFPA 13: 22.2.1.1), battery calculations, narrative, one-line diagram, project specifications manuals on major gut-renovation or new construction projects. Identify the fire alarm contractor.
4. Payment can be made online using a credit card or bank transfer. Alternatively, you may bring a check to 444 Westminster St., 2nd Floor.
5. Everything is done online. Please use your plan number from Viewpoint or the project address to keep track of your projects progress and to communicate with your inspector(s).