



Department of Inspection and Standards

Jorge O. Elorza, Mayor
Joseph M. Atchue, Director/Building Official
Kevin Mahoney Deputy Director

CHECK LIST FOR COMMERCIAL AND MIXED USE PROJECTS

The following are required before we accept an application:

Req. Prov.

1. Applicant contact information including phone number, e-mail, and address.
2. Complete Building Permit Application.
3. Two (2) sets of signed and sealed complete construction drawings to include plans, elevations, cross sections, structural drawings and site plan. For additions and new construction, the site plan must show setbacks and be prepared by a Rhode Island Professional Land Surveyor.
4. Complete narrative defining the full scope of work to performed.
5. Historical District Commission (HDC) or DOWNCITY REVIEW COMMITTEE (DRC) approval for exterior work in designated areas. (Contact 401-680-8400)
6. City Plan Commission (CPC) development plan review. (Contact 401-680-8400)
7. Zoning Board of Review (ZBR) Relief from the Zoning Ordinance. Provide resolution and approved plans. (Contact 401-680-5375)

The following are required before we complete a review of your plans and before they are approved. Failure to submit will result in delayed approval.

1. Providence Water Supply Board approval for a new or increased service. (401-521-6300)
2. Department of Public Works approval for addition and new construction. (401-467-2086)
3. Narragansett Bay Commission approval of all changes in use, and/or increase in plumbing fixtures. (401-461-8848)
4. Approval of the Fire Prevention (Fire Marshal) division of the Providence Fire Marshal's Office 444 Westminster Street. (401-680-5512)
5. City Plan Commission approval of lot line alteration or sub-divisions. (401-680-8400)
6. DPW approval of Construction Site Storm Water Run-off Management.
7. Owner Authorization/Affidavit.
8. Owner Contractor Responsibilities Form.
9. Project Certification (RI 128 Form).
10. Special Inspection submittal.
11. CRMC Approval for construction in the flood plain.

Checklist Reviewed by: _____ Date: _____

Verified and Approved by: _____ Date: _____

*****YOUR PROJECT MAY REQUIRE APPROVALS BY OTHER AGENCIES THAT ARE NOT REQUIRED BY THIS DEPARTMENT*****

THESE MAY INCLUDE (BUT ARE NOT LIMITED TO):

- Dig-Safe at 1-888-344-7233 for an authorization number clearing you to dig on the property.
- State of RI Department of Transportation at (401) 222-2378 for approval of alterations in State Right of Way or change in traffic intensity.
- State of RI Health Department at (401) 222-5960 for approval of construction for restaurants, bars, cafes and similar facilities.