



Department of Inspection and Standards

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

CHECK LIST FOR RESIDENTIAL 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. Modular Homes require State Building Commission Approval. (Contact 401-222-3032)
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 for smoke/carbon detectors, 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. Owner Authorization/Affidavit.
7. Owner Contractor Responsibilities Form.
8. Project Certification (RI 128 Form).

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.