



Department of Inspection and Standards

Brett P. Smiley, Mayor
James C. Moore III, Director
Kevin Mahoney Deputy Director

CHECK LIST FOR RESIDENTIAL PROJECTS (One and Two family)

The following are required before we accept an application:

1. Applicant contact information including phone number, e-mail, and address.
2. [Complete Building Permit Application](#).
3. Full set of construction drawings to include plans, elevations, cross sections, structural drawings site plan and [elevation certificate](#) if constructed within a flood zone. ☐ For additions and new construction, the site plan must show setbacks and be prepared by a ☐ [HYPERLINK "https://bdp.ri.gov/land-surveyors/check-registration-enforcement-actions" Rhode Island Professional Land Surveyor](#) ☐.
4. An Erosion and Sediment Control plan prepared by a registered professional engineer, or certified landscape architect. All per City Ordinance – Chapter 5 – [Article VII](#).
5. Complete narrative defining the full scope of work to be performed.
6. [Historic District Commission](#) (PHDC) or [Downtown District Development Plan Review](#) (DDRC) approval for exterior work in designated areas. (Contact 401-680-8400)
7. Modular Homes require [State Building Commission](#) Approval. (Contact 401-921-1590)
8. [Zoning Board of Review](#) (ZBR) Relief from the Zoning Ordinance (if applicable). 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. (401-680-7500).
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 \(RI 128 Form\)](#) - with all signatures.
9. RI 2024 Energy Code Compliance Documentation.

The following final documents are required for new construction prior to issuance of a certificate of occupancy: 1. Department of Public Works approval. 2. Fire Department smoke/carbon certificate.

3. Air leakage testing results.

4. As-built site plan.

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.
*RIDOT at (401) 222-2378 for approval of alterations in State Right of Way.