



# Department of Inspection and Standards

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

## CHECK LIST FOR COMMERCIAL AND MIXED-USE PROJECTS The following are required before DIS accepts an application:

Req.

- 1. Applicant contact information including phone number, e-mail, and address.
- 2. [Complete Building Permit Application](#).
- 3. 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. 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 detailing the full scope of work to be performed.
- 6. If the subject property is within a Downtown base zone or a Historic District overlay zone and the scope includes exterior work, approvals from the [Downtown Design Review Committee](#) (DDRC) or the [Historic District Commission](#) (PHDC) are required submissions. (Contact 401-680-8400) To determine a zoning district designation use the [Where’s My Parcel and What’s My Zone](#) web application.
- 7. If the proposed project scope triggers Land Development Project Review or Development Plan Review pursuant to [Zoning Ordinance](#) Sections 1904 or 1905, approvals from the [City Plan Commission](#) (CPC) or DPD Administrative Officer(s) are required submissions. (Contact 401-680-8400).
- 8. If the proposed project scope requires a variance or special use permit pursuant to the Zoning Ordinance, resolution and approved plans issued by the [Zoning Board of Review](#) (ZBR) are required submissions.

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. (401-680-7506)
- 3. [Narragansett Bay Commission](#) approval of all changes in use, and/or increase in plumbing fixtures. (401-461-8828)
- 4. [Approval of the Fire Prevention](#) (Fire Marshal). Providence Fire Marshal’s 325 Washington Street. (401-243-6050)
- 5. [City Plan Commission](#) approval of lot line alteration or sub-divisions. (401-680-8400)
- 6. [Department of Public Works](#) approval of Construction Site Storm Water Run-off Management.
- 7. [Owner Authorization/Affidavit](#).
- 8. [Project Certification](#) (RI 128 Form).
- 9. RI 2024 Energy Code Compliance Documentation.
- 10. Statement of Special Inspections.
- 11. [CRMC](#) & [RI DEM](#) Approval for construction in the flood plain/wet land. \*\*\*Properties in the floodplain may require special documents or a review meeting\*\*\*

\*\*\*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.