



*Town of Richmond, Rhode Island*

Town Hall, 5 Richmond Townhouse Road, Wyoming, RI 02898

**TEMPORARY RESIDENCE PERMIT  
CHECKLIST AND FACT SHEET**

Applicant's name .....

<b>BUILDING PERMIT</b> Confirmation by the Building Official that a permit has been issued for repair of existing residence or construction of new residence	
<b>ZONING</b> If the temporary residence will be a recreational vehicle, confirmation by the Zoning Enforcement Officer that the property is not located in the Flood Hazard Overlay District	
<b>TAXES</b> Confirmation by the Tax Collector that property taxes are current	
<b>PERMIT FEE</b> (\$25.00)	

**Who must obtain this permit?**

If your permanent home is uninhabitable because of fire, flood, or other casualty, or if you are building a new house, you and your immediate family may live in a mobile or manufactured home or a recreational vehicle on the property where the construction is taking place, as long as you obtain a permit from the Town Council and as long as the mobile or manufactured home or recreational vehicle complies with the requirements in Chapter 15.02 of the Code of Ordinances.

You are allowed to keep the mobile or manufactured home or recreational vehicle on the property for no longer that one year from the date the permit is issued.

If your temporary residence will be a mobile or manufactured home, you will also need to get a building permit for installation of the home on the property.

The mobile or manufactured home or recreational vehicle must have a toilet, a tub or shower, and toilet, and facilities for sleeping and cooking, and it must be connected to utilities.

Sewage must be disposed of in compliance with DEM regulations. You may need to have a DEM-approved onsite wastewater treatment system installed or an existing system upgraded. If you plan to connect to an existing onsite wastewater treatment system, you will need to get a Certificate of Conformance from DEM. Before you apply for a Temporary Residence Permit, you should speak to the Building Official to be sure you understand the local and state permits you will need in order to live in the temporary residence.



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**TEMPORARY RESIDENCE PERMIT APPLICATION**

*Do not use an Application for a Municipal License (Page One) with this form.*

Date of application	
Property owner's name	
Property where temporary residence will be located	Plat and Lot
Street address	
Property owner's current address	
Telephone number(s)	
Temporary residence will be a <input type="checkbox"/> Mobile or manufactured home <input type="checkbox"/> Recreational vehicle	
<input type="checkbox"/> Repair of existing home – Building permit # _____	
<input type="checkbox"/> Construction of new home – Building permit # _____	
The undersigned, being duly sworn, upon oath does depose and say: 1. I am the owner of the property for which this application is made. 2. The information in this application is true and correct.	
SIGNATURE _____	
PRINT NAME _____	
Sworn and subscribed to before me at _____, County of _____, State of Rhode Island, this ____ day of _____, 20 ____.	
_____ Notary Public Print name: My commission expires    /    /	

OFFICE USE ONLY

Date of Town Council approval	Date permit issued
Fee paid:	Date permit expires
License issued by:	

Clerk has forwarded a copy of the permit to the Building, Planning and Zoning Department.