

TOWN OF RICHMOND, RHODE ISLAND
Office of Building, Zoning and Planning

Richmond Town Hall, 5 Richmond Townhouse Road, Wyoming, RI 02898 • (401) 539-9000 Ext. 3

REQUIREMENTS FOR A BUILDING PERMIT

An applicant for a building permit must submit the following:

1. A building permit application form completed and signed by the applicant. If the applicant is someone other than the owner of the property, the applicant must submit an affidavit by the owner stating that the permit application is authorized.
2. At least four sets of building plans drawn to scale and approved by the appropriate fire official under the fire safety code.
3. Two copies of a site plan, drawn to scale, showing the size and location of all buildings and proposed buildings on the lot, the accurate boundaries of the lot, established street grades, and distances between buildings and lot lines. If the building official or the zoning enforcement officer believe the site plan is not accurate, a site plan prepared by an engineer or surveyor can be required.
4. R.I. Department of Environmental Management approval for construction or alteration of the OWTS (on-site wastewater treatment system).
5. Any engineering details, such as stress computations, that the building official believes are necessary.
6. The contractor's registration card or an affidavit stating the registration number and attesting that the registration is current. A property owner who is not a registered contractor must provide an affidavit stating that he will do the work himself.
7. The building permit fee required by Chapter 3.06 of the Richmond Code of Ordinances.
8. The impact fee required by Chapter 18.33 of the Richmond Zoning Ordinance will be due at the time of the issuance of a Certificate of Use and Occupancy.
9. A street excavation permit from the Director of Public Works if the driveway will be on a town street or if excavation of any part of a town street will be necessary. A physical alteration permit from the R.I. Department of Transportation if the driveway will be on a state road or if excavation of any part of a state road will be necessary.

7/12/04
11.17.09
3/21/13
10/28/13