



Town of Richmond, Rhode Island

Building / Planning / Zoning Department
5 Richmond Townhouse Road, Wyoming, RI 02898
www.richmondri.com

BUILDING PERMITS – CHECKLIST‡

Commercial and Multi-Unit Residential Construction**

Completed/Signed Application Form(s)	_____
Building Plans (2 sets)	_____
Site Plan/Plot Plan	_____
Contractor Registration/License Information	_____
Homeowner's Affidavit	_____
State or Federal Agency Approvals/Permits	_____
Completed/Signed Application for Water Service^	_____

The Town of Richmond uses the E-Permitting system, accessible at <https://richmondri.viewpointcloud.com/>. Alternatively, hard-copy submissions are accepted.

Building permit forms can be found at <http://www.richmondri.com/125/Building-Planning-Zoning>.

‡ As applicable.

** This Checklist also applies to projects under the purview of the State Fire Marshal's office.

^ Service connection and capacity confirmation from the Richmond water system contractor must be received before the submission is considered complete.

The Building Official will informally review submitted building plans concurrently with either State or Local Fire review.

Upon receipt of the above listed items, and plans stamped/signed by Fire as approved, the permit application will be considered complete and will formally be assigned to the Building Official for review and ultimate permit issuance.