

**CITY OF CRANSTON**  
**RESIDENTIAL PERMIT PROCEDURE**  
**"ADDITIONS, DECKS, SUNROOMS, GARAGES AND ACCESSORY STRUCTURES"**

**PLANS MUST BE APPROVED BY THE FIRE DEPARTMENT BEFORE SUBMITTING TO OUR OFFICE FOR REVIEW. WE ARE ALLOWED 15 BUSINESS DAYS TO PROCESS YOUR PERMIT. "NO EXCEPTIONS!"**

**THE FOLLOWING ITEMS ARE REQUIRED FOR THE PROCESSING OF YOUR PERMIT:**

01. ROUTE SLIP WITH ITEMS 1-4 COMPLETED AND SIGNED OFF BY RESPECTIVE DEPARTMENTS.
02. 5 SITE PLANS. PREPARED BY A RHODE ISLAND REGISTERED LAND SURVEYOR (IF REQUIRED) AS PER SPECIFICATIONS ON THE BACK OF THIS PAGE. 1 SITE PLAN **MUST** BE ATTACHED TO THE ROUTE SLIP.
03. 3 SETS OF CONSTRUCTION PLANS NO LARGER THAN 24" X 36", SHOWING ALL ELEVATIONS, ALL FLOOR PLANS AND ALL FRAMING DETAILS. THIS INCLUDES GARAGES, DECKS, PORCHES AND ANY ACCESSORY STRUCTURES. PLANS MUST BE TO AN APPROPRIATE SCALE.
04. A COMPLETED BUILDING PERMIT APPLICATION SIGNED BY THE BUILDER. DO NOT FILL IN ANY VALUES UNTIL THE BUILDING INSPECTOR CONFIRMS THEM.
05. COMPLETED RESIDENTIAL ENERGY CERTIFICATE. (IF APPLICABLE)
06. 3 SETS OF "STAMPED" ROOF TRUSS ENGINEERING AND FLOOR TRUSS ENGINEERING (IF APPLICABLE).
07. 3 SETS OF "STAMPED" STEEL BEAM AND / OR WOOD BEAM ENGINEERING (IF APPLICABLE).
08. 1 COPY OF A VALID RI DEM APPROVED ISDS APPLICATION OR SIGNED ISDS AFFIDAVIT (IF APPLICABLE).
09. 1 COPY OF ALL STATE AGENCY APPROVALS (DEM, CRMC, DOT, ETC) AS REQUIRED.
10. 1 COPY OF THE PROVIDENCE WATER SUPPLY APPROVAL (IF PROPERTY ABUTS THEIR WATERLINE).
11. CERTIFICATION OF GROUND WATER ELEVATION AND BASEMENT FLOOR ELEVATION OR A WRITTEN PLAN FOR GROUND WATER MITIGATION (REQUIRED FOR ALL LOTS).
12. VERIFICATION OF A CURRENT CONTRACTOR REGISTRATION CARD OR PHOTOCOPY OF THE CARD.
13. 1 COPY OF THE INSPECTION REQUIREMENT FORM. THE BUILDER MUST SIGN THIS FORM.
14. SIGNED AFFIDAVIT IF OWNER IS GOING TO PERFORM ALL THE WORK  
**OR** A NOTARIZED AFFIDAVIT ALLOWING THE BUILDER TO ACT ON THE OWNERS BEHALF.
15. \$3,000.00 PUBLIC IMPROVEMENT BOND AND COMPLETED AFFIDAVIT IF ANY WORK IS PERFORMED IN THE PUBLIC RIGHT OF WAY OR IF ANY DRIVEWAY ROAD OPENING IS ALTERED OR ADDED.(15.04. 160).
16. COPY OF CRANSTON PERMIT RECEIPT (COMPLETED AS REQUIRED).
17. COPY OF ANY ZONING VARIANCE APPROVAL (IF REQUIRED).
18. PROPERTY OWNER VERIFICATION (IF THE NAME ON THE BUILDING PERMIT APPLICATION IS NOT THE SAME AS DETERMINED BY THE BUILDING OFFICIAL ON THE ROUTE SLIP).

**NOTE: WHEN FILLING IN FORMS, PLEASE PRINT NEATLY AND FIRMLY OR TYPE. DO NOT USE RED INK!**

**PROPERTY ADDRESS:** \_\_\_\_\_

**SUBMITTED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**REC'D BY (BUILDING DEPT):** \_\_\_\_\_ **DATE:** \_\_\_\_\_

# RESIDENTIAL SITE PLAN REQUIREMENTS

## 1.SHEET SIZE

A MAXIMUM OF 24" X 36" WITH A SCALE OF 1" = 30' (MAX)

## 2.REQUIRED INFORMATION

### TITLE BLOCK

1. ASSESSOR'S PLAT AND LOT NUMBER
2. OWNER'S NAME AND ADDRESS
3. CONTACT PHONE NUMBER
4. DATE OF PLAN
5. PERSON PREPARING PLAN
6. DRAWING SCALE
7. RI REGISTERED SURVEYOR'S WET STAMP

### PLAN DETAILS

1. PROPERTY LINES WITH DIMENSIONS
2. CORNER ANGLES
3. AREA OF PARCEL
4. ANY AND ALL EASEMENTS AND ABUTTING EASEMENTS
5. NORTH ARROW
6. ADJACENT STREET NAMES
7. SIDEWALKS, CURBING AND CURB OPENING (EXISTING AND PROPOSED)
8. EXISTING STRUCTURES AND ACCESSORY STRUCTURES INCLUDING POOLS, SHEDS, GARAGES, ETC
9. ALL PROPOSED STRUCTURES
10. PROPERTY LINE SETBACK DIMENSIONS TO ALL EXISTING AND PROPOSED STRUCTURES
11. LOT COVERAGE PERCENTAGE – EXISTING AND PROPOSED (ALL STRUCTURES INCLUDED)
12. PAVED AREAS
13. ISDS LOCATIONS
14. WELL LOCATIONS
15. SIDEWALKS AND WALKWAYS
16. LANDSCAPED AREAS
17. SITE DRAINAGE (IF REQUIRED)
18. DRIVEWAYS- LOCATION AND DIMENSIONS  
INCLUDING CURB OPENING SIZE (MAXIMUM IS 20' PER CURB OPENING).
19. RETAINING WALL LOCATIONS WITH HEIGHT DIMENSIONS.

**NOTE: UNLESS WAIVED BY THE BUILDING OFFICIAL, THE SITE PLAN MUST BE DRAWN BY A REGISTERED LAND SURVEYOR AS PER RHODE ISLAND STATE BUILDING CODE: 23-27.3-113.6.**

# NOTICE

## TO ALL CONTRACTORS, BUILDERS AND PROPERTY OWNERS

All 1 and 2 family residential plans must now have a title sheet attached on the front of your submitted plans.

On this title sheet you must indicate the following:

1. Referenced codes used including adoption date.  
(SBC-2-2013, International Residential Code with RI Amendments Adopted 07/01/13)
2. Wind design (100 MPH) (3 second gust)
3. Snow load design (30 PSF)
4. Frost depth design (3'4")
5. Climate zone (5A)
6. Method of energy compliance. Prescriptive or Performance?
7. Construction type (5B)
8. Occupancy type (R3)
9. Building height (35' maximum)
10. Floor load designs (40 psf living space, 30 psf sleeping rooms, 40 psf decks, 40 psf exterior balconies, 20 psf uninhabitable attics)
11. Job description
12. Address of job
13. Designer's name
14. Designer's phone number



# LONG FORM PERMIT #B BUILDING PERMIT

CITY OF CRANSTON

APPLICATION DATE: \_\_\_\_\_ PLAT: \_\_\_\_\_ BLOCK: \_\_\_\_\_ PARCEL # \_\_\_\_\_ AREA: \_\_\_\_\_

**JOBSITE ADDRESS:** \_\_\_\_\_ ISSUED BY: \_\_\_\_\_

NUMERICAL CODE: 07 CODE EDITION: SBC - \_\_\_\_\_ ZONING DISTRICT: \_\_\_\_\_ CENSUS TRACT: \_\_\_\_\_

OWNER: \_\_\_\_\_ PHONE # \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
(IF DIFFERENT FROM JOBSITE ADDRESS)

CONTRACTOR: \_\_\_\_\_ PHONE # \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CONT. REG. # \_\_\_\_\_ EXP. DATE: \_\_\_\_\_

ARCH. or ENG.: \_\_\_\_\_ PHONE # \_\_\_\_\_

ADDRESS: \_\_\_\_\_ LIC # \_\_\_\_\_

**DESCRIPTION OF WORK TO BE PERFORMED:**

\_\_\_\_\_

\_\_\_\_\_

**\*\*\*SEE BACK OF THIS APPLICATION FOR ADDITIONAL REQUIRED INFORMATION\*\*\***

**PROPOSED USE:**  SINGLE FAMILY  TWO FAMILY  R-2 THREE FAMILY  R-2 APARTMENTS  R-3 ATTACHED 1 & 2 FAMILY (TOWNHOUSES)

B-BUSINESS  M-MERCANTILE  MIXED USE  A-1 THEATRES  A-2 RESTAURANT / NIGHT CLUB  A-3 ASSEMBLY  A-4 ARENAS

E-EDUCATIONAL  R-4 ASSISTED LIVING 9-16  R-1 HOTELS  S-1 STORAGE (MODERATE HAZARD)  S-2 STORAGE (LOW HAZARD)

F-1 FACTORY (MODERATE HAZARD)  F-2 FACTORY (LOW HAZARD)  H-1 HIGH HAZARD  H-2 HIGH HAZARD  H-3 HIGH HAZARD  H-4 HIGH HAZARD

H-5 HIGH HAZARD  I-1 INSTITUTIONAL  I-2 INSTITUTIONAL  I-3 INSTITUTIONAL  I-4 INSTITUTIONAL (DAYCARE)  U-UTILITY / MISCELLANEOUS

**PROPOSED ACCESSORY USE:**  SWIMMING POOL  GARAGE  CARPORT  DECK  SHED  SUNROOM  FIREPLACE  RETAINING WALL

TENT  FENCE (OVER 6' HIGH)  OTHER: SPECIFY \_\_\_\_\_

**ESTIMATED COST MATERIAL AND LABOR**

GENERAL	\$ _____
ELECTRICAL	\$ _____
PLUMBING	\$ _____
HVAC / MECHANICAL	\$ _____
OTHER: ELEVATOR, ETC	\$ _____
<b>TOTAL COSTS</b>	<b>\$ _____</b>

**FEEES RECEIVED**

CRANSTON PERMIT FEE	\$ _____
RI ADA / CE FEE	\$ _____
RI RADON FEE	\$ _____
<b>TOTAL FEE DUE</b>	<b>\$ _____</b>

1 & 2 FAMILY DWELLINGS LIMITED TO CE/ADA FEE OF \$50.00 MAXIMUM.  
ALL OTHER ADA FEES ARE \$1.00 PER \$1,000.00 OF CONSTRUCTION COSTS.  
BASED ON GENERAL AND FIRE SUPPRESSION COSTS.

**Applicant Affidavit:**

I hereby certify that I have the authority to make the foregoing application, that the application is correct and that the owner of this building and the above signed agree to conform to all applicable codes of the Rhode Island State Building Code and ordinances of the City of Cranston. Provided that the person accepting this permit shall in every respect conform to the terms of this application and to the provisions of the statutes and ordinances relating to zoning, construction alteration and maintenance of buildings in the City of Cranston and shall begin work on said building within six months from the date hereof and prosecute the work thereon to a speedy completion. Any person who shall violate any of the statutes and ordinances relating to zoning, construction, alteration and maintenance of buildings in the City of Cranston shall be punished by penalties imposed by the Rhode Island State Building Code and the City of Cranston Municipal Code.

**X** \_\_\_\_\_ DATE \_\_\_\_\_

APPLICANT'S SIGNATURE

DATE GRANTED: \_\_\_\_\_ BUILDING OFFICIAL \_\_\_\_\_

INSPECTION TYPE: 05/13-GS DATE APPROVED: \_\_\_\_\_ INSPECTOR: \_\_\_\_\_

**POST THIS PERMIT SO THAT THE FRONT OF THIS PAGE IS VISIBLE FROM THE STREET**

ON REMOTE SITES, THIS PERMIT MAY BE KEPT WITHIN THE CONTRACTOR'S VEHICLE, READY FOR INSPECTION.

**PROVIDE THE INFORMATION BELOW (IF REQUIRED)**

Enter the information below only if known to be accurate. If unsure, leave blank until discussing it with the building inspector.

STAMPED PRINTS  N/A  YES  NO      CERTIFICATE OF OCCUPANCY  N/A  YES  NO      REHAB CODE  N/A  YES  NO

TYPE OF IMPROVEMENT:  MODIFICATION TO EXISTING  NEW STRUCTURE  ADDITION TO EXISTING  FOUNDATION ONLY

OWNERSHIP:  TAXABLE  TAX EXEMPT  MUNICIPAL

TYPE OF CONSTRUCTION:  N/A  5B  5A  4  3B  3A  2B  2A  1B  1A      SPRINKLERS  YES  NO  N/A

USE OF EACH FLOOR:  N/A      BASEMENT: \_\_\_\_\_ 1<sup>ST</sup> \_\_\_\_\_ 2<sup>ND</sup> \_\_\_\_\_  
 3<sup>RD</sup> \_\_\_\_\_ 4<sup>TH</sup> \_\_\_\_\_ 5<sup>TH</sup> \_\_\_\_\_ OTHER: \_\_\_\_\_

USE OF STRUCTURE:  N/A      PREVIOUS: \_\_\_\_\_      PROPOSED USE: \_\_\_\_\_

SETBACKS FROM PROPERTY LINES:  N/A      FRONT: \_\_\_\_\_ REAR: \_\_\_\_\_ LEFT SIDE: \_\_\_\_\_ RIGHT SIDE: \_\_\_\_\_

BUILDING DIMENSIONS:  N/A      HEIGHT: \_\_\_\_\_ WIDTH: \_\_\_\_\_ DEPTH: \_\_\_\_\_

# OF STORIES: \_\_\_\_\_      BASEMENT?  N/A  YES  NO      TOTAL FLOOR AREA (WITHOUT BASEMENT): \_\_\_\_\_

WATER SUPPLY:  N/A  PUBLIC  PRIVATE  INDIVIDUAL WELL

TYPE OF SEWAGE DISPOSAL:  N/A  PUBLIC  PRIVATE      OWTS # \_\_\_\_\_      DATE: \_\_\_\_\_      # OF DESIGN UNITS: \_\_\_\_\_

FLOOD HAZARD AREA:  N/A  YES  NO      FLOOD ZONE: \_\_\_\_\_      LOWEST FLOOR LEVEL: \_\_\_\_\_ (INCLUDES BASEMENTS)

**FOR INSPECTIONS DEPARTMENT USE ONLY**

REQ INSP	BUILDING 401-780-6056	BY	DATE	REQ INSP	PLUMBING 401-780-6056	BY	DATE	REQ INSP	ELECTRICAL 401-780-6056	BY	DATE
	EROSION CONTROLS				SEWER				UNDER GROUND		
	SETBACKS				PRE-SLAB				TEMP SERVICE		
	FOUNDATION FOOTINGS				ROUGH				PERM SERVICE		
	FOUNDATION FORMS				FINAL				ROUGH		
	PRIOR TO BACKFILL			REQ INSP	MECHANICAL 401-780-6056	BY	DATE		FINAL		
	PIERS				ROUGH			REQ INSP	FIRE ALARM 401-780-6014	BY	DATE
	PRE-SLAB				FINAL				ROUGH		
	DECK/PORCH FOOTINGS			REQ INSP	SIGNS 401-780-6056	BY	DATE		FINAL		
	GROUT / BOND BEAM				SETBACKS			REQ INSP	FIRE PREV. 401-461-4227	BY	DATE
	PARTIAL ROUGH				FOOTINGS				ROUGH		
	ROUGH				FASTENING				SUPPRESSION ACCEPTANCE		
	INSULATION				FINAL				FINAL		
	WALLBOARD			REQ INSP	CURB/SIDEWALK 401-780-6116	BY	DATE	REQ INSP	SMOKE/CO'S 401-461-4227	BY	DATE
	PRE-CEILING				FINAL				ROUGH		
	GRADE			REQ INSP	ZONING 401-780-6012	BY	DATE		FINAL		
	LANDSCAPE				FINAL			REQ INSP	OTHER(S)	BY	DATE
	PARKING			REQ INSP	PLANNING/DPRC 401-780-3136	BY	DATE				
	PARTIAL FINAL				FINAL						
	FINAL										

**CITY OF CRANSTON  
INSPECTION REQUIREMENTS**

THE FOLLOWING SHALL APPLY TO ALL CONSTRUCTION PROJECTS:

1. **APPROVED** SITE PLANS AND CONSTRUCTION PLANS **MUST** BE AVAILABLE AT THE BUILDING SITE AT **ALL** TIMES FOR THE INSPECTOR'S USE.
2. **ALL** PERMIT CARDS **MUST** BE POSTED ON THE BUILDING SITE AT ALL TIMES.
3. SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, MECHANICAL, PLUMBING AND SEWER INSTALLATIONS.
4. **ANY** CHANGES IN THE APPROVED PLANS **MUST** BE RE-SUBMITTED TO THE FIRE DEPARTMENT (WHEN REQUIRED) AND BUILDING INSPECTOR FOR FULL REVIEW AND APPROVAL PRIOR TO PERFORMING THE CHANGES.
5. INSPECTION REQUESTS **MUST** BE CALLED IN AT LEAST 24 HOURS IN ADVANCE. **NO EXCEPTIONS!** YOU **MUST** SPEAK TO THE RESPECTIVE INSPECTOR **ONLY**, TO SCHEDULE INSPECTIONS. PERMIT NUMBERS MUST BE PROVIDED TO THE INSPECTOR AT THIS TIME OR INSPECTIONS WILL NOT BE SCHEDULED!
6. WORKING WITHOUT A PERMIT: WHENEVER THE SCOPE OR TERMS OF ANY PERMIT IS EXCEEDED OR NEGLECTED, (INCLUDING MISSED REQUIRED INSPECTIONS) **A PENALTY FEE OF \$500.00 WILL BE ASSESSED PER CITY CODE! AND WILL REQUIRE DOCUMENTATION FROM A RI LICENSED DESIGN PROFESSIONAL!**
7. A \$50.00 RE-INSPECTION FEE **WILL** BE REQUIRED IF **ANY** INSPECTOR IS RECALLED TO **ANY** FAILED INSPECTION.
8. CERTIFICATES OF OCCUPANCY WILL BE ISSUED WITHIN **10** BUSINESS DAYS AFTER ALL FINAL INSPECTIONS HAVE BEEN APPROVED. **PLAN ACCORDINGLY! OCCUPANCY PRIOR TO RECEIVING A C.O. IS ILLEGAL!**
9. ALL PERMITS BECOME NULL AND VOID IF NO INSPECTION IS CALLED FOR WITHIN SIX MONTHS OF ISSUANCE OF THE PERMIT OR SIX MONTHS LAPSE BETWEEN INSPECTIONS.

**REQUIRED INSPECTIONS:**

1. **SITE AND FOUNDATION:** TO BE CALLED FOR PRIOR TO POURING **ANY** CONCRETE. THIS INSPECTION INCLUDES EROSION CONTROL, FOOTING FORMS, SETBACK AND SOIL COMPACTION CERTIFICATION. **SOIL EROSION CONTROLS MUST BE IN PLACE PRIOR TO ANY EXCAVATION WORK. FORMS/SETBACKS WILL NOT BE INSPECTED UNTIL SOIL CONTROLS ARE IN PLACE! FAILURE TO PROVIDE CONTROLS WILL RESULT IN A \$50.00 RE-INSPECTION FEE.**
2. **BACKFILL:** TO BE CALLED FOR AFTER DAMP PROOFING AND PERIMETER INSULATION IS INSTALLED, BUT PRIOR TO **ANY** BACKFILL BEING PLACED.
3. **DECK FOOTINGS, PIERS AND PRE-SLAB:** TO BE INSPECTED FOR SIZE, DEPTH AND SPACING PRIOR TO POURING.
4. **ROUGH PLUMBING, MECHANICAL, ELECTRICAL AND FIRE:** INSPECTIONS ARE TO BE COMPLETED **AND** APPROVED BY THE RESPECTIVE INSPECTOR PRIOR TO CALLING FOR A STRUCTURAL INSPECTION.
5. **STRUCTURAL / FRAMING INSPECTION:** TO BE CALLED FOR PRIOR TO ANY INSTALLATION OF INSULATION INSIDE THE STRUCTURE. THE STRUCTURAL / FRAMING INSPECTION **MUST** BE APPROVED PRIOR TO ANY INSULATION INSTALLATION.
6. **INSULATION AND DRAFT STOPPING:** TO BE CALLED FOR AND APPROVED BY THE STRUCTURAL INSPECTOR PRIOR TO CLOSING IN ANY WALLS, CEILINGS AND INACCESSIBLE AREAS.
7. **FINALS:** TO BE CALLED FOR AT THE COMPLETION OF THE BUILDING BUT **PRIOR TO FURNISHING OR STOCKING**. THIS INCLUDES PLUMBING, MECHANICAL ELECTRICAL, STRUCTURAL, FIRE DEPARTMENT, ZONING, SITE PLAN REVIEW, HIGHWAY DEPARTMENT AND ANY OTHER FINAL INSPECTIONS AS REQUIRED BY THE CITY.
8. **OTHER PERMITS AND INSPECTIONS:** AS REQUIRED. MAY INCLUDE ALARMS, CURBING, SPRINKLERS OR ANY OTHER THAT MAY BE REQUIRED FOR A CERTIFICATE OF OCCUPANCY.

**AFFIDAVIT**

I, THE PROPERTY OWNER/CONTRACTOR HEREBY ACKNOWLEDGE RECEIVING THIS INSPECTION REQUIREMENT NOTICE AND FULLY UNDERSTAND ALL THE ABOVE REQUIREMENTS.

**DATE:**  
1/10-GS

**SIGNATURE:** \_\_\_\_\_

# CITY OF CRANSTON CERTIFICATE OF OCCUPANCY CHECK LIST

01. \_\_\_\_\_ FINAL SMOKE DETECTOR AND CARBON MONOXIDE DETECTOR INSPECTION COMPLETED AND APPROVED BY THE FIRE DEPARTMENT?
02. \_\_\_\_\_ FINAL ELECTRICAL INSPECTION COMPLETED AND APPROVED?
03. \_\_\_\_\_ FINAL MECHANICAL INSPECTION COMPLETED AND APPROVED?
04. \_\_\_\_\_ FINAL PLUMBING INSPECTION COMPLETED AND APPROVED?
05. \_\_\_\_\_ FINAL STRUCTURAL INSPECTION COMPLETED AND APPROVED?
06. \_\_\_\_\_ CERTIFICATE OF CONFORMANCE FOR SEPTIC SYSTEM ON FILE? (IF REQUIRED)
07. \_\_\_\_\_ SEWER CONNECTION COMPLETED AND APPROVED? (IF REQUIRED)
08. \_\_\_\_\_ WATER METER INSTALLATION COMPLETED AND APPROVED?
09. \_\_\_\_\_ WESTERN CRANSTON WATER DISTRICT FEE PAID IN FULL? (IF REQUIRED)
10. \_\_\_\_\_ CURB INSPECTION COMPLETED AND APPROVED BY HIGHWAY DEPARTMENT? (LETTER ON FILE)
11. \_\_\_\_\_ LOT PROPERLY GRADED TO PREVENT RUNOFF ONTO ABUTTING PROPERTIES?
12. \_\_\_\_\_ TEMP. C.O. AFFIDAVIT COMPLETED AND NEW BOND ON FILE WITH BUILDING INSPECTOR?
13. \_\_\_\_\_ ALL DISTURBED AREAS ON LOT ARE LANDSCAPED?
14. \_\_\_\_\_ DRIVEWAYS AND WALKWAYS INSTALLED?
15. \_\_\_\_\_ FINAL INSPECTION BY THE ZONING DEPARTMENT COMPLETED AND APPROVED?

**NOTES:**

1. DO NOT FURNISH THIS BUILDING UNTIL A CERTIFICATE OF OCCUPANCY IS ISSUED OR UNTIL YOU RECEIVE APPROVAL FROM THE BUILDING OFFICIAL.
2. ALL TRADES PEOPLE MUST CALL IN THEIR OWN FINAL INSPECTIONS.
3. MANDATORY \$50.00 RE-INSPECTION FEE FOR ANY FAILED INSPECTION.
4. RI LAW # 23-27.3-120.6 ALLOWS THE BUILDING INSPECTOR 10 BUSINESS DAYS AFTER ALL FINAL APPROVALS TO ISSUE A CERTIFICATE OF OCCUPANCY. PLAN AHEAD!!! NO EXCEPTIONS!!!
5. MINIMUM OF 24 HOURS NOTICE FOR ALL INSPECTIONS.

RESIDENTIAL BUILDING INSPECTOR: 780-6011  
ELECTRICAL INSPECTOR: 780-6055  
PLUMBING INSPECTOR: 780-6053  
MECHANICAL INSPECTOR: 780-6054  
HIGHWAY DEPARTMENT: 942-9200

ZONING: SAME AS BUILDING INSPECTOR  
SMOKE DETECTORS: 461-4227  
CO DETECTORS: 461-4227  
PLANNING DEPARTMENT: 780-3136

# OWNER AUTHORIZATION

(FOR AGENT TO MAKE APPLICATION FOR PERMIT)

The undersigned, being duly sworn, upon oath, depose and state as follows:

I \_\_\_\_\_, owner of the property

located at \_\_\_\_\_ PLAT \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT(S) \_\_\_\_\_

hereby authorize \_\_\_\_\_

Agent Title (circle one): Owner / Owner's agent / Lessee / Lessee's agent / Architect / Licensed Engineer / Other: \_\_\_\_\_

LICENSE / REGISTRATION # \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

to act as my agent to make application for the permitting and construction to be performed at the above referenced property.

SIGNED \_\_\_\_\_ DATE: \_\_\_\_\_

(OWNER)

SUBSCRIBED AND SWORN BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_,

\_\_\_\_\_  
(NOTARY PUBLIC)

MY COMMISSION EXPIRES ON: \_\_\_\_\_

**§ 23-27.3-113.3 By whom application is made.** – Application for a permit shall be made by the owner or lessee of the building or structure, or agent of either or by the licensed engineer or architect employed in connection with the proposed work. If the application is made by a person other than the owner in fee, it shall be accompanied by a duly verified affidavit by the owner or the qualified person making the application that the proposed work is authorized for the purposes of making the application. The full names and addresses of the owner, lessee, applicant, and of the responsible officers, if the owner or lessee is a corporate body, shall be stated in the application.

**§ 23-27.3-113.3.1 Applications for work requiring licensed workers.**

(a) Prior to the approval of a permit for which a state law requires licensed persons to be responsible for the plumbing, mechanical, electrical, and fire alarm work, the licensed person(s) shall show the building official a recognized form of identification from the state licensing boards and sign the permit. The local official may verify the work is being done properly in the following manner:

(1) The local official may at any time request the workers on the project to show proof of his or her license to perform the work, or

(2) If the worker is not a licensed person, then the local official may take whatever remedial actions allowed by the code pertaining to the improper work found in violation. The workers found to be doing work without a valid Rhode Island license shall be reported to the appropriate licensing board for sanctions and penalties.

(b) The owner/occupant of a single family dwelling shall be exempt from the requirements of subsection (a), but must obtain a permit, be inspected by the local official in accordance with the provisions of the code, and obtain approval of the work prior to use of the completed alteration. Additionally, in order to be exempt from the licensing requirements of subsection (a), the owner/occupant must undertake the work required to be licensed without the assistance of others.

**§ 23-27.3-113.3.2 Applications for work requiring registered workers.**

(a) Prior to the approval of a permit issued to any contractor for work which state law requires that said contractor be registered, the registered contractor shall show the building official a recognized form of identification from the contractors' registration board and sign the permit. The local official may verify the work is being done properly in the following manner:

If the worker is not a registered person, then the local official may take whatever remedial actions allowed by the code pertaining to the improper work found in violation. The workers found to be doing work without a valid Rhode Island registration shall be reported to the appropriate registration board for sanctions and penalties.

(b) The owner/occupant of single family dwelling shall be exempt from the registration requirements of subsection (a), but must obtain a permit, be inspected by the local official in accordance with the provisions of the code; and obtain approval of the work prior to use of the completed alteration. Additionally, in order to be exempt from the registration requirements of subsection (a), the owner/occupant must undertake the work required to be licensed without the assistance of others who are compensated.

# OWNER AFFIDAVIT

(FOR OWNER TO PERFORM WORK)

The undersigned, being duly sworn, upon oath, depose and state as follows:

I \_\_\_\_\_ am the owner and occupant of the single family dwelling located at: \_\_\_\_\_ Cranston, RI.

On \_\_\_\_\_, I applied for and received a:

Building permit # \_\_\_\_\_ Electrical permit # \_\_\_\_\_

Mechanical permit # \_\_\_\_\_ Plumbing permit # \_\_\_\_\_

from the City of Cranston Building Official.

I as owner/occupant will undertake all work required to be licensed without the assistance of others or all work required to be registered without the assistance of others who are compensated.

I will ensure that all the work performed will be compliant to all related codes and that I will make all changes needed to correct any code violations.

I will ensure that the work is inspected by the proper code officials and will obtain all approvals prior to its use.

In the event that I decide to hire a contractor to perform work relative to the above mentioned permit(s), I will hire a licensed and / or registered contractor who will provide their license and / or registration number in person to the Building Official's office and sign the permit.

SIGNED: \_\_\_\_\_ (OWNER)

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# CITY OF CRANSTON

## PUBLIC IMPROVEMENT BOND RECEIPT AND AFFIDAVIT

### SURETY FOR PUBLIC IMPROVEMENTS IN THE AMOUNT OF \$3,000.00

PROPERTY LOCATION: \_\_\_\_\_

ASSESSORS PLAT # \_\_\_\_\_ LOT # \_\_\_\_\_

OWNERS NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

TELEPHONE # \_\_\_\_\_

IT IS MY UNDERSTANDING THAT THE CRANSTON BUILDING INSPECTOR WILL NOT ISSUE A CERTIFICATE OF OCCUPANCY UNTIL ALL THE REQUIRED IMPROVEMENTS AS MANDATED BY THE CRANSTON CITY CODE, SECTIONS 12.04.040, 12.04.050 and 15.04.160 ARE COMPLETED AND APPROVED BY THE BUILDING INSPECTOR. (SEE BACK OF THIS PAGE TO REFERENCE THE ABOVE MENTIONED CITY CODE SECTIONS.)

THESE ITEMS INCLUDE BUT ARE NOT LIMITED TO PRECAST CONCRETE CURBING INSTALLATION, ROADWAY PAVING PERTINENT TO THE CURBING INSTALLATION AND UTILITY INSTALLATION, LANDSCAPING OF ALL DISTURBED AREAS (LOAM AND SEED) AND SIDEWALK INSTALLATION.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

REC'D BY: \_\_\_\_\_ DATE: \_\_\_\_\_

#### **12.04.040 Official street map—Certain street improvements required prior to issuance of building permits.**

No permit for the erection of any building shall be issued unless the entire frontage of the building lot abuts a street which has been placed on the official map giving access to the proposed structure, and before a permit shall be issued, such street shall be certified to be suitably improved, or such suitable improvements shall have been assured by means of a performance guarantee, in accordance with rules and regulations duly adopted. Where the enforcement of this section would entail practical difficulty or unnecessary hardship, or where the circumstances of the case do not require the structure to be related to a street, the board may, in a specific case and after a public hearing for which reasonable notice has been given to all interested parties and at which parties in interest and others shall have an opportunity to be heard, in accordance with the rules of the board, make reasonable exceptions and issue a permit subject to conditions that will assure adequate access for firefighting equipment, ambulances and other emergency vehicles necessary for the protection of health and safety and that will protect any future street layout shown on the official map. (Prior code § 27-21)

#### **12.04.050 Issuance of a permit for occupancy.**

No permit for the occupancy of any building shall be issued unless the entire frontage of building lot shall be suitably improved in accordance with city road construction standards, including but not limited to sidewalks, curbing, pavement, and such other utilities as may be available. Where the enforcement of this section would entail practical difficulty or unnecessary hardship, the building inspector, with the approval of the director of public works, may in a specific case make reasonable exceptions. (Prior code § 27-21.1)

#### **15.04.160 Certificate of occupancy and surety for public improvements.**

At the time of issuance of a building permit, the building inspector shall require the owner of the property to post surety in the amount of three thousand dollars (\$3,000.00). Said surety shall be in the form of a bond, treasurer's or cashier's check and shall remain in full force and effect until such time as a certificate of occupancy is issued by the building inspector. Said surety shall be posted to assure that all improvements: i.e. curbing, sidewalks, driveway aprons, drains, sewers, erosion control measures, street cleaning and sweeping, debris removal, on site landscaping and drainage etc. are properly installed and have not been damaged during construction of said structure. Prior to the issuance of a certificate of occupancy, the building inspector shall inspect the property in question to determine if all construction meets with the building code of the city. At the discretion of the building inspector, he or she may request such other city departments to assist in the inspection to assure that all regulations and requirements of the city have been met.

Where the enforcement of this section would entail practical difficulty or unnecessary hardship, the building inspector, with the approval of the director of public works, may in a specific case make reasonable exceptions. (Prior code § 5-13)

# CITY OF CRANSTON

# PERMIT ROUTE SLIP

**NOTE: IT IS THE APPLICANT'S RESPONSIBILITY TO COMPLETE THE NECESSARY STOPS WITH THE APPROPRIATE DEPARTMENTS AT CITY HALL. *SITE PLAN MUST ACCOMPANY THIS ROUTE SLIP!***

ADDRESS: \_\_\_\_\_

PROJECT DESCRIPTION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE # \_\_\_\_\_

1.        *BUILDING INSPECTIONS AND ZONING* (1090 CRANSTON STREET ROOM 102) (401-780-6012)

A. OWNER OF RECORD \_\_\_\_\_

B. ASSESSOR'S PLAT AND SECTION # \_\_\_\_\_ ASSESSOR'S LOT #(S): \_\_\_\_\_

C. TAXES PAID UP TO DATE? \_\_\_\_\_ YES \_\_\_\_\_ NO VERIFIED BY: \_\_\_\_\_

D. ANY ZONING VARIANCES NEEDED? \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ TO BE DETERMINED

E. DEM ISDS APPROVAL REQUIRED? \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ TO BE DETERMINED

F. FLOOD ZONE: \_\_\_\_\_ FLOOD ELEVATION: \_\_\_\_\_ ELEVATION CERT. REQUIRED: \_\_\_\_\_ YES \_\_\_\_\_ NO

SIGNED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

2.        *PLANNING DEPARTMENT* (CITY HALL ROOM 309) (401-780-3136)

A. SUBDIVISION OR LAND DEVELOPMENT PLAN REQUIRED? \_\_\_\_\_ YES \_\_\_\_\_ NO

B. POSSIBLE WETLANDS APPROVAL REQUIRED? \_\_\_\_\_ YES \_\_\_\_\_ NO

C. CFIF IMPACT FEES PAID AT SUBDIVISION? \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ N/A

EASTERN IMPACT FEE DUE: \$ 593.46 X \_\_\_\_\_ UNITS = \$ \_\_\_\_\_ TOTAL AMOUNT DUE

WESTERN IMPACT FEE DUE: \$1,389.50 X \_\_\_\_\_ UNITS = \$ \_\_\_\_\_ TOTAL AMOUNT DUE

D. WCWD CONNECTION FEE PAID AT SUBDIVISION? \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ N/A

RESIDENTIAL FEE DUE: \$3,071.00 X \_\_\_\_\_ UNITS = \$ \_\_\_\_\_ TOTAL AMOUNT DUE

NON RESIDENTIAL FEE DUE: \$6,003.00 X \_\_\_\_\_ DEVELOPED ACRES = \$ \_\_\_\_\_ TOTAL DUE

E. POSSIBLE CRMC APPROVAL? \_\_\_\_\_ YES \_\_\_\_\_ NO

F. INSIDE A LOCAL HISTORIC DISTRICT OR RIHPC APPROVAL? \_\_\_\_\_ YES \_\_\_\_\_ NO

G. SITE PLAN REVIEW REQUIRED? \_\_\_\_\_ YES \_\_\_\_\_ NO

SIGNED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**NOTE: FIRE PREVENTION APPROVAL IS ONLY REQUIRED FOR LIVING SPACE PERMITS.**

3.        *FIRE PREVENTION* (301 PONTIAC AV) (401-780-4016) PLANS APPROVED? \_\_\_\_\_ YES \_\_\_\_\_ NO

SIGNED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

4.        *ZONING DEPARTMENT* PLANS APPROVED? \_\_\_\_\_ YES \_\_\_\_\_ NO

SIGNED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

5.        *BUILDING INSPECTIONS* PLANS APPROVED? \_\_\_\_\_ YES \_\_\_\_\_ NO

SIGNED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

# ISDS AFFIDAVIT

I / WE \_\_\_\_\_

ARE THE OWNERS OF THE PROPERTY LOCATED AT PLAT \_\_\_\_\_ LOT# \_\_\_\_\_

ADDRESS: \_\_\_\_\_

I / WE HAVE APPLIED FOR A BUILDING PERMIT WITH THE CRANSTON BUILDING INSPECTOR TO PERFORM WORK AT MY / OUR EXISTING SINGLE FAMILY HOME.

THE PROPOSED WORK WILL BE: \_\_\_\_\_

THE PROPOSED WORK WILL NOT CREATE ANY INCREASED SEWAGE FLOW AS DESCRIBED IN R.I.G.L. # 23-27.3-113.6.1.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SIGNATURE

## **§ 23-27.3-113.6. Approval of an individual sewage disposal system.**

No person shall install, construct, alter, or repair or cause to be installed, constructed, altered, or repaired any individual sewage disposal system, **nor shall he or she begin construction of any improvement to his or her property from which sewage will have to be disposed of by means of an individual sewage disposal system, including additions which will result in increased sewage flow,** until he or she has obtained the written approval of the director of the department of environmental management of the plans and specifications for the work. Repairs or alterations shall, insofar as possible, comply in every respect with the standards set forth in subject regulations. A municipality may only grant a building permit pursuant to the State Building Code where the person applying for the building permit presents to the municipality the written approval of the director as required by departmental regulations on the individual sewage disposal systems. Upon completion of the installation, construction, alteration, or repair of the individual sewage disposal system, the owner shall submit a copy of the certificate of conformance from the department of environmental management to the building official prior to the issuance of a certificate of use and occupancy as required by §§ 23-27.3-120.0 – 23-27.3-120.6.

**CITY OF CRANSTON BUILDING INSPECTIONS EFFECTIVE 8/1/03**

**\*\*\*PAYMENT BY CHECK OR MONEY ORDER -ONLY MAKE PAYABLE TO "CITY OF CRANSTON"\*\*\***

VALUE IN DOLLARS	ADA FEE	PERMIT FEE	TOTAL FEE	VALUE IN DOLLARS	ADA FEE	PERMIT FEE	TOTAL FEE
0- 499	1.00	35.00	36.00	16001-16500	17.00	341.00	358.00
500- 550	1.00	38.00	39.00	16501-17000	17.00	350.00	367.00
551- 600	1.00	42.00	43.00	17001-17500	18.00	358.00	376.00
601- 650	1.00	45.00	46.00	17501-18000	18.00	368.00	386.00
651- 700	1.00	49.00	50.00	18001-18500	19.00	377.00	396.00
701- 750	1.00	53.00	54.00	18501-19000	19.00	386.00	405.00
751- 800	1.00	56.00	57.00	19001-19500	20.00	395.00	415.00
801- 850	1.00	60.00	61.00	19501-20000	20.00	404.00	424.00
851- 900	1.00	63.00	64.00	20001-20500	21.00	413.00	434.00
901- 950	1.00	67.00	68.00	20501-21000	21.00	422.00	443.00
951- 1000	1.00	70.00	71.00	21001-21500	22.00	431.00	453.00
1001- 1500	2.00	78.00	80.00	21501-22000	22.00	440.00	462.00
1501- 2000	2.00	86.00	88.00	22001-22500	23.00	449.00	472.00
2001- 2500	3.00	94.00	97.00	22501-23000	23.00	458.00	481.00
2501- 3000	3.00	102.00	105.00	23001-24000	24.00	476.00	500.00
3001- 3500	4.00	110.00	114.00	24001-25000	25.00	494.00	519.00
3501- 4000	4.00	118.00	122.00	25001-26000	26.00	512.00	538.00
4001- 4500	5.00	126.00	131.00	26001-27000	27.00	530.00	557.00
4501- 5000	5.00	134.00	139.00	27001-28000	28.00	548.00	576.00
5001- 5500	6.00	143.00	149.00	28001-29000	29.00	566.00	595.00
5501- 6000	6.00	152.00	158.00	29001-30000	30.00	584.00	614.00
6001- 6500	7.00	161.00	168.00	30001-31000	31.00	602.00	633.00
6501- 7000	7.00	170.00	177.00	31001-32000	32.00	620.00	652.00
7001- 7500	8.00	179.00	187.00	32001-33000	33.00	638.00	671.00
7501- 8000	8.00	188.00	196.00	33001-34000	34.00	656.00	690.00
8001- 8500	9.00	197.00	206.00	34001-35000	35.00	674.00	709.00
8501- 9000	9.00	206.00	215.00	35001-36000	36.00	692.00	728.00
9001- 9500	10.00	215.00	225.00	36001-37000	37.00	710.00	747.00
9501- 10000	10.00	224.00	234.00	37001-38000	38.00	728.00	766.00
10001-10500	11.00	233.00	244.00	38001-39000	39.00	746.00	785.00
10501-11000	11.00	242.00	253.00	39001-40000	40.00	764.00	804.00
11001-11500	12.00	251.00	263.00	40001-41000	41.00	782.00	823.00
11501-12000	12.00	260.00	272.00	41001-42000	42.00	800.00	842.00
12001-12500	13.00	269.00	282.00	42001-43000	43.00	818.00	861.00
12501-13000	13.00	278.00	291.00	43001-44000	44.00	836.00	880.00
13001-13500	14.00	287.00	301.00	44001-45000	45.00	854.00	899.00
13501-14000	14.00	296.00	310.00	45001-46000	46.00	872.00	918.00
14001-14500	15.00	305.00	320.00	46001-47000	47.00	890.00	937.00
14501-15000	15.00	314.00	329.00	47001-48000	48.00	908.00	956.00
15001-15500	16.00	323.00	339.00	48001-49000	49.00	926.00	975.00
15501-16000	16.00	332.00	348.00	49001-50000	50.00	944.00	994.00

For Fee Values Higher Than \$50,000, Round Up To The Next Highest Thousand And Multiply By 1.9%. Add ADA Fee Of \$1.00 Per Thousand Of Value For All Non-Residential Work And Multi-Family Dwelling Work. Add ADA Fee Of \$1.00 Per Thousand Of Value For All 1 & 2 Family Dwelling Work (Maximum Charge Of \$50.00).

Demolition Permit: Based On Demolition Value

Moving Permit: \$110.00

Tent Permit (Over 500 Sq. Ft.): \$150.00 (Maximum Of 60 Days)

Portable (Temporary Home): \$250.00 (Maximum Of 6 Months)

Portable Storage Units: \$300.00 Per Unit (Maximum Of 6 Months)

Wireless Communication Sites: \$3500. Plus Construction Costs

School Inspection: \$75.00

Daycare Inspection: \$50.00

Failed Inspection Re-inspection Fee: \$50.00

Working Without A Permit Fee: \$500.00 Plus The Cost Of The Regular Permit Fee.

Zoning Certificate: \$30.00

Certificate Of Occupancy (1 + 2 Family): \$75.00

Certificate Of Occupancy (All Others): \$150.00

Expired Permit Renewal Fee: \$75.00 Or 25% Of Original Fee (Whichever Is Higher)

Swimming Pools: Based On Construction Value

Building Board Of Appeals Hearing (1 + 2 Family): \$75.00

Building Board Of Appeals Hearing (All Others Under 5,000 Sq. Ft.): \$125.00

Building Board Of Appeals Hearing (All Others Over 5,000 Sq. Ft.): \$175.00

Fees Not Otherwise Classified: If A Fee Is Not Specifically Provided For In This Ordinance, A Reasonable Fee Shall Be Set By The Director Of Inspections.

