

# CITY OF CRANSTON

## DEMOLITION PERMIT REQUIREMENTS

THE FOLLOWING CIRCLED ITEMS ARE REQUIRED BY THIS DEPARTMENT IN ORDER FOR US TO PROCESS YOUR DEMOLITION PERMIT. **PLEASE NOTE: WE ARE ALLOWED FIFTEEN (15) BUSINESS DAYS FOR REVIEW AND PERMIT ISSUANCE. PLAN ACCORDINGLY!!!**

01. ROUTE SLIP WITH ITEMS 1-7 COMPLETED AND SIGNED OFF BY RESPECTIVE DEPARTMENTS.
02. 5 COPIES OF SITE PLANS SHOWING ALL CONSTRUCTION TO BE DEMOLISHED AND THE SIZE AND LOCATION OF ALL EXISTING BUILDINGS AND CONSTRUCTION THAT ARE TO REMAIN ON THE SITE. (RIGL 23-27.3-113.6)
03. COMPLETED AND SIGNED DEMOLITION PERMIT APPLICATION. (RIGL 23-27.3-113.1)
04. CERTIFICATE OF INSURANCE. (RIGL 23-27.3-116.8)
05. 100% PERFORMANCE BOND. (RIGL 23-27.3-116.8)
06. SEWER DEPARTMENT WRITTEN RELEASE OF DISCONNECTION. (RIGL 23-27.3-116.1)
07. WATER DEPARTMENT WRITTEN RELEASE OF DISCONNECTION. (RIGL 23-27.3-116.1)
08. GAS COMPANY WRITTEN RELEASE OF DISCONNECTION. (RIGL 23-27.3-116.1)
09. PHONE COMPANY WRITTEN RELEASE OF DISCONNECTION. (RIGL 23-27.3-116.1)
10. ELECTRIC COMPANY WRITTEN RELEASE OF DISCONNECTION. (RIGL 23-27.3-116.1)
11. CABLE TV COMPANY WRITTEN RELEASE OF DISCONNECTION. (RIGL 23-27.3-116.1)
12. ABUTTERS CONSENT TO DISTURB TREES AND SHRUBS. (IF REQUIRED) (RIGL 23-27.3-116.5)
13. RODENT CONTROL (ERADICATION) AFFIDAVIT. (RIGL 23-27.3-116.2)
14. "DIG SAFE" PERMIT # \_\_\_\_\_ (PHONE 1-888-344-7233) (RIGL 39 CH. 39)
15. ASBESTOS DETERMINATION / REMOVAL AFFIDAVIT AND MUST PROVIDE COPY OF ASBESTOS ABATEMENT CONTRACTOR (AAC) LICENSE FROM DEPARTMENT OF HEALTH WITH AFFIDAVIT. (RIGL 23-24.5-12)
16. OWNER AUTHORIZATION ALLOWING CONTRACTOR TO OBTAIN THE PERMIT. (RIGL 23-27.3-113.3)
17. LOT TO BE FILLED IN AS REQUIRED. (RIGL 23-27.3-117.7)
18. PERMIT FEE PAID BY CHECK ONLY. PAYABLE TO: "CITY OF CRANSTON".  
(FEE IS BASED ON TOTAL VALUE OF DEMOLITION PROJECT, INCLUDING SALVAGE VALUE.)

***NOTE: ADA FEES ARE NOT REQUIRED ON DEMO PERMITS.***

### **REQUIRED INSPECTIONS BY THE BUILDING INSPECTOR:**

1. PRIOR TO THE START OF ANY DEMOLITION.
2. AT THE COMPLETION OF ALL DEMOLITION AND FILLING.

**NOTE: A MINIMUM OF 24 HOURS NOTICE IS REQUIRED PRIOR TO ANY INSPECTION!**

**§ 23-27.3-113.0 Application for permit. –**

**§ 23-27.3-113.1 When permit is required. –** It shall be unlawful to construct, enlarge, alter, remove, or demolish a building, or change the occupancy of a building from one use group as defined in this code to another; or to install or alter any equipment for which provision is made or the installation of which is regulated by this code, without first filing an application with the building official in writing and obtaining the required permit therefor; except that ordinary repairs as defined in § 23-27.3-102.0 which do not involve any violation of this code shall be exempt from this provision.

**§ 23-27.3-113.6 Plot plan. –** There shall also be filed a plot plan showing to scale the size and location of all the new construction and all existing structures on the site, distances from lot lines, and the established street grades; and the plan shall be drawn in accordance with an accurate boundary line survey, and, when necessary, by a registered land surveyor if required by the building official. If demolition is to be performed, the plot plan shall show all construction to be demolished, and the location and size of all existing buildings and construction that are to remain on the site or plot. The plot plan shall not be changed except as specified in § 23-27.3-115.4.

**§ 23-27.3-116.0 Moving, raising, shoring, or demolition of buildings.**

**§ 23-27.3-116.1 Service connections. –** Before a building may be demolished, razed, shored, or removed, the owner or the owner's agent shall notify all utilities or agencies having service connections within the building, including, but not limited to, water, electric, gas, sewer, and other connections. A permit to demolish or remove a building shall not be issued until a written release is obtained from all utilities or agencies, stating that their respective service connections and appurtenant equipment, such as meters and regulators, have been removed or sealed and plugged in a safe manner.

**23-27.3-116.2 Buildings to be rodent-eradicated prior to demolition. –** No buildings or structures shall hereafter be razed or demolished unless, and until, provisions are made for the rodent eradication of the buildings or structures.

**§ 23-27.3-116.5 Public utilities, wires, poles, trees, and shrubs. –** During the course of moving, demolishing, or shoring, of any building or structure no electrical light, trolley, telephone, or telegraph wires or poles shall be removed, moved, or disturbed without the written consent of the municipal authority and no tree or shrub shall be cut or disturbed except with the written consent of the owners of the premises upon which the tree or shrub stands, and no tree or shrub located on or over any part of a public street or highway, whether accepted or not shall be cut or disturbed, excepted by written consent of the municipal authority, and of the owners of the premises abutting on the part of the street or highway in which the tree or shrub stands.

**§ 23-27.3-116.8 Bonds and liability insurance. –** Prior to the issuance of a permit to move or demolish a building, a certificate of insurance and a one hundred percent (100%) performance bond shall be filed with the local building official or, in the case of a state project, with the state building commissioner. The amount of paid certificate shall be determined by the municipality or the state building commission respectively.

**§ 23-27.3-117.1 Lot regulation. –** When a building or structure has been demolished or removed and no building operation has been projected or approved, the vacant lot shall be filled with nonorganic fill, graded and maintained in conformity with adjacent grades. The lot shall be maintained free from the accumulation of rubbish and all other unsafe and hazardous conditions which endanger the health, safety, and welfare of the public; provisions shall be made to prevent the accumulation of water or damage to any foundations on the premises or the adjoining property; and necessary retaining walls and fences shall be erected in accordance with the provisions of this chapter.

**§ 23-27.3-118.0 Fees. –** No permit shall be issued for new construction, alteration, removal, demolition, or other building operation until the fees prescribed by municipal ordinance shall have been paid to the city or town collector or other municipal agency authorized to collect the fees.

**§ 23-24.5-12 Licensure of asbestos contractors. –** (a) No person or entity shall undertake an asbestos abatement project or dispose of friable asbestos materials in or from any building or demolition of any portion of a structure containing friable asbestos or asbestiform material unless the director has licensed that person or entity as qualified for those purposes. Any building owner who causes an asbestos abatement project or disposal of friable asbestos materials to be undertaken in violation of either this section or any rules or regulations promulgated pursuant to the authority conferred by this section shall also be subject to the enforcement provisions of this section.

(b) Notwithstanding any other law or regulation, no building permit or demolition permit involving asbestos abatement shall be issued by any municipal or state official unless the application for the permit includes a certified copy of an approved abatement plan and a certified copy of the license of the asbestos contractor who shall undertake the work.

**CITY OF CRANSTON DEMOLITION PERMIT PERMIT # B**

APPLICATION DATE: \_\_\_\_\_ NUMERICAL CODE: 07 ISSUED BY: \_\_\_\_\_ ISSUED DATE: \_\_\_\_\_  
 DEMOLITION LOCATION: \_\_\_\_\_ CODE EDITION: SBC - - \_\_\_\_\_  
 PLAT: \_\_\_\_\_ BLOCK: \_\_\_\_\_ PARCEL(S) # \_\_\_\_\_ ZONING DISTRICT: \_\_\_\_\_ CENSUS TRACT: \_\_\_\_\_  
 OWNER: \_\_\_\_\_ PHONE # \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CONTRACTOR: \_\_\_\_\_ PHONE # \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ CONT. REG. # \_\_\_\_\_ EXP. DATE: \_\_\_\_\_

USE OF STRUCTURE: PREVIOUS: \_\_\_\_\_ DIGSAFE # \_\_\_\_\_

DESCRIPTION OF WORK TO BE PERFORMED: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

TYPE OF IMPROVEMENT:  DEMOLITION FLOOD HAZARD AREA:  YES  NO FLOOD ZONE: \_\_\_\_\_  
 OWNERSHIP:  TAXABLE  TAX EXEMPT  STATE  MUNICIPAL  OTHER (SPECIFY) \_\_\_\_\_  
 TYPE OF CONSTRUCTION:  1A  1B  2A  2B  3A  3B  4  5A  5B  N/A

ESTIMATED COST: MATERIAL, LABOR AND SALVAGE VALUE: \$ \_\_\_\_\_  
 CRANSTON PERMIT FEE: \$ \_\_\_\_\_  
 (ADA FEE NOT REQUIRED ON DEMO PERMITS)

**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 undersigned agree to conform to all applicable codes and ordinances of the City of Cranston.

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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.

**FOR INSPECTIONS DEPARTMENT USE ONLY**

DATE GRANTED: \_\_\_\_\_ BUILDING OFFICIAL \_\_\_\_\_  
 REQUIRED INSPECTIONS: \_\_\_\_\_ INSPECTOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
 1. PRIOR TO START \_\_\_\_\_  
 2. FINAL \_\_\_\_\_

# OWNER AFFIDAVIT

(FOR OWNER TO PERFORM WORK)

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

I \_\_\_\_\_ am the owner of the property

located at: \_\_\_\_\_ Cranston, RI.

On \_\_\_\_\_, I applied for and received a Demolition permit # \_\_\_\_\_  
from the City of Cranston Building Official.

I as owner will undertake 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)

## § 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 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.

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# CITY OF CRANSTON

# DEMOLITION PERMIT ROUTE SLIP

NOTE: IT IS THE APPLICANT'S RESPONSIBILITY TO COMPLETE THE NECESSARY STOPS WITH THE APPROPRIATE DEPARTMENTS AT THE CITY HALL, FIRE DEPARTMENT AND INSPECTIONS DEPARTMENT.

\*\*\*\*\*ROUTE SLIP MUST BE SIGNED OFF SEQUENTIALLY\*\*\*\*\*

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

PROJECT DESCRIPTION: DEMOLITION OF: \_\_\_\_\_

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

\*\*\*\*\*1 COPY OF THE SITE PLAN MUST BE ACCOMPANIED WITH THIS ROUTE SLIP\*\*\*\*\*

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: \_\_\_\_\_

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

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

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

B. SOIL EROSION PLAN REQUIRED? \_\_\_\_\_ YES \_\_\_\_\_ NO

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

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

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

3. \_\_\_\_\_ **PUBLIC WORKS DEPARTMENT (CITY HALL ROOM 109) (401-780-3175)**

A. WATER DISCONNECTION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

B. SEWER DISCONNECTION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

4. \_\_\_\_\_ **FIRE PREVENTION (301 PONTIAC AV) (401-780-4016)** SITE VISIT REQUIRED? \_\_\_\_\_ YES \_\_\_\_\_ NO

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

5. \_\_\_\_\_ **FIRE ALARM (301 PONTIAC AV) (401-780-4014)** DISCONNECTION REQUIRED? \_\_\_\_\_ YES \_\_\_\_\_ NO

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

6. \_\_\_\_\_ **PLUMBING INSPECTOR (1090 CRANSTON ST)** PERMIT REQUIRED? \_\_\_\_\_ YES \_\_\_\_\_ NO

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

7. \_\_\_\_\_ **ELECTRICAL INSPECTOR (1090 CRANSTON ST)** PERMIT REQUIRED? \_\_\_\_\_ YES \_\_\_\_\_ NO

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

8. \_\_\_\_\_ **BUILDING INSPECTOR (1090 CRANSTON ST)** PLANS APPROVED? \_\_\_\_\_ YES \_\_\_\_\_ NO

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