

CITY OF CRANSTON

"NEW" 1 & 2 HOME PERMIT PROCEDURE AND PERMIT SUBMITTAL CHECKLIST

ALL REQUESTED PLANS AND PAPERWORK MUST BE SUBMITTED TO START THE REVIEW AND PERMITTING PROCESS.

PLANS MUST BE APPROVED BY THE FIRE DEPARTMENT BEFORE SUBMITTING TO OUR OFFICE FOR REVIEW.

WE ARE ALLOWED 60 CALENDAR DAYS TO APPROVE OR REJECT YOUR PERMIT.

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

01. ROUTE SLIP WITH ITEMS 1-5 COMPLETED AND SIGNED OFF BY RESPECTIVE DEPARTMENTS.
02. 5 SITE PLANS. PREPARED BY A RHODE ISLAND REGISTERED LAND SURVEYOR (AS PER SPECIFICATIONS ON THE BACK OF THIS PAGE). 1 SITE PLAN **MUST** BE ATTACHED TO THE ROUTE SLIP AT ALL TIMES.
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. MIRROR IMAGES ARE **NOT** ACCEPTABLE. ALL PLANS SUBMITTED INCLUDING MAIL ORDER, MUST COMPLY WITH THE CURRENT RHODE ISLAND STATE BUILDING CODES.
04. A COMPLETED BUILDING PERMIT APPLICATION SIGNED BY THE BUILDER. THE BUILDING PERMIT # WILL BE ASSIGNED BY THE INSPECTOR AT THE TIME OF ISSUANCE OF THE BUILDING PERMIT. DO NOT FILL IN ANY VALUES UNTIL THE BUILDING INSPECTOR CONFIRMS THEM.
05. A COMPLETED ENERGY CERTIFICATE FOR ATTACHING AT OR NEAR THE ELECTRICAL PANEL.
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 (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. THIS FORM MUST BE SIGNED BY THE BUILDER.
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 (AS REQUIRED BY CRANSTON CITY CODE 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 TAX ASSESSOR 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 11" X 17" 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 STRUCTURE
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 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

§ 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.

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 / NIGHTCLUB A-3 ASSEMBLY A-4 ARENAS
 B-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	\$ _____
TOTAL COSTS	\$ _____

FEES RECEIVED

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

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: _____ 1ST _____ 2ND _____
 3RD _____ 4TH _____ 5TH _____ 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 Energy Certificate

As required per RISBC-2- 2013 / RISBC-8- 2013

Street Address: _____

Plat: _____ Lot # _____ Permit # _____

Type of improvement: _____

Predominant Values:

Insulation type:

Ceiling / Roof R value _____ _____

Above grade walls R value _____ _____

Basement Walls R value _____ _____

Under Floor R value _____ _____

Under slab R value _____ _____

Duct work R value _____ (located in unconditioned space)

Fenestration U factor _____ (windows and doors)

Skylights U factor _____

Fenestration SHGC Not required

Type of heating system: _____ Efficiency rating: _____

Type of cooling system: _____ Efficiency rating: _____

Type of service water: _____ Efficiency Rating: _____

Gas fired unvented room heater(s) yes no

Baseboard electric heat yes no

Electric furnace yes no

Certificate completed by: _____ (print name)

Circle one: Builder Registered design professional

This certificate must be attached to or near the electrical panel

**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 INSPECTION:** TO BE CALLED FOR PRIOR TO ANY INSTALLATION OF INSULATION INSIDE THE STRUCTURE. THE STRUCTURAL 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.

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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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(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.

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 1 & 2 FAMILY 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: SINGLE FAMILY HOME

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 CERTIFICATE REQUIRED: _____ YES _____ NO

SIGNED BY: _____ DATE: _____

2. ENGINEERING DIVISION (1090 CRANSTON STREET ROOM 201) (401-780-6117)

IS ROAD PAVED? _____ YES _____ NO

BOND AVAILABLE? _____ YES _____ NO

SIGNED BY: _____ DATE: _____

3. 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

SIGNED BY: _____ DATE: _____

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.

RECEIVED FROM: _____

PROPERTY ADDRESS: _____

PLAT#

LOT#

PERMIT #

<i>Fund</i>	<i>Dept</i>	<i>Object</i>	<i>Project</i>	<i>Origins/Description</i>	<i>Amount</i>	
101	2301	43121		Building Permits		
101	2301	43210		Expediting Fees		
101	2301	43122		Plumbing & Mechanical Permits		
101	2301	43123		Electrical Permits		
101	2301	43188		Radon Surcharges (SF)		
101	2301	43189		ADA Surcharges		
101	2301	43184		Certificate of Occupancy		
101	2301	43196		Building Board of Appeals		
101	2301	43207		Inspection Fees		
101	2301	43220		Administrative Penalties		
101	2301	43221		Zoning Certificates		
101	2301	45127		Zoning Receipts		
101	2301	43177		Temporary Signs		
101	2301	43183		Permanent Signs		
101	2301	43180		Copies		
101	2301	43197		Research		
499	2301	43600	4990	C.F.I.F. (East) Recreation (422.34)		
499	2301	43605	4990	C.F.I.F. (East) Police (171.12)		
499	2301	43610	4990	C.F.I.F. (West) Recreation (422.34)		
499	2301	43615	4990	C.F.I.F. (West) Police (171.12)		
499	2301	43620	4990	C.F.I.F. (West) Library (181.21)		
499	2301	43625	4990	C.F.I.F. (West) Roadways (614.83)		
499	2301	43630	4990	W.C.W.D. Impact Fees		
930	0000	27005	9300	Bonds		
101	0000	45149		Replacement Checks		
101	2301	43120		Drain Layer's License		
Check#	Rec'd by:	Date Paid:	Total \$			