

**CITY OF CRANSTON  
WINDOWS AND DOORS PERMIT PROCEDURE  
1 & 2 FAMILY HOMES**

**ALL WORK MUST CONFORM TO THE CURRENT RI STATE  
BUILDING CODES EFFECTIVE JULY 1, 2013.**

01. 2 COPIES OF THE HISTORICAL DISTRICT COMMISSION APPROVAL (IF REQUIRED)
02. 2 COPIES OF THE COASTAL RESOURCES MANAGEMENT ASSENT (IF REQUIRED)
03. A COMPLETED BUILDING PERMIT APPLICATION SIGNED BY THE CONTRACTOR OR OWNER. PROVIDE WINDOW AND DOOR U-FACTOR IN DESCRIPTION OF WORK. (MINIMUM .35 U-FACTOR)
04. VERIFICATION OF A CURRENT CONTRACTOR REGISTRATION CARD OR PHOTOCOPY OF IT.
05. SIGNED OWNER AFFIDAVIT IF OWNER IS GOING TO PERFORM ALL THE WORK.

**OR:** A NOTARIZED AFFIDAVIT ALLOWING THE CONTRACTOR TO ACT ON THE OWNERS BEHALF.

**OR:** A COPY OF A SIGNED CONSTRUCTION CONTRACT.

06. 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, WE WILL ACCEPT AS PROOF OF OWNERSHIP A COPY OF THE DEED, A COPY OF THE CLOSING SHEET OR A COPY OF A TAX BILL WITH THE NEW OWNERS NAME ON IT.

07. ALL PROPERTY TAXES MUST BE UP TO DATE FOR A BUILDING PERMIT TO BE ISSUED.
08. PAYMENT BY CHECK OR MONEY ORDER ONLY. PAYABLE TO THE "CITY OF CRANSTON"
09. A SELF-ADDRESSED ENVELOPE (SUPPLIED BY THE INSPECTOR) IF A PERMIT IS NOT ISSUED IMMEDIATELY.

**PERMITS MUST BE POSTED AND VISIBLE FROM THE STREET PRIOR TO STARTING.**

**YOU MUST CALL FOR A FINAL INSPECTION WHEN THE WORK IS COMPLETE.**

**NOTE:** WHEN FILLING IN FORMS, PLEASE PRINT NEATLY AND FIRMLY OR TYPE.

**DO NOT USE RED INK ON ANY FORMS OR PLANS!**

# SHORT FORM BUILDING PERMIT PERMIT # B

ONE AND TWO FAMILY RENOVATION WORK ONLY  
(WINDOWS, SIDING, ROOFING AND NON-STRUCTURAL RENOVATIONS ONLY)

5-B CONSTRUCTION

APPLICATION DATE: \_\_\_\_\_ PLAT: \_\_\_\_\_ BLOCK: \_\_\_\_\_ PARCEL # \_\_\_\_\_ OWNERSHIP: TAXABLE \_\_\_\_\_

**JOBSITE ADDRESS:** \_\_\_\_\_  ONE FAMILY  TWO FAMILY

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

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

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

ADDRESS: \_\_\_\_\_ PHONE # \_\_\_\_\_

TYPE OF IMPROVEMENT:  ROOFING  SIDING  WINDOWS / DOORS  INTERIOR RENO  OTHER

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

\_\_\_\_\_

\_\_\_\_\_

**ESTIMATED COST MATERIAL AND LABOR:** \$ \_\_\_\_\_ **CODE EDITION: SBC - 2 -** \_\_\_\_\_

(Do not include the cost of electrical, plumbing, mechanical or finishes.)

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.

**X**

**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** FEES RECEIVED BY: \_\_\_\_\_

OWNER OF RECORD VERIFIED?	<input type="checkbox"/> NO <input type="checkbox"/> YES	CRANSTON PERMIT FEE	\$ _____
TAXES PAID UP TO DATE?	<input type="checkbox"/> NO <input type="checkbox"/> YES	RI ADA / CE FEE	\$ _____
HISTORIC APPROVAL REQUIRED?	<input type="checkbox"/> NO <input type="checkbox"/> YES	<small>(1 &amp; 2 FAMILY DWELLINGS LIMITED TO CE / ADA FEE OF \$50.00)</small>	
CRMC APPROVAL REQUIRED?	<input type="checkbox"/> NO <input type="checkbox"/> YES	<b>TOTAL FEE DUE</b>	\$ _____
CONTRACTOR REG # VERIFIED?	<input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> N/A		

DATE GRANTED: \_\_\_\_\_  
(PERMIT GRANTED STAMP)

\_\_\_\_\_  
BUILDING OFFICIAL

<b>REQUIRED INSPECTIONS:</b>	<b>INSPECTOR'S SIGNATURE:</b>	<b>DATE</b>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

**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) All other tent fees are based on value of installation.

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 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.

# 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)

## § 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.

**§ 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