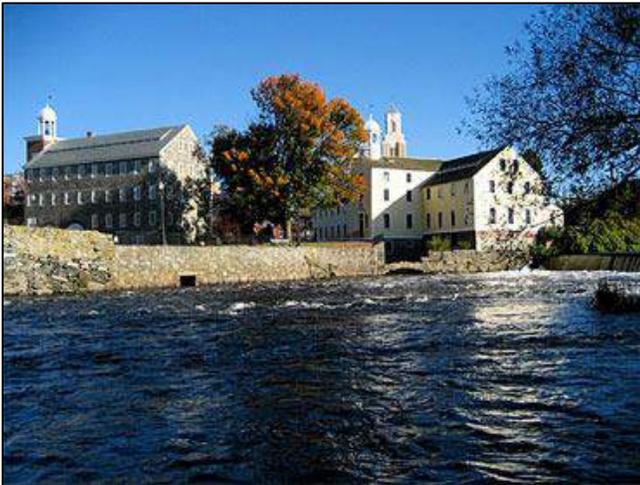


# City of Pawtucket GUIDE TO PERMITTING

**A User's Guide to Regulatory Compliance for  
Residential and Commercial Development**

**Donald R. Grebien, Mayor**

[www.pawtucketri.com](http://www.pawtucketri.com)



## **Acknowledgements**

The purpose of this document is to provide a clear, transparent and comprehensive explanation of the permitting process for developers and business owners in the City of Pawtucket. The Guide outlines the steps necessary to complete zoning conformance, plan review and construction permitting. Supporting each step are directions and forms required for various types of projects and contact information for City officials. The intent is for this to be a living document, updated annually to reflect new information.

## Pawtucket Welcomes You!



Welcome and thank you for choosing the City of Pawtucket. This Permitting Guide was developed to provide constituents, business owners and developers a clear and transparent guide for obtaining permits needed to make improvements to your home, initiate construction, renovate structures and relocate or grow and expand your business.

The City of Pawtucket recognizes the importance of creating a clear and transparent understanding of the permitting process in an effort to streamline business and economic development, work cooperatively with our residents and businesses, while also seeking to enhance the overall quality of life in the City.

We recommend that you contact the appropriate departments, divisions, boards, commissions or agencies listed within this Permitting Guide to assure that you have access to the most current materials available for the City's permitting system. Please note that city ordinances and policies, as well as state and federal laws, are subject to change. City staff will be pleased to answer your questions and guide you smoothly through the permitting process.

Again, thank you for choosing the City of Pawtucket. Join the Evolution!

A handwritten signature in black ink that reads "Donald R. Grebien". The signature is written in a cursive, flowing style.

Donald R. Grebien  
Mayor, City of Pawtucket



## Guide Overview

Development in Pawtucket can be generally divided into three phases: the Zoning Conformance phase, the Building Permit phase and the Construction phase. Projects which involve the subdivision of land, or are large and complex, may also require review by the City Planning or Riverfront Commission.

- I. **Zoning Conformance** pertains to conformance to the **Pawtucket Zoning Ordinance**, which regulates the use of land within the City of Pawtucket. The Zoning Ordinance and Zoning Map determine which regulations apply to a piece of property, and if approval from boards, commissions or committees is necessary. If a project is not consistent with the ordinance, a property owner may apply for a special use permit or a variance from the Zoning Board of Appeals (ZBA). The Division of Zoning & Code Enforcement administers zoning conformance and can guide property owners through the process.

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*Officials from Planning, Zoning, Building and Fire are all available on Wednesdays at 2 p.m. to review preliminary plans and assist applicants with the permitting process. Call the Department of Planning and Redevelopment (Herb Weiss, 401-728-0500, Ext. 437) to schedule.*

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Once it is confirmed that a project conforms with Zoning, if additional Commission review is not required, the applicant may apply for a **Building Permit**.

- II. **Commission Review** only occurs when the property is located within an overlay district or is large enough to require Development Plan Review by the City Planning Commission. Projects which require a change to lot lines (subdivisions) will also require City Planning Commission review.
- III. **Building Permit Process** is the last step before projects can proceed to construction. Building plans are submitted to the Building Department, which is located within the Division of Zoning & Code Enforcement. Once plans are submitted to the Division, they will be distributed to all relevant City departments for review. The **Plan Review** process typically takes fifteen (15) days for small projects, such as renovations and additions. More complicated projects may take up to thirty (30) days. Permits for certain minor repairs can be issued "over the counter" and do not require any other review.
- IV. **Construction** During the construction process, the City will require inspections at various milestones. It is the responsibility of the property owner or contractor to schedule inspection appointments. A site must receive all necessary final approvals before a project is complete and, if necessary, before a **Certificate of Occupancy** is issued.

## How do I find?

### My Plat and Lot Number?

The Tax Assessor's Office (Ext. 218) can assist you, or you can find it on the City's website [www.pawtucketri.com](http://www.pawtucketri.com)

### The Zoning Map?

This map is available at the Zoning Department for review and at the City Clerk's Office for purchase.

### The Zoning Ordinance?

The text of the zoning ordinance is in the City of Pawtucket Charter, available online at: [www.pawtucketri.com](http://www.pawtucketri.com) (see Chapter 410 "Zoning").

## I. ZONING CONFORMANCE PHASE

The **Pawtucket Zoning Ordinance** regulates land use in the City. The text of the zoning ordinance is in the City of Pawtucket Charter, available online at: [www.pawtucketri.com](http://www.pawtucketri.com) (see Chapter 410 "Zoning"). The ordinance consists of a map which depicts the various zones in the City together with written regulations that apply to those zones. This map is available at the Zoning Department for review and at the City Clerk's Office for purchase. There are different types of regulations contained in the ordinance:

- **Use Regulations** - These regulations dictate what types of uses are permitted in each zoning district.
- **Dimensional Regulations** - These regulations dictate specific dimensions such as the height of buildings, their location on segments of property, the amount of parking required, the amount of landscaping required and the amount of signage allowed.
- **Variances and Special Use Permits** - For projects that cannot conform to the provisions of the ordinance and for those where the zoning ordinance requires a Special Use Permit, the ordinance provides for property owners to apply to the Zoning Board of Review for relief – a Variance - or a Special Use Permit.

### **How to Begin**

The **Division of Zoning & Code Enforcement** is the point-of-contact for any questions pertaining to Zoning (John Hanley, Building Official, 401-728-0500, Ext. 247). First, obtain and fill out a Certificate of Zoning Compliance Application at the **Division of Zoning & Code Enforcement**. There is a \$50 application fee, which is returned if the Certificate is denied. ***Please note that, because they payment may be returned, the only forms of acceptable payment are check or money order.***

Pawtucket strives for a 24-hour turn-around, but in some cases review can take up to seven (7) business days. If the application is denied, the applicant may request a Variance, Special Use Permit or appeal the decision to the Zoning Board of Review.

### **What about Licensing?**

The City will identify license requirements during their review of the Certificate of Zoning Compliance. Uses which require licenses include: Auto Repair, Second-Hand Shops, Junkyards, Establishments serving liquor,

Restaurants, Gambling, Bowling Alleys, Firearms, Fortune Tellers, Game Rooms, Intelligence Offices, Kennels, Pawn Brokers, Laundromats, Private Detectives, and Tattoo Parlors. During the Certificate of Zoning Compliance phase, the Zoning Department will research if there are any licensing restrictions that would affect the proposed use.

### **How do I determine if my vacant lot is buildable?**

The Division of Zoning and Code Enforcement has a Property Classification form. If one is filled out and submitted, the Division will determine whether a vacant lot is buildable.

### **Overlay/Special Zones**

**Overlay Zoning Districts** are districts which are applied on top of the established zoning district. Overlays are typically applied or created to protect special features, such as historic buildings, waterfronts, steep slopes and mill buildings. Pawtucket has three overlay zones:

- **The Flood Hazard Overlay:** This **Overlay District** is designed to provide special regulations designed to reduce flood losses. This review is conducted during the building permit phase.
- **The Historic District Overlay:** If the project is located in a Historic District, the work may be subject to review by the Historic District Commission (HDC). Contact Susan Mara at the **Department of Planning and Redevelopment** at (401) 728-0500, Ext. 429 or visit them at [www.pawtucketri.com](http://www.pawtucketri.com).
- **The Mill Building Reuse District (MBRD):** The MBRD is intended to allow the redevelopment of industrial sites for mixed-use development through careful site planning. Property owners can request this designation, to allow for additional flexibility for their building's reuse, in exchange for Planning Commission review of the property's Master Plan.

Although not an overlay zone, projects that are proposed within Riverfront Districts may be subject to Riverfront Commission review, which is discussed in the next section.

**Development Assistance Available!!**

Whatever the size of your project, you may come to City Hall on Wednesdays at 2 p.m. when Zoning, Building, Planning and Fire officials are available to assist applicants through the City's regulatory and permitting process. These meetings may be scheduled by contacting the Department of Planning and Redevelopment at (401) 728-0500, Ext. 437.

## II. COMMISSION REVIEW (if required)

For more information on Planning or Riverfront Commission review, contact Susan Mara at (401) 728-0500, Ext. 429 or visit the Department of Planning and Redevelopment at [www.pawtucketri.com](http://www.pawtucketri.com). The Subdivision and Land Development Regulations are available on the website or can be e-mailed.

Projects which exceed a certain size and scale trigger the **Development Plan Review** process, which requires the review by the City Planning Commission or the **Department of Planning and Redevelopment**. The Application is attached in Appendix 1. Projects that require review by both the Planning Commission and Zoning Board of Review (ZBR) are coordinated as follows: if a Use Variance is required, it must be received prior to Planning Commission review; and if a Dimensional Variance is required, Planning Commission precedes ZBR review.

This review is conducted in accordance with the requirements listed in the Zoning Ordinance ([www.pawtucketri.com](http://www.pawtucketri.com)) and the Land Development and Subdivision Review Regulations, which are available by contacting [smara@pawtucketri.com](mailto:smara@pawtucketri.com). Applications for development shall be reviewed in accordance with the following thresholds:

<i>Development Plan Review required by Planning staff:</i>
• Construction of any new one or two-family residential structure
• Construction of any new commercial or industrial primary structure less than 10,000 sq. ft. of gross floor area
• Accessory structures exceeding 1,000 sq. ft. of gross floor area
• Exterior addition with a gross floor area 500 to 999 sq. ft.
• Any permitted use that is specifically referred in writing to the <b>Department of Planning and Redevelopment</b> by the Building Official or the Director of Zoning & Code Enforcement
• Any other use for which the application for a variance or special use permit is specifically referred in writing to the <b>Department of Planning and Redevelopment</b> by the Zoning Board

<i>Development Plan Review required by the Planning Commission:</i>
• Construction of any new residential structure, or combination of structures, with three or more units
• Construction of any new commercial or industrial structure with a gross floor area of 10,000 sq. ft. or more
• Exterior addition with a gross floor area of 1,000 sq. ft. or more to an existing structure
• Any application that is referred to the Planning Commission by staff

## **Riverfront Commission**

Properties that are located within Pawtucket's Riverfront District must also appear before the Riverfront Commission. Planning staff will coordinate this review and review by the Planning Commission, if required.

## **Subdivisions**

A subdivision is defined as the division or re-division of a lot, tract or parcel of land into two (2) or more lots, tracts or parcels. Depending on the size and scale of the changes, these may require staff review or Planning Commission review.

## **Parking Lots and Landscaping**

Development of a parking area which contains more than six (6) cars requires landscaping to be provided. Section 410-78 of the Zoning Ordinance provides the specific landscaping requirements.

### III. BUILDING PERMIT PROCESS

Once the Zoning Conformance Phase has been completed and any Commission review finalized, the next phase in the development process is the **Plan Review** Phase. **Plan Review** is the process in which the City reviews project plans to determine compliance with the Building and Fire Codes in order to determine if a **Building Permit** can be issued.

To obtain construction permits you must submit four (4) sets of your project plans to the Building Official, who will distribute the plans to various regulatory officials (Electrical Inspector, Plumbing/Mechanical Inspector, Fire Department and Planning Department staff) as required.

#### **Fire Plan Review**

**Fire Plan Review** may be required for the construction of new residential and commercial structures in addition to the renovation and alteration of structures. Please check with the Building Official (401-728-0500, Ext. 247). There are fees for smoke and carbon monoxide detectors. The fees for larger units are determined by the Fire Department.

Property Type	Fee
Single-Family Residential Structures	\$75
Two-Family Residential Structures	\$125
Three-Family Residential Structures	\$175

#### **Lead Hazard Mitigation Law**

This law requires that most owners of rental properties built before 1978 have a Certificate of Conformance.

All Building Permits will require the contractor to provide a valid Lead License or proof of exemption. See Appendix 2.

#### **“OVER THE COUNTER” PERMITS**

Permits for minor repairs and modifications can be requested, and received “over the counter.” These permits require an application, the fee and a valid contractor’s license. These include roofing, siding, replacement windows (except for properties within the Local Historic District), minor interior work, replacement of a water heater, and most electrical and mechanical permits. Permits for work that require Fire Department review (fire alarms, smoke detectors, stove hoods etc.) cannot be issued instantaneously. Permits which require the signature of the Electrical or Mechanical Inspector, may not be able to be processed immediately if these inspectors are out on the road. However, if you leave an e-mail address with the office staff, we can process your permit and e-mail it back to you.

## **Fee Schedules**

Fees are based on the value of construction. For rehabilitation, alteration and demolition, the value is provided by the applicant. For new construction, the City utilizes ICC Building valuation data to determine the value. The State of Rhode Island also charges \$1 per \$1,000, which is added to the permit fee. There is a minimum base fee for every permit, which is \$65, plus rate fee based on value of the work to be performed. See Appendix 3.

***\*\*\*Please note that the City does not yet accept credit cards. Acceptable forms of payment include cash, checks and money orders.\*\*\****

## **Curb Cuts**

Creating, expanding or closing a curb opening onto a public street requires a Physical Alteration Permit from the Department of Public Works. Contact Andrew Silvia (401-728-0500, Ext. 278).

There are six segments of roadway in Pawtucket which are maintained by the Rhode Island Department of Transportation (RIDOT). Any work within the Right-of-Way on these roads will require a Physical Alternation Permit from RIDOT.

- Armistice Boulevard (Route 15) from York Avenue to the Massachusetts state line;
- Central Avenue/Benefit Street from Broadway to the Massachusetts state line;
- Dexter Street from Goff Avenue to the Central Falls city line;
- Interstate 95, from the Providence city Line to the Massachusetts state line;
- Newport Avenue from the East Providence city line to the Massachusetts state line;
- Smithfield Avenue from the Providence city line to the Lincoln town line.

## **IV. CONSTRUCTION PHASE**

Once the project enters the construction phase, it is up to the contractor to coordinate with the Zoning Department (401-728-0500, Ext. 310) to schedule inspections. Inspections should be scheduled 48 hours in advance. The following is a list of the inspections that may be required and the appropriate times to request them. There is no cost for these inspections.

Section 128.0 of the State Building Code requires that design professionals (architects or engineers) be involved with larger and more complex projects. Their sign off is also required before a Certificate of Occupancy can be issued.

- **FOUNDATION:** Prior to excavating of any type, you must call Dig Safe 1-888-344-7233. Property corner stakes and/or building corner stakes must be visible to allow the

inspector to measure setbacks from property lines. Forms must be in place in order to conduct this inspection. If conditions are unsuitable (wet, mud) you may call for bottom inspection, in addition to a form inspection.

- **BACKFILL, WATERPROOFING AND FOUNDATION INSULATION:** Perimeter drain tiles are required unless waived by the Building Official. **Do not backfill until foundation, water proofing, insulation and drain tiles have been inspected.**
- **FRAMING:** All framing, fire stopping and bracing must be in place including basement stairs and hurricane clips. All electrical, mechanical and plumbing must be roughed. Do not install insulation prior to framing inspections.
- **INSULATION:** After the framing inspection has been completed and approved, you may install the required insulation. All insulation must be installed in accordance with the building code and the manufacturer's installation instructions.
- **SHEETROCK:** After sheetrock is installed, an inspection is required before plaster/compound is applied.
- **FINAL:** When building is complete including house numbers attached, parking areas, grading, concrete sidewalks, curb cut, etc., you may schedule final inspections for a **Certificate of Occupancy**. A **Certificate of Occupancy** will be issued within ten days after the final inspection has passed. The Building Official is the **last person** in for final inspections.
- **FLOOD ZONE:** If your project is within a flood zone you must submit an elevation certificate after you pour the foundation prior to any framing.

# **APPENDIX 1**

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## **FORMS**

**CITY OF PAWTUCKET**  
**CITY HALL**  
**137 ROOSEVELT AVENUE**  
**PAWTUCKET, RHODE ISLAND 02860**  
PHONE: (401) 728-0500 • FAX: (401) 722-3356 • TDD: (401) 722-8239  
<http://www.pawtucketri.com>



**DIVISION OF ZONING AND CODE ENFORCEMENT**

**APPLICATION FOR CERTIFICATE OF ZONING COMPLIANCE**

\$50.00 Fee (Make check payable to the City of Pawtucket)

Date: \_\_\_\_\_

Subject Property Address: \_\_\_\_\_ Unit #: \_\_\_\_\_

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Subject Property Owner: \_\_\_\_\_

Corporation Name (if applicable, attach R.I. Secretary of State Documents): \_\_\_\_\_

D/B/A: \_\_\_\_\_

Please check if there are other tenants at this address

Please check if request is for a buildable lot inquiry

Proposed Use: \_\_\_\_\_

Describe any equipment or materials to be used in the space (e.g. kiln, hazardous materials, etc.): \_\_\_\_\_

If known, what was prior use of the building? \_\_\_\_\_

THIS IS NOT A CERTIFICATE OF OCCUPANCY OR COMPLETION. THIS DOES NOT AUTHORIZE BUILDING CONSTRUCTION, RENOVATIONS OR REPAIRS.

THIS CERTIFICATE IS GRANTED SUBJECT TO THE PROVISIONS OF SECTION 410-96 OF THE ZONING ORDINANCE OF THE CITY OF PAWTUCKET.

**FOR OFFICE USE ONLY**

THE PROPOSED USE AS DESCRIBED BELOW CONFORMS TO THE ZONING ORDINANCE OF THE CITY OF PAWTUCKET, RHODE ISLAND.

Subject Property Address: \_\_\_\_\_ Unit #: \_\_\_\_\_

Plat: \_\_\_\_\_ Lot: \_\_\_\_\_ Zoning District: \_\_\_\_\_ Council District: \_\_\_\_\_

Use: \_\_\_\_\_

Prior documented use at this address: \_\_\_\_\_

Applicant Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Applicant Phone: (\_\_\_\_\_) \_\_\_\_\_ Applicant Email: \_\_\_\_\_

APPROVAL  DENIAL  STAFF REVIEWER: \_\_\_\_\_ DATE: \_\_\_\_\_

**CITY OF PAWTUCKET**  
**CITY HALL**  
**137 ROOSEVELT AVENUE**  
**PAWTUCKET, RHODE ISLAND 02860**  
 PHONE: (401) 728-0500 • FAX: (401) 722-3356 • TDD: (401) 722-8239  
<http://www.pawtucketri.com/departments/zoning>



**DIVISION OF ZONING AND CODE ENFORCEMENT**

**PROPERTY CLASSIFICATION APPLICATION**  
 \$50.00 Fee (Make check payable to the City of Pawtucket)

Applicant: \_\_\_\_\_  
 Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PROPERTY TO BE CLASSIFIED**

Plat: \_\_\_\_\_ Lot: \_\_\_\_\_ Zoning District: \_\_\_\_\_  
 Subject Property Owner: \_\_\_\_\_  
 Subject Property Address: \_\_\_\_\_ Unit #: \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**RESPONSE MAILED TO**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**FOR OFFICE USE ONLY**

Index Card	
Assessor's Records	
1980's Housing Records	
1966 Map	
Building Permit for addition/removal of units	

Legal Property Classification: \_\_\_\_\_

STAFF REVIEWER: \_\_\_\_\_ DATE: \_\_\_\_\_

Director Sign-Off: \_\_\_\_\_ DATE: \_\_\_\_\_



10. Article, section and subsection of the Zoning Ordinance is the applicant seeking a variance:

\_\_\_\_\_

Zoning requires: \_\_\_\_\_

\_\_\_\_\_

Project proposes: \_\_\_\_\_

11. What are the unique characteristics of the land or structure that require relief from the terms of the Zoning Ordinance?

\_\_\_\_\_

\_\_\_\_\_

12. Is this condition the result of a prior action taken by the applicant? \_\_\_\_\_

13. In the case of a use variance, is the applicant presently denied all beneficial use of the property? Explain: \_\_\_\_\_

\_\_\_\_\_

14. In the case of a dimensional variance, is the relief requested necessary to enjoy a legally permitted use? Explain: \_\_\_\_\_

15. Is the relief sought the least relief necessary to allow use of the property? Explain: \_\_\_\_\_

\_\_\_\_\_

16. In the case of a special use permit, give the section of the Zoning Ordinance that authorizes a special use permit for the proposed use: \_\_\_\_\_

Does the proposed use meet all the conditions set forth in Section 410-60 of the Zoning Ordinance? \_\_\_\_\_yes \_\_\_\_\_no Attach copy of the conditions of 410-60.

If no, please explain \_\_\_\_\_

\_\_\_\_\_

17. Is this application for new or replacement signage? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, list building frontage \_\_\_\_\_

and list by type and size all signs on the premises: \_\_\_\_\_

\_\_\_\_\_

18. Will the granting of the request by the applicant change the character of the surrounding area or impair the intent of the Zoning Ordinance or the 2003 Comprehensive Plan?

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Respectfully submitted,

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

STATE OF RHODE ISLAND  
Providence County

In Pawtucket in said County, on the \_\_\_\_ day of \_\_\_\_\_, the year \_\_\_\_\_ A.D.,

before me personally appeared the above named \_\_\_\_\_

and made an oath that the foregoing is true to the best of his/her knowledge, information and belief.

\_\_\_\_\_  
Notary Public

**ZONING BOARD OF REVIEW REQUIREMENTS  
CITY OF PAWTUCKET  
EFFECTIVE 2/9/04**

**For ALL applications**

- 8 copies of completed application plus the **notarized** original
- Application fee of \$500.00 made payable to the City of Pawtucket
- Authorization from owner- if the applicant is a tenant, then a letter of authorization to make the application must be obtained from the owner
- Radius plan that shows all properties within 200 feet of the subject property
- List of the names and current mailing addresses of all property within 200 foot radius
- Designation of attorney form must be completed with/without an attorney
- Required maps
  - a. All principle and accessory structures must be outlined and distances measured to the side, front, and rear lot lines. Dimensions must be noted on drawings.
  - b. On adjacent land parcels, show building outline and estimate distance if within fifteen (15) feet from subject property line. (Note type of structure – residential, commercial, accessory). All applicants are advised not to trespass on other private property without permission.
  - c. Present and proposed parking spaces and landscaping. For large areas, provide number of spaces per lot and total area. Drawing must be to scale.
  - d. For new construction (\*): front and side elevation drawings and floor plan.
  - e. For sign applications, provide information on number, type and dimensions of existing signs. Use definitions of sign type from zoning ordinances, Section 410-85. Also provide frontage dimensions of principal which is essential for determining allowed sign area. Where applicable, sign details should be  $\frac{1}{4}'' = 1'$
  - f. Map size requirements are  $1'' = 20$  feet for lots under 10,000 sf; and  $1'' = 40$  feet for lots over 10,000 sf.

In addition to the above requirements:

**Special Use Permits**

- Attach a copy of condition from Section 410-60 of the Zoning Ordinance and an explanation of how applicant proposes to meet all conditions

**Applications requiring approval from other City Commissions or Boards**

- Letter of approval from relevant City Board Commission

(\* The Board has determined that if a petition to legitimize an illegal unit is to be treated as if it is new construction.

**NOTICE**

ALL APPLICANTS REPRESENTED BY AN ATTORNEY RELATIVE TO THEIR APPEAL BEFORE THE ZONING BOARD OF APEALS ARE REQUIRED TO COMPLETE THE FOLLOWING FORM.

NAME OF APPLICANT \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

NAME OF ATTORNEY \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

NATURE OF APPEAL \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_  
DATE



DEPARTMENT OF PLANNING AND REDEVELOPMENT

**DEVELOPMENT PLAN REVIEW CHECKLIST**

**Thresholds/Fees**

**Administrative Review: \$50.00 filing fee due at time of submission.**

One or two-family structure, new commercial/industrial construction up to 10,000 square feet, additions that are 500-999 sf, or accessory structures over 1,000 sf.

**City Planning Commission Review:**

**Residential:** 3 to 6 units - \$300.00; 6 to 10 units - \$500.00; 10+ units - \$1,000.00.

**Commercial:** Additions over 1,000 sf - \$300.00; New development 10,000-20,000 sf - \$500.00;  
New development over 20,000 sf - \$1,000.00.

**Application Requirements**

All applications must be certified as complete by the Department of Planning and Redevelopment. Applicants will not be considered complete unless they include the information listed below.

Applications requiring Planning Commission review must be certified as complete at least 21 days prior to the next scheduled meeting. Applicants may schedule a pre-application conference to review their proposal.

All necessary utility, infrastructure, roadway, sidewalk, walkway and parking area improvements will be provided for the development by the applicant at his/her own expense. All improvements will be required to meet all applicable city requirements and standards.

The applicant is required to pay all costs associated with the required advertising and certified mailing and will be billed for all associated costs once the review process is complete.

**ALL applications must include the following:**

- Application form complete, including owner's signature. If the owner's signature is not on the application, a letter stating the owner's consent for the filing of the application is required.
- A legal description of the property, as it appears on the deed, and a full and complete disclosure of direct or indirect ownership. In the case of a land trust, all beneficiaries shall be disclosed and an affidavit of ownership is required.
- Statements and conditions of easements, deed restrictions, or covenants existing or proposed on the subject land.
- Certificate of Zoning compliance (obtainable from the Zoning Department in City Hall)
- Certificate of Good Standing signed by the Tax Collector
- Site Plan to include:
  - Name of development;

If you have any questions please call the Department of Planning and Redevelopment at (401) 728-0500.

**CITY OF PAWTUCKET**  
**CITY HALL**  
**137 ROOSEVELT AVENUE**  
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**PHONE: (401) 728-0500 • TDD: (401) 722-8239**  
**<http://www.pawtucketri.com/departments/zoning>**



**DEPARTMENT OF PLANNING AND REDEVELOPMENT**

- Date of plan and revisions (if any);
  - Graphic scale, north arrow,
  - Locus map at 1" = 2000';
  - Property owner's name and address;
  - Zoning District(s);
  - All building setbacks required by zoning ordinance;
  - Location and width of all existing rights of way,
  - Easements and reservations within and adjacent to property;
  - All boundary lines of the property including their total acreage;
  - Certification and signature of RI Registered Land Surveyor that plan is correct, name, address and telephone number of any designers associated with the development of the plans;
  - Proposed building square footage,
  - Parking location;
  - Sign location and size;
  - Lighting;
  - Site access and circulation;
  - Fencing, Dumpsters;
  - Landscaping;
  - Utility connections;
  - Location of all floodways and all V and A flood zones;
  - Accurate location of significant natural, cultural and/or landscape features (including all wetlands and waterways).
- Elevation drawing for front, side and rear of proposed building or addition

**City Planning Commission Review applications must also include the following:**

- Ten (10) copies of the plans on 24 x 36 inch sheets drawn to scale, not smaller than 1" = 100' by a registered architect, landscape architect, engineer or land surveyor.
- Location and dimensions of existing buildings, streets and sidewalks, driveways and parking areas within 200 feet of property.
- Names and addresses of all abutting property owners within 200 feet of the property lines.
- A complete landscape plan showing location and type of plantings and a complete stormwater management plan. Preliminary plans and information will be accepted for a complete application. **HOWEVER**, a landscape plan stamped and signed by a landscape architect registered in Rhode Island and a stormwater management plan, approved by the City, are required before final approval will be given.
- Documentation from existing utility agencies providing consent to connect to existing utilities. Said documentation may not be required at the time of application, however, approval may be conditioned upon providing said documentation to the City.
- Further supporting information that is determined necessary to review the project including, but not limited to traffic impact studies, or parking lot lighting plans. Note that assessments, analyses and plans required as part of state or federal permits should also be submitted.

If you have any questions please call the Department of Planning and Redevelopment at (401) 728-0500.

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**137 ROOSEVELT AVENUE**  
**PAWTUCKET, RHODE ISLAND 02860**  
PHONE: (401) 728-0500 •• TDD: (401) 722-8239  
<http://www.pawtucketri.com>



**DEPARTMENT OF PLANNING AND REDEVELOPMENT**

**SUBDIVISION REVIEW REQUIREMENTS**

All applications must be certified as complete by the Department of Planning and Redevelopment. Applicants will not be considered complete unless they include the information listed below. Applications requiring Planning Commission review must be certified as complete at least 21 days prior to the next scheduled meeting. Submission of an application 21 days prior to the meeting **DOES NOT GUARANTEE** that the application will be placed on the agenda of the next meeting, if the Department of Planning and Redevelopment determines that additional information is necessary for the application to be certified as complete. Applicants may schedule a pre-application conference to review their proposal.

All necessary utility, infrastructure, roadway, sidewalk, walkway and parking area improvements will be provided for the development by the applicant at his/her own expense. All improvements will be required to meet all applicable city requirements and standards.

The applicant is required to pay all costs associated with the required advertising and certified mailing and will be billed for all associated costs once the review process is complete.

**For ALL subdivisions (administrative, minor, major)**

- Application form complete, including owner's signature. If the owner's signature is not on the application, a letter stating the owner's consent for the filing of the application is required.
- A legal description of the property, as it appears on the deed, and a full and complete disclosure of direct or indirect ownership. In the case of a land trust, all beneficiaries shall be disclosed. In addition, a current title and affidavit of ownership is required.
- Statements and conditions of easements, deed restrictions, or covenants existing or proposed on the subject land.
- Class I Survey
- Signed Certificate of Good Standing
- Fee (Administrative - \$50; Minor - \$200; Major - \$500)

**In addition, for major and minor subdivisions**

- A public hearing is required for all major subdivisions. Any division of land on commercially or industrially zoned land is considered major and will have to submit all items listed for a major subdivision.
- List of abutters' names and address within 200' of proposed division.

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**DEPARTMENT OF PLANNING AND REDEVELOPMENT**

- Ten (10) copies of the plans on 24 x 36 inch sheets drawn to scale, not smaller than 1" = 100' by a registered architect, landscape architect, engineer or land surveyor.
- **The Class I Survey must include**
  - Name of development;
  - Date of plan and revisions (if any);
  - Graphic scale, north arrow,
  - Locus map at 1" = 2000';
  - Property owner's name and address;
  - Zoning District(s);
  - All building setbacks required by zoning ordinance;
  - Location and width of all existing rights of way,
  - Easements and reservations within and adjacent to property;
  - All boundary lines of the property including their total acreage;
  - Certification and signature of Rhode island registered Land Surveyor that plan is correct; name, address and telephone number of any designers associated with the development of the plans;
  - Parking location;
  - Sign location and size;
  - Site access and circulation;
  - Fencing, Dumpsters;
  - Landscaping;
  - Utility connections;
  - Location of all floodways and all V and A flood zones;
  - Accurate location of significant natural, cultural and/or landscape features (including all wetlands and waterways).
- Documentation from existing utility agencies providing consent to connect to existing utilities. Said documentation may not be required at the time of application, however, approval may be conditioned upon providing said documentation to the City.
- For Major Subdivisions, the location and dimensions of existing buildings, streets and sidewalks, driveways and parking areas within 200 feet of property.

**Once final approval is granted the following will be requested:**

- Two Mylar copies of the approved subdivision map stamped and signed by a Registered Land Surveyor (maximum size 20"x30", minimum size 11"x17"). **This survey plan MUST show references and field controls found and used in the details.**
- Legal descriptions for all new lots
- Recording fee
- Copy of the subdivision plan in digital format, AutoCAD Release 14 or better

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**DEPARTMENT OF PLANNING AND REDEVELOPMENT**

**Subdivision Application**

Date Submitted: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Address/Telephone: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_

Address/Telephone: \_\_\_\_\_

Book and Page of Deed \_\_\_\_\_

Establishing Ownership: \_\_\_\_\_

**For All Lots:**

Address: \_\_\_\_\_

Assessor's Plat and Lot: \_\_\_\_\_

Zoning District (including overlays): \_\_\_\_\_

Present Lot Area: \_\_\_\_\_

Proposed Lot Area: \_\_\_\_\_

Current Use of Lots: \_\_\_\_\_

Proposed Use of Lots: \_\_\_\_\_

Relief from the Zoning Board of Review? \_\_\_\_\_

Certificate of Good Standing? \_\_\_\_\_

**Staff use only**

Date Received \_\_\_\_\_ By: \_\_\_\_\_

Date Certified Complete \_\_\_\_\_ By: \_\_\_\_\_

TRC Meeting Date \_\_\_\_\_ Action \_\_\_\_\_

CPC Meeting Date \_\_\_\_\_ Action \_\_\_\_\_

ZBR Meeting Date \_\_\_\_\_ Action \_\_\_\_\_

Recording Date \_\_\_\_\_ ID # \_\_\_\_\_

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CITY HALL  
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<http://www.pawtucketri.com/departments/zoning>



DIVISION OF ZONING AND CODE ENFORCEMENT

**MOVING OR DEMOLITION PERMIT APPLICATION**

MUNICIPALITY \_\_\_\_\_ APPLICATION DATE \_\_\_\_\_ PERMIT NO. \_\_\_\_\_

NUMERICAL CODE \_\_\_\_\_ FEE RECEIVED \$ \_\_\_\_\_ BY \_\_\_\_\_

**MOVING ONLY**

To the Building Official:

The undersigned hereby applies for a permit to move a building and hereby agrees to make said building conform to the requirements of law for a new building in the new location, and further agrees to conform to all the requirements and restrictions imposed by law relative to the moving of buildings and to post a certificate of liability insurance and a 100% performance bond, when required.

To be moved from \_\_\_\_\_ and placed on  
\_\_\_\_\_ and to be moved over the following  
route \_\_\_\_\_

\_\_\_\_\_ and, to be moved

by \_\_\_\_\_ date of proposed moving \_\_\_\_\_

Dimensions of structure: Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_ Stories \_\_\_\_\_

Plat/Map # \_\_\_\_\_ Lot/Block # \_\_\_\_\_ Filed/Parcel \_\_\_\_\_ Area \_\_\_\_\_

Said structure to be used  
for \_\_\_\_\_

Estimated cost \$ \_\_\_\_\_  
\_\_\_\_\_

*Signature of owner or authorized agent*

Bond/  
Insurance posted \_\_\_\_\_

*Date*

*Address*

*Tel. No.*

**DEMOLITION ONLY**

To the Building Official:

The undersigned hereby applies for a permit to demolish a building and agrees to observe and conform to all the conditions, limitations and requirements of the State Building Code and to post a 100% performance bond and a certificate of insurance, when required.

Location \_\_\_\_\_ Typed of construction \_\_\_\_\_

Former building use \_\_\_\_\_ stories \_\_\_\_\_

Plat/ Map # \_\_\_\_\_ Lot/ Block # \_\_\_\_\_ File/ Parcel # \_\_\_\_\_ Area \_\_\_\_\_

Building Wrecker \_\_\_\_\_ Estimated Cost \$ \_\_\_\_\_

Insurance \_\_\_\_\_

Bond Posted \_\_\_\_\_  
Date \_\_\_\_\_ signature of owner or authorized agent \_\_\_\_\_

\_\_\_\_\_  
Address Tel. No.

*Written notification by registered mail must be made  
10 days prior to demolition to all utilities and 48  
Hour notification to DIG SAFE in accordance with  
The State Law Title 39 Chapter 39.*

I hereby (approve) or (disapprove) this application  
as set forth:

\_\_\_\_\_  
*Building Official*

Reason for disapproval \_\_\_\_\_

Call 1-800-225-4977

The undersigned have cut electrical power lines, telephone and telegraph wires and shut off and capped all gas, water, steam, and other service lines before demolition or removal of said building is started.

\_\_\_\_\_  
*Telephone Company*

\_\_\_\_\_  
*Electric Company*

\_\_\_\_\_  
*Public Works Department*

\_\_\_\_\_  
*Gas Company*

The undersigned abutting owners and tenants hereby give their consent to cut and disturb such trees and shrubs on their premises as may be necessary in moving or demolition of said building.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ 20 \_\_\_\_\_

I hereby give my consent to cut and disturb such trees and shrubs as may be necessary for passage

on \_\_\_\_\_  
\_\_\_\_\_ for the purpose of moving or demolition of said building.

\_\_\_\_\_  
Public Works Director

\_\_\_\_\_ 20 \_\_\_\_\_

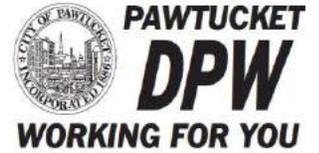
We hereby give our consent to move said building over the aforementioned route.

*Fire Chief* \_\_\_\_\_ *Police Chief* \_\_\_\_\_

\_\_\_\_\_ 20 \_\_\_\_\_



CITY OF PAWTUCKET  
PUBLIC WORKS CENTER  
250 ARMISTICE BOULEVARD  
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OFFICE OF THE PUBLIC WORKS CENTER

**RIGHT-OF-WAY PHYSICAL ALTERATION PERMIT**

**Contractor Information**

Business Name:

Address:

Phone Number:

Pawtucket Approved Contractor #:

**Description of Work**

**Location of Work**

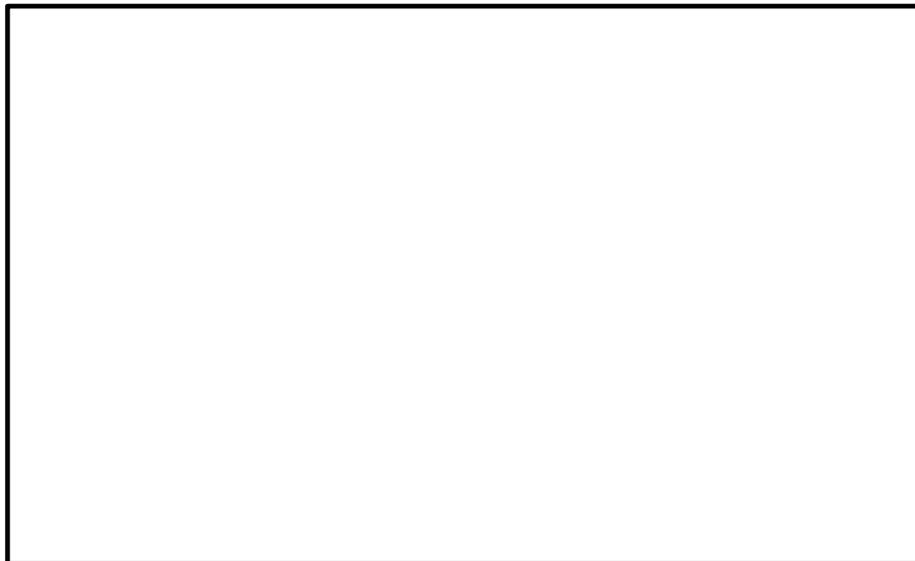
**Does Any Work Occur on Private Property?**

Yes

No

**Sketch of Work to be Performed**

- Show location of work to be performed, limits of disturbance, and/or any traffic diversions or detours. A scaled plan may be attached to this permit in lieu of providing a sketch below.

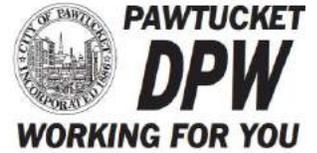


The sketch must include the following:

1. The location of the proposed curb cut or driveway opening.
2. The location of existing curb cuts or driveway openings on the same lot.
3. The distance from the proposed curb cut or driveway opening to the lot lines.
4. The location of street intersections within 100 feet of the proposed curb cut or driveway opening.
5. The location of existing or proposed buildings, curbs, sidewalks, trees, poles, public utilities or other objects which might affect the work.



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OFFICE OF THE PUBLIC WORKS CENTER

RIGHT-OF-WAY PHYSICAL ALTERATION PERMIT

General Conditions of Permit (Applicant Shall Acknowledge Each Item By Checking Boxes or Note "N/A")

- Checkboxes for permit conditions: The Applicant (i.e. Contractor) agrees, as a condition governing the issuance of permit, to: a. Indemnify the City of Pawtucket... b. Accept and abide by the rules governing the work... c. Execute all work in conformance with the Rhode Island Department of Transportation's "Standard Specifications for Road and Bridge Construction," latest edition. d. Acknowledge that this permit does not relieve the applicant of its obligation to abide by all applicable federal and state regulations governing the proposed work.
Permit application must be submitted to the DPW at least two (2) days prior to proposed start of work (excluding weekends and holidays).
The Contractor shall contact the DPW to arrange for an inspection following the completion of the work.
All work must be completed within 60 days of the issuance of this permit.
The Contractor shall contact the Pawtucket Police Department to arrange for a detail if diversion of traffic is required.
At all times during which work is performed, and until such work is completed and accepted by the DPW Director, the Contractor shall maintain all necessary barriers, lights and all other necessary safeguards for the prevention of accidents and protection of public and private property.
The Contractor shall notify utilities of excavation, as required by state law. Notifications shall include contacting DigSafe and the Pawtucket Water Supply Board at least 72 hours prior to any excavation.
Penalty for failure to comply with this permit is as follows: \$500 for each offense.
Application Fee is \$25. Payments of cash or check accepted. Make checks payable to the City of Pawtucket.

Applicant Name: [ ] (please print)

Applicant Signature: \_\_\_\_\_

Signed: \_\_\_\_\_ (Director of Public Works)

Official Use Only

Permit No.: \_\_\_\_\_

Permit Authorization Date: \_\_\_\_\_

Received Permit Fee: [ ] Yes [ ] No [ ] N/A

Zoning Approval Required: [ ] Yes [ ] No

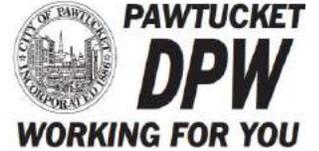
Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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**OFFICE OF THE PUBLIC WORKS CENTER**

**RIGHT-OF-WAY PHYSICAL ALTERATION PERMIT**

**Contractor Information**

Business Name:

Address:

Phone Number:

Pawtucket Approved Contractor #:

**Description of Work (Include Explanation of Emergency)**

**Location of Work**

**Does Any Work Occur on Private Property?**

Yes

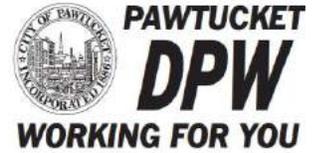
No

**Sketch of Work to be Performed**

- Show location of work to be performed, limits of disturbance, and/or any traffic diversions or detours. A scaled plan may be attached to this permit in lieu of providing a sketch below.



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OFFICE OF THE PUBLIC WORKS CENTER

RIGHT-OF-WAY PHYSICAL ALTERATION PERMIT

General Conditions of Permit (Applicant Shall Acknowledge Each Item By Checking Boxes or Note "N/A")

- Checkboxes for permit conditions: The Applicant (i.e. Contractor) agrees... Indemnify the City of Pawtucket... Accept and abide by the rules... Execute all work in conformance... Acknowledge that this permit does not relieve... The Contractor shall contact the DPW... The Contractor shall contact the Pawtucket Police Department... The Contractor shall notify utilities of excavation...

Applicant Name: [ ] (please print)

Applicant Signature: \_\_\_\_\_

Signed: \_\_\_\_\_ (Director of Public Works)

Official Use Only

Permit No.: \_\_\_\_\_

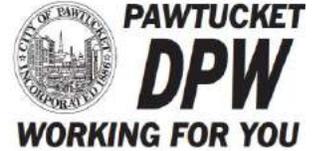
Permit Authorization Date: \_\_\_\_\_

Zoning Approval Required: [ ] Yes [ ] No

Remarks: \_\_\_\_\_



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**OFFICE OF THE PUBLIC WORKS CENTER**

**RIGHT-OF-WAY PHYSICAL ALTERATION PERMIT**

**Contractor Information**

Business Name:

Address:

Phone Number:

Pawtucket Approved Contractor #:

**Description of Work**

**Location of Work**

**Does Any Work Occur on Private Property?**

Yes

No

**Sketch of Work to be Performed**

- Show location of work to be performed, limits of disturbance, and/or any traffic diversions or detours. A scaled plan may be attached to this permit in lieu of providing a sketch below.



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OFFICE OF THE PUBLIC WORKS CENTER

RIGHT-OF-WAY PHYSICAL ALTERATION PERMIT

General Conditions of Permit (Applicant Shall Acknowledge Each Item By Checking Boxes or Note "N/A")

- Checkboxes for permit conditions: The Applicant (i.e. Contractor) agrees... Indemnify the City of Pawtucket... Permit application must be submitted... For all subsurface utility installations... The Contractor shall contact the Pawtucket Police Department... The Contractor shall contact DPW... The Contractor shall notify utilities... Penalty for failure to comply... Fees: Payments of cash or check accepted.

Applicant Name: [ ] (please print)

Applicant Signature: \_\_\_\_\_

Signed: \_\_\_\_\_ (Director of Public Works)

Official Use Only

Permit No.: \_\_\_\_\_ Permit Authorization Date: \_\_\_\_\_
Received Permit Fee: [ ] Yes [ ] No [ ] N/A Zoning Approval Required: [ ] Yes [ ] No
Remarks: \_\_\_\_\_

# **APPENDIX 2**

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## **Lead Hazard Mitigation Law**

# WHAT IS THE LEAD HAZARD MITIGATION LAW?

The Lead Hazard Mitigation Law is designed to prevent lead poisoning in children and pregnant women. Most houses built before 1978 contain lead-based paint. Lead is poison when it gets into the body. Lead can harm people – especially children and pregnant women. Starting November 1, 2005, most property owners who own rental housing units built before 1978 will be required by the Lead Hazard Mitigation Law to fix lead hazards in these units.

## REQUIREMENTS FOR CURRENT OWNERS OF RENTAL PROPERTIES

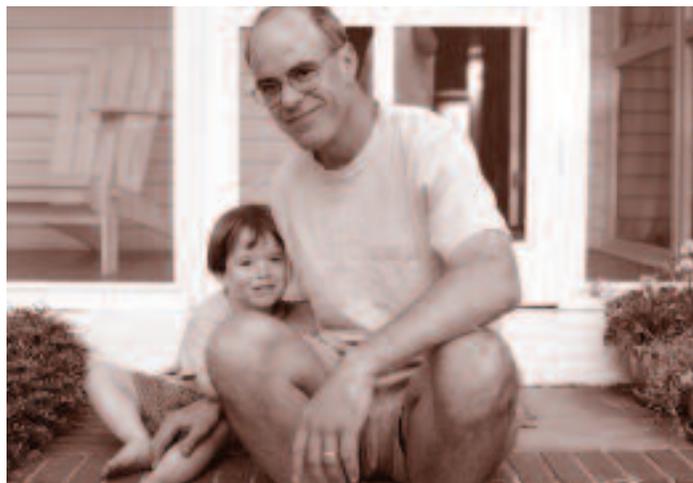


The Lead Hazard Mitigation Law requires that most owners of rental properties built before 1978 meet the following four requirements: 1) Get a Certificate of Conformance, 2) Give tenants information about lead hazards, 3) Respond to tenant concerns, and 4) Keep your Certificate of Conformance current. These requirements are described below.

### Exempt Properties

If you own one of the following types of pre-1978 rental dwelling units, you are exempt from the requirements of the Lead Hazard Mitigation Law:

1. Rental units with a current Lead Safe or Lead Free certificate;
2. Temporary housing or seasonal housing, which is defined as housing that is rented for no more than 100 days in a calendar year to the same tenant;
3. Housing that is specifically designated by a regulatory agreement or a zoning ordinance to house persons 62 years of age or older;
4. Two or three unit properties, in which one of the units is occupied by the property owner.



If you own an exempt property, you are exempt from the law. However, if you choose to get lead liability insurance coverage, your insurance carrier may ask that you follow the same requirements as property owners whose properties are not exempt from the law.

### 1. GET A CERTIFICATE OF CONFORMANCE

You must have a Certificate of Conformance for each rental unit you own. This certificate proves that you have fixed any lead hazards found in your rental property. The law requires you to get a Certificate of Conformance the first time your tenants change after November 1, 2005 and to keep your certificate current.

To get a Certificate of Conformance you or your designee must:

- » **Attend a Lead Hazard Awareness Class.** In this three-hour class you will learn how to find and safely fix lead hazards.
- » **Conduct a visual inspection of your rental unit and surrounding property.** You must check each rental unit and the surrounding property for lead hazards using the methods learned in the class.
- » **Fix lead hazards found during the visual inspection.** You must fix the lead hazards using the safe work practices learned in the class.
- » **Request an Independent Clearance Inspection.** You must hire an authorized Lead Inspector or Inspector Technician to verify that there are no lead hazards on your property. If your property fails this inspection, you have 60 days to fix any lead hazards. Then you must ask the inspector to return and check the property again. You will receive a Certificate of Conformance after the property has passed the inspection.

Note: If you have a current Lead Safe or Lead Free Certificate for the entire rental unit, you do not need a Certificate of Conformance.



## 2. GIVE TENANTS INFORMATION ABOUT LEAD HAZARDS

The law requires that you give your tenants:

- » Information about how to help protect their family from lead hazards.
- » The name, address, and telephone number of a contact person whom they can call if they find lead hazards. This can be you or a person you choose.
- » A copy of the most recent Independent Clearance Inspection Report.

## 3. RESPOND TO TENANT CONCERNS ABOUT LEAD HAZARDS

Your tenant must first bring any concerns about potential lead hazards to you or your contact person. You must respond to these concerns within 30 days. If you find lead hazards, you must fix them using safe work practices. If you do not respond, or the tenant feels that you have not fixed the lead hazards, the tenant can bring his or her concerns to the Housing Resources Commission, who will investigate. If the Housing Resources Commission finds lead hazards, they will issue a Notice of Violation. If you do not respond to this notice or do not fix the lead hazards within 30 days, the Housing Resources Commission will file a complaint with your city or town housing code official.

## 4. KEEP YOUR CERTIFICATE OF CONFORMANCE CURRENT

The Certificate of Conformance must be renewed every two years. Follow these steps to renew your certificate:

**When there has been a change in tenants:** You must hire an authorized Lead Inspector or Inspector Technician to do an Independent Clearance Inspection within 30 days of renting the unit to new tenants. Only one Independent Clearance Inspection is needed in a 24-month period, even if there has been more than one change in tenants.

**When there has been no change in tenants:** If it has been two years since you received or renewed your Certificate of Conformance and there has been no change in tenants, you must complete a visual inspection of the rental unit to renew your certificate. Then you must fill out an Affidavit of Completion of Visual Inspection. The affidavit can be obtained from the Housing Resources Commission.

### Information Your Property Insurer May Require

If you are buying lead liability insurance for your rental property, your insurance carrier may require you to provide proof of compliance with the Lead Hazard Mitigation Law. Check with your property insurer or agent for the type of certificate they require and coverage they provide.

### About Vacation Homes

If you rent your vacation property for more than 100 days to the same tenant in any given year, you must meet all of the requirements of the law.

## THE HOUSING RESOURCES COMMISSION IS READY TO HELP YOU

If you have questions about the Lead Hazard Mitigation Law, or any of the information in this brochure including the Lead Hazard Awareness Classes, call the Housing Resources Commission at **401-222-LEAD (5323)** or visit **[www.hrc.ri.gov](http://www.hrc.ri.gov)**.



# APPENDIX 3

## FEE SCHEDULE

**This information provided below is for your information. To avoid delays and ensure accuracy, it is highly recommended that you call the Zoning Department (728-0500, X291) for assistance in calculating your permit fee.**

**Rehabilitation:** The base permit fee is \$65 plus the rate calculated from the table below.

More Than	To and Including	Rates	More Than	To and Including	Rates	More Than	To and Including	Rates
\$0	\$1,000	\$30	\$20,001	\$21,000	\$198	\$40,001	\$41,000	\$336
\$1,001	\$2,000	\$42	\$21,001	\$22,000	\$204	\$41,001	\$42,000	\$342
\$2,001	\$3,000	\$54	\$22,001	\$23,000	\$210	\$42,001	\$43,000	\$348
\$3,001	\$4,000	\$66	\$23,001	\$24,000	\$222	\$43,001	\$44,000	\$354
\$4,001	\$5,000	\$78	\$24,001	\$25,000	\$228	\$44,001	\$45,000	\$360
\$5,001	\$6,000	\$90	\$25,001	\$26,000	\$234	\$45,001	\$46,000	\$366
\$6,001	\$7,000	\$102	\$26,001	\$27,000	\$240	\$46,001	\$47,000	\$372
\$7,001	\$8,000	\$114	\$27,001	\$28,000	\$252	\$47,001	\$48,000	\$378
\$8,001	\$9,000	\$126	\$28,001	\$29,000	\$264	\$48,001	\$50,000	\$390
\$9,001	\$10,000	\$132	\$29,001	\$30,000	\$270			
\$10,001	\$11,000	\$138	\$30,001	\$31,000	\$276			
\$11,001	\$12,000	\$144	\$31,001	\$32,000	\$282			
\$12,001	\$13,000	\$150	\$32,001	\$33,000	\$288			
\$13,001	\$14,000	\$156	\$33,001	\$34,000	\$294			
\$14,001	\$15,000	\$162	\$34,001	\$35,000	\$300			
\$15,001	\$16,000	\$168	\$35,001	\$36,000	\$306			
\$16,001	\$17,000	\$174	\$36,001	\$37,000	\$312			
\$17,001	\$18,000	\$180	\$37,001	\$38,000	\$318			
\$18,001	\$19,000	\$186	\$38,001	\$39,000	\$324			
\$19,001	\$20,000	\$192	\$39,001	\$40,000	\$330			

**New Construction:** Residential is \$110 per square foot. Call the Building Inspector at X247 to determine the value for commercial.

**State Fees:** The State of Rhode Island also charges \$1 per \$1,000, which then is added to the base permit fee.

# APPENDIX 4

The following departments are located in City Hall at 137 Roosevelt Avenue unless otherwise noted. The City of Pawtucket's hours are 8:30 a.m. - 4:30 p.m., and the main number is (401) 728-0500.

DEPARTMENT	CONTACT	PHONE/E-MAIL
Mayor's Office	Dylan Zelazo	X281, dzelazo@pawtucketri.com
Planning and Redevelopment	Barney Heath	X430, bheath@pawtucketri.com
Zoning and Code Enforcement	John Hanley	X347, jhanley@pawtucketri.com
City Clerk	Michelle Hardy	X225, X349, mhardy@pawtucketri.com
Engineering Department*	Andrew Silvia	X279, engineering@pawtucketri.com
Traffic/Highway*	Mike Burns	X215, mburns@pawtucketri.com
Tax Assessor's	Robert Burns	X333, rburns@pawtucketri.com

\*Located at 250 Armistice Boulevard

## The following includes contact information for state agencies:

### **Bldg. Code Commission**

One Capitol Hill  
 Providence, RI 02908  
 (401) 222-1129  
[www.ribcc.ri.gov](http://www.ribcc.ri.gov)

### **Coastal Resources Mgmt. Council (CRMC)**

Stedman Government Center, Rm. 116  
 4808 Tower Hill Road  
 Wakefield, RI 02879  
 (401) 783-3370  
[www.crmc.ri.gov](http://www.crmc.ri.gov)

### **Dept. of Environmental Mgmt. (DEM)**

235 Promenade Street  
 Providence, RI 02908  
 (401) 222-6800  
[www.dem.ri.gov](http://www.dem.ri.gov)

### **Department of Health (DOH)**

3 Capitol Hill  
 Providence, RI 02908  
 (401) 222-2750  
[www.health.ri.gov](http://www.health.ri.gov)

### **Department of Transportation (DOT)**

2 Capitol Hill  
 Providence, RI 02903  
 (401) 222-2378, X2378  
[www.dot.state.ri.us](http://www.dot.state.ri.us)

### **Dig Safe**

11 Upton Drive  
 Wilmington, MA 01887  
 (888) 344-7233  
[www.digsafe.com](http://www.digsafe.com)

### **Division of the Fire Marshal**

1951 Smith Street  
 N. Providence, RI 02904  
 (401) 383-7717  
[www.fire-marshal.ri.gov](http://www.fire-marshal.ri.gov)

### **Fire Safety Code Board of Appeal**

One Regan Ct., Mathias Bldg. 56  
 Cranston, RI 02920  
 (401) 462-0940  
[www.fsc.ri.gov](http://www.fsc.ri.gov)

### **Narragansett Bay Commission**

One Service Road  
 Providence, RI 02905  
 (401) 461-8848  
[www.narrabay.com](http://www.narrabay.com)

### **Rehabilitation Code Bd. Of Review**

One Regan Ct., Mathias Bldg. 56  
 Cranston, RI 02920  
 (401) 462-0940  
[www.rbfc.ri.gov](http://www.rbfc.ri.gov)

### **RI Food Protection & Sanitation**

3 Capitol Hill, Rm. 203  
 Providence, RI 02908  
 (401) 222-2749  
[www.heath.ri.gov](http://www.heath.ri.gov)

### **RI Board Of Hairdressing & Barbering**

3 Capitol Hill, Rm. 104  
 Providence, RI 02908  
 (401) 222-2828  
[www.health.ri.gov](http://www.health.ri.gov)