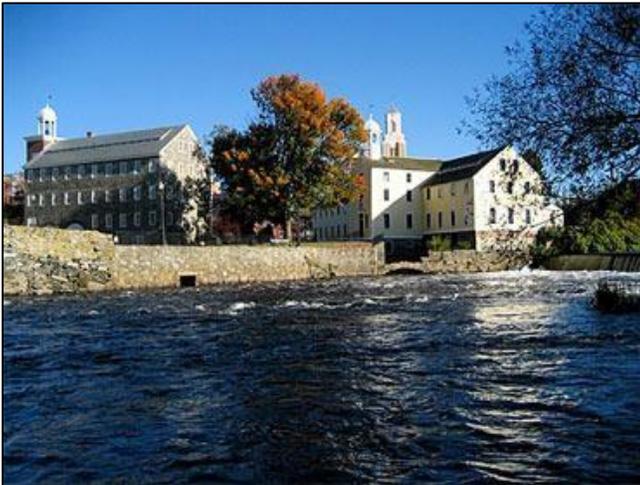


City of Pawtucket GUIDE TO PERMITTING

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

Donald R. Grebien, Mayor

www.pawtucketri.com



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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 have worked to create online resources in order to streamline this process.



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. If you ever have questions, please feel free to contact City Hall and we will direct you to the proper department.

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!

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

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 (401-728-0500, Ext. 437) to schedule.

the process. 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. **Development Plan 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.
- 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.

I. ZONING CONFORMANCE PHASE

The text of the zoning ordinance in the City of Pawtucket Charter is available online at: 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.

Getting Started:

The **Division of Zoning & Code Enforcement** is the point-of-contact for any questions pertaining to Zoning (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 the payment may be returned, the only forms of acceptable payment are checks, money orders and credit cards.**

Pawtucket strives for a 24-hour turnaround, 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. The City will identify license requirements during their review of the Certificate of Zoning Compliance. Uses which require licenses include: auto repair, secondhand 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.

Overlay/Special 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).
- **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.

Contact the **Department of Planning and Redevelopment** at (401) 728-0500, Ext. 440 or visit them at www.pawtucketri.com.

II. DEVELOPMENT PLAN REVIEW (if required)

For more information on Planning or Riverfront Commission review, contact the Planning Department at (401) 728-0500, Ext. 440 or visit the Department of Planning and Redevelopment at www.pawtucketri.com. The Subdivision and Land Development Regulations are available on the website [here](#).

Review required by Planning staff:
<ul style="list-style-type: none">• Construction of any new one or two-family residential structure
<ul style="list-style-type: none">• Construction of any new commercial or industrial primary structure less than 10,000 sq. ft. of gross floor area
<ul style="list-style-type: none">• Accessory structures exceeding 1,000 sq. ft. of gross floor area
<ul style="list-style-type: none">• Exterior addition with a gross floor area 500 to 999 sq. ft.
<ul style="list-style-type: none">• Any permitted use that is specifically referred in writing to the Department of Planning and Redevelopment by the Building Official or the Director of Zoning & Code Enforcement
<ul style="list-style-type: none">• Any other use for which the application for a variance or special use permit is specifically referred in writing to the Department of Planning and Redevelopment by the Zoning Board

Review required by the Planning Commission:
<ul style="list-style-type: none">• Construction of any new residential structure, or combination of structures, with three or more units
<ul style="list-style-type: none">• Construction of any new commercial or industrial structure with a gross floor area of 10,000 sq. ft. or more
<ul style="list-style-type: none">• Exterior addition with a gross floor area of 1,000 sq. ft. or more to an existing structure
<ul style="list-style-type: none">• 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.

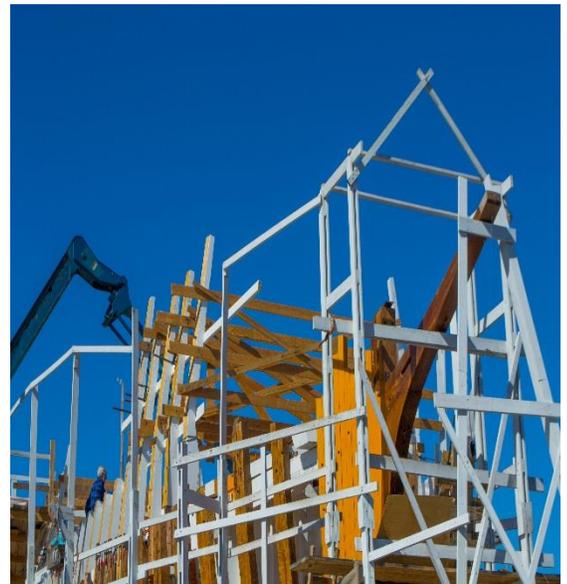
Parking Lots and Landscaping

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

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

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

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 an additional .1 (.001) percent (levy) of the total construction cost for each permit issued. The levy shall be limited to a maximum of Fifty (50) Dollars for each of the permits issued for one (1) and two (2) family dwellings, which then is added to the base 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.

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.

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*****

V. FAQs

How can 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

Where is the Zoning Map?

This map is online [here](#) and also available at the Zoning Department for review and at the City Clerk's Office for purchase.

Where is the Zoning Ordinance?

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

Can I get feedback on a proposed project?

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.

How Do I get permission to alter a City sidewalk or curb?

Creating, expanding or closing a curb opening onto a public street requires a **Physical Alteration Permit** from the Department of Public Works. (401-728-0500, Ext. 215).

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 Alteration 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.

Which streets require a state permit?

- 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.

I am leasing space/buying a building? Do I need to get a certificate of zoning compliance?

Yes, City ordinance requires that you receive a signed [Certificate of Zoning Compliance](#) before you sign a lease or purchase a property.

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 Director of Zoning will determine whether a vacant lot is buildable. Reach out to the Director of Zoning at 401-728-0500 extension 449 wvieiera@pawtucketri.com

How do I go about subdividing my lot?

Here is a link to the [application](#) and to the [rules and regulations](#). Depending upon the size and complexity of the subdivision it may proceed administratively or need review by the Planning Commission. Reach out to the Assistant Director at 401-728-0500 extension 450 jrosa@pawtucketri.com

How do I get a zoning variance and how long does it take?

Here is a link to the [application](#). This process can take six to eight weeks because of the noticing requirements. The Zoning Board of Review meets on the last Monday of the month to hear applications and then the following Monday for decision. Reach out to the Director of Zoning at 401-728-0500 extension 449 wvieiera@pawtucketri.com

List of Forms:

- [Certificate of Zoning Compliance](#)
- [Property Classification](#)
- [Development Plan Review](#)
- [Application for Variance](#)
- [Curb Cut Driveway Permit](#) *(Must be Submitted to the Department of Public Works)*
- [Home Occupation](#)
- [House Meter Affidavit](#)
- [Payment in Lieu of House Meter Recording Fee](#)
- [Mechanical Home Owners Affidavit](#)
- [Electrical Home Owners Affidavit](#)
- [Plumbing Home Owners Affidavit](#)
- [Non-Resident Landlord Information & Form](#)
- [One Day Sidewalk Sale Permit](#)
- [Outdoor Display Permit](#)
- [Tax Appeal](#)
- [Zoning Review Application](#)
- [Subdivision Zoning Board Application](#)
- [Land Use and Subdivision Regulations](#)