

General Checklist

Yes No Unsure

			Is the construction changing the footprint of the structure or creating a new structure?
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If yes, please review the "Blueprints" checklist below.

If yes. Please review Zoning questions, as well as reference Town Code chapter 14.

			Is the construction on or near a wetlands area?
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If yes, please complete the "Wetlands" checklist below.

			Do you need a moving or demolition permit?
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			Are taxes owed by the owner paid?
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			Is the construction on a floodplain?
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<http://www.fema.gov>

Zoning Questions// Permit Application

Yes No Unsure

			Is the lot zoned residential or business?
			Is the lot of a standard size? (2 or more Acres)
			Is the lot substandard size? (under 2 Acres)
			If your building is defined as nonconforming by dimension, is your addition less than 50% the size of the building?
			The address and phone number of the owner
			The address of the property
			Plat# _____ and lot # _____
			Will project adhere to allowable lot coverage? (10% sum of all structures)
			A detailed description of work to be performed
			Contractor's license number and expiration date// Copy of Contractors liability Insurance.
			The address and phone number of the contractor
			Estimate of cost: material and labor.
			Upload into Portal all pertinent documents (pdf format preferred)

New Building/Addition/Renovation Checklist

Yes No Unsure

			Do you have blueprints in a digital format? (pdf preferred)
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For further guidelines on what must be included, please complete the "Blueprints" checklist below.

			Do you have a RIDEM/ISDS approval for the property's septic system? [NEW CONSTRUCTION]
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<http://www.dem.ri.gov/>

			Do you have a DEM system suitability determination, if creating an addition or tie in to old System?
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<http://www.dem.ri.gov>

			Does the property's well have a safe and adequate supply?
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Well water analysis

			If the property's well is shared, do you have proof of legal Ownership or Easement?
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Blueprints

Yes No Unsure

			Do you have a Site Plan? Showing (Lot size, Lot coverage by structures, location of Well & Septic)?
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			Are the existing and proposed structures clearly labeled?
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			Do you have the percentage of land covered by all structures?
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			Are all setbacks complied with?
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For more information on setbacks, consult chapter 14 of town code.

			Do you have the distance to the nearest body of water?
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			If roof trussing or floor, is a truss layout and brace schedule included? Has an Engineer approved/stamped the Plans?
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			Any structural change will need Engineered approved drawings.
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			Is the basement floor below the water table?
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Wetlands

Yes No Unsure

			Have all wetlands on the property been flagged and verified?
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			Have the requisite CRMC or DEM approval(s) been acquired?
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<http://www.dem.ri.gov>

<http://www.crmc.ri.gov>

Yes No Unsure

			Have the requirements of the property's wetland type been verified? How?
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			Has the Little Compton wetlands buffer of 100' been complied with?
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THIS CHECKLIST IS ONLY MEANT AS A GUIDE TO HELP RESIDENTS NAVIGATE THE ZONING/BUILDING ORDINANCES & PERMITTING.