

BUILDING PERMIT CHECKLIST
FOR NEW AND EXISTING RESIDENTIAL STRUCTURES AND ADDITIONS

- 1. **Fire Plan Approval** – Three (3) sets of plans to Fire Dept (they keep 1 set and send 2 to Building Dept)
- 2. **Soil/Erosion (Site Plan must be submitted to Town Engineer's Office)**
- 3. **Building Dept** (2 sets of approved plans from Fire Dept)

Site Plan: Two (2) copies

- Drawn to scale: 1" = 10' or 1" = 20' recommended
 - Dimensions of subject property including all property lines and total area.
 - Identify streets
 - Setbacks from all property lines for all existing and proposed structures including additions and accessory structures.
 - Location of driveway
 - Location of wetlands, watercourses or coastal features
 - A Class I survey stamped by a registered land surveyor and a copy on CD
- CRMC Jurisdictional Determination for presence of Freshwater Wetlands (250 square feet and larger on-ground structures).

Construction Plans and Documents – Two (2) copies

- Building permit (filled out completely) with contractor's original signature and copy of RI Registration Card**
 - Electrical, Mechanical, Plumbing permits (filled out completely) with original signatures and attached licenses**
 - Footings and foundation plan
 - Floor plans – include key structural elements
 - Front elevation
 - Rear elevation
 - Side elevations
 - Cross section(s)
 - Framing plans – May be required when specific conditions of design requires
 - Manufactured lumber (TJI's, LVL's): see your supplier/manufacturer for design reports (submit 2 copies). Larger projects will require a layout plan; beam, header, and joist design report number shall correspond with layout plan number.
 - Truss drawings with Engineer Stamp and Layout Plan from manufacturer.
 - Window and door schedule; include manufacturer, U-Factor and Design Pressure rating (see your supplier/manufacturer)
 - Energy Conservation (N1101); provide window area percentage of exterior wall area (window/wall ration)
 - Architect and/or engineer may be required
 - Does footprint of plans match site plan i.e. overhangs, decks, porches, location of garage, etc.
 - Single line drawings will not be accepted
 - Completeness and Clarity of plans
 - No tape, no red ink, no pencil
 - Dimensions: drawn to scale; ¼' = 1' recommended
 - Completed Application: Incomplete application can delay issuance of your permit.
- See § 23-27.3-128.5.4 Building Permit Issuance Requirement

Flood Zone:

- AE: Elevation of lowest floor and next floor above (in relation to mean sea level).
- VE: Elevation of lowest horizontal structural member (in relation to mean sea level).
Architect and/or engineer required for design.
- Elevation of existing and proposed grade (in relation to mean sea level).

Wind Load Design (zone 2):

- Architects design and/or copy of Appendix M from code
- Contractors/Owners Responsibilities Form:

Res/Check – **USE HARRISVILLE**

Window Installation – Instructions with rating lable

It is required that ALL permits be handed in together as one complete package
Proof of Liability Insurance and Worker's Compensation Insurance (1) or more employees)
AS BUILTS MUST BE SUBMITTED IN CD FORMAT UPON ISSUANCE OF CO