

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 Department** (2 sets of approved plans stamped by the Fire Department)
- ___ 4. **Stone Wall Protection and Preservation**. Chapter 305 Charter and Code of the Town of Smithfield.

___ **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 also septic system and well if needed
 - ___ 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 showing steel, grounding and key way
- ___ Floor plans – include key structural elements
- ___ Front elevation
- ___ Rear elevation
- ___ Side elevations
- ___ Cross section(s) showing all construction components
- ___ 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 the manufacturer, 11" x 17" or larger.
- ___ 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.
- ___ Provide a detailed mechanical plan showing all equipment. **If duct work is installed it shall be tested prior to rough inspection.**
 - ___ 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

___ **Res/Check** – USE HARRISVILLE **Web Site:** energycodes.gov

___ **Window Installation** – Instructions with energy rating label from the window

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 C/O