



Town of Coventry Building Inspections Office

REQUIREMENTS FOR RESIDENTIAL BUILDING PERMITS APPLICATIONS

NOTICE TO APPLICANTS:

All documents and plans in the Building Permit packet must be internally consistent and accurately reflect what will be constructed. All applications must be accompanied by the proper signatures from contractors and copies of contractor licenses. Inconsistencies may result in a delay in approvals.

- Check with **Planning & Development** to make sure that your project is compliant with the Zoning Ordinance and the Subdivision Regulations.
- Well and Public Water Approvals:** if the proposed construction requires a new well, a well permit is required. The applicant must pay \$100 for the permit and \$300 for the inspection of the flow. If the structure will utilize public water, the applicant will need to contact Kent County Water Authority for the appropriate application and fees.
- Septic or sewer approvals:** a copy of the Onsite Wastewater Treatment System (OWTS) plan and approval by the RI Department of Environmental Management (RIDEM) OR a copy of the sanitary sewer approval and a sketch of the connection. The building footprint, garage and driveway(s) shown on the OWTS Plan must match the footprint of the structure shown on the building plans AND the proposed grading must be consistent with the building footprint and garage location shown on the building plans. If changes are made to the OWTS plan, those changes must be made by a qualified professional and they must be approved by RIDEM.
- Accurate site plans on required form (survey or attached Site Plan form only) and signed affidavit
- Complete **Building, Electrical, Plumbing, and Heating Applications**
- State road access:** a letter from the RI Department of Transportation indicating approval for access on to a State road
- For development plans that have been reviewed by the **Planning Commission, Zoning Board** or **Planning & Development** staff, copies of the recorded Decision must be attached and all stipulations must be met BEFORE a building permit is issued.
- A completed **Departmental Routing Slip**. For new residential permits, the Tax Assessor will give you a house number and confirm the plat and lot. The Tax Collector will ensure that you have no outstanding tax bills.
- 3 sets of building plans stamped by the **Fire District Chief** (2 sets to accompany Building Permit Application, 1 for the Fire District)



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DEPARTMENTAL ROUTING SLIP

New Sewer Connection?

Yes (send out c/o)

No

Owner: _____

Applicant: _____

TOWN DEPARTMENT ROUTING:

1 To be completed by the TAX ASSESSOR only

Plat: _____ Lot # _____ Rec. Lot #: _____

New Cut: _____ Out of: _____

Address: _____

Tax Assessor Signature: _____

2 To be completed by the TAX COLLECTOR only

Taxes are up to date: YES NO – paid through date: _____

Tax Collector’s Signature: _____

3 Sewer Authority Signature: _____

4 Public Works Director Signature: _____

5 Reviewing Engineer’s Signature: _____

6 Zoning Officer’s Signature: _____

FAIR SHARE DEVELOPMENT FEES OWED* (to be completed by PLANNING only)

Fair Share Development Fee (\$7,596)	\$
Fair Share Development Fee – Over 55 Housing (Total will be \$5,316)	\$
TOTAL FAIR SHARE DEVELOPMENT FEES OWED:	\$

7 Planning Director’s Signature: _____

***Allocations for Fair Share Development Fee (\$106 of the Town Code) for EACH residential dwelling unit built:**

- (a) Law enforcement: \$1,520.
- (b) Parks and recreation: \$1,140.
- (c) Human services: \$150.
- (d) Public works: \$1,900.
- (e) Public schools: \$2,280.
- (f) Government center/library expansion: \$230.
- (g) Sewers: \$150.
- (h) Other public facilities: \$226.
- (i) Total: \$7,596

Acknowledgment: By signing this form, I acknowledge receipt of a copy of this route slip detailing the Fair Share Development Fee. I understand that a permit will not be issued if I do not sign.

SIGNATURE: _____