



Office of Code Enforcement

Zoning
Building Codes
Minimum Housing
Property Maintenance

93 Narragansett Avenue
Jamestown, Rhode Island 02835-1199
401-423-9803

PROCEDURE FOR OBTAINING A

CERTIFICATE OF USE AND OCCUPANCY

FOR A SINGLE-FAMILY DWELLING

The following items must be submitted to the Building Official's Office prior to the issuance of a Certificate of Use and Occupancy (per RI State Building Code Section 110 of the IRC 2018 ICC code).

1. Certificate of Conformance from the RI Department of Environmental Management { }
2. Well water test, per RI Department of Health requirements and Well Completion Report { }
3. Written Final Driveway Approval (for all state roads) Jamestown Public Works (401) 423-7225 { }
4. Smoke Detector Certificate from the appropriate fire district { }
5. All final inspections to include Building, Electrical, Plumbing, and Mechanical { }
6. Blower Door Test/Duct Blast if needed { }
7. Energy Certificate posted at the panel { }
8. (A) Flood Zones Elevation Certificate (pre-construction/during construction/final construction) { }
9. (V) Flood Zones Elevation Certificate (pre-construction/during construction/final construction) { }
10. (V) Zone Certificate { }
11. For all new/principal structures constructed, effective December 1, 2024, an As-Built Survey Plan must be submitted. The Plan must be prepared by a Rhode Island Registered Professional Land Surveyor and contain an original stamp and signature of said Surveyor.

The plan must depict the following:

- a. Location of foundation, including decks, platforms, or stairs
- b. Existing boundary lines
- c. Distance from foundation to boundary lines
- d. Any permanent survey monuments located or installed
- e. Rain garden/location and square footage
- f. Retaining walls over 2' in height
- g. Walkways and driveways and patios
- h. Impervious areas in the High Ground Water District (HGWD)
- i. Accessory equipment including generators, pool equipment, condensers and utility services

The following items are common oversights, but required to be completed prior to the final building inspection:

- a. House number properly posted and visible from street.
- b. Floor coverings must be in bathroom & kitchen.
- c. All handrails and guardrails must be properly installed.
- d. Bathroom fans must be directly vented to exterior.
- e. 12" thick concrete pad must be installed under exterior stairs of 3 or more steps.
- f. Cold water pipe must be grounded to main service panel.
- g. If foundation is not insulated, R-30 (minimum) insulation is required in first floor framing.

PLEASE TURN OVER

- h. Lag any exterior decks to main structure/include tension ties.
- i. Remove "wood form" from fireplace hearth extension.
- j. Heating oil supply lines must be properly protected from puncture.
- k. Ensure foundation is properly grounded.