



Physical Alteration Permit Application Requirements

SINGLE FAMILY RESIDENTIAL INSTRUCTIONS

The following instructions MUST be completed before submitting application:

1. Please press firmly when filling out your application to insure that all copies are clear.
2. The **Physical Alteration Permit** must be properly completed before submission. Make sure that ALL signature lines are SIGNED and DATED.
3. Four (4) copies of a clear sketch must be submitted on a separate sheet of paper. Please include the following on the sketch:
 - a. House Number and Pole Number
 - b. Dimensions or Distances (Frontage, Driveway Width, Etc.)
 - c. Tax Assessor's Plat and Lot Numbers
 - d. Daytime Phone Number
4. A letter FROM the Building Inspector or the City Engineer of the affected municipality stating that he/she has been apprised of the applicant's intention to make this change MUST be enclosed with the Physical Alteration Permit Application.
5. FEE \$100.00 – Mail Application with attached Check or Money Order ONLY to:
Department of Transportation
Attention: Engineering Section
Highway & Bridge Maintenance
360 Lincoln Avenue
Warwick, RI 02888
(401) 222-2378

Check or Money Order ONLY payable to: RIDOT PAP PROGRAM

NOTE: Non State residents must submit a certified Check or Money Order ONLY.
For further instructions and information, please refer to the PAP Manual at
<http://www.dot.state.ri.us/engineering/pages/standspec.htm>

If the above is not followed, all submitted material will be returned with no action.