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.