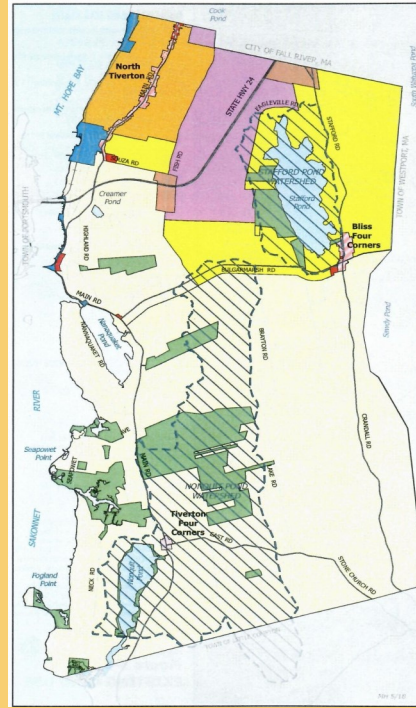


Starting, Expanding or Relocating a Business to Tiverton?

Please keep in mind that the time required to go through each of these steps may take several months for completion.

If after reading this brochure, you still have questions, we are here to help. Please feel free to contact us.

The Town of Tiverton's offices are open Monday through Friday 8:30 AM to 4:00 PM.



Directory

- **Town Clerk**
401-625-6703
- **Town Administrator**
401-625-6710
- **Building/Zoning Official**
401-625-6715
- **Planning Department**
401-816-5631
- **Public Works**
401-625-6760

TIVERTON WORKS

User's Guide for Doing
Business in Tiverton



Tiverton Town Hall
343 Highland Road
Tiverton, RI 02878

Monday-Friday 8:30-4:00

Building/Zoning Official
401-625-6715

Starting, Expanding or Relocating a Business in Tiverton

The information in this brochure has been put together to help streamline the procedure of opening a business in Tiverton. If you are considering opening a new business, expanding an already successful business, starting an on-line business, or relocating a business to Tiverton, we want to help you understand the various permitting and review processes that are required as you move forward.

1 Visit the Building/Zoning Official

Meeting with the Building/Zoning Official is the first step in opening a business in Tiverton. The Building Official will need to know the following information:

- The type of business you intend to open
- The proposed location
- The types of goods or services offered
- Plans for parking
- Proposed signage

2 Review Zoning Application Requirements (If Applicable)

Some businesses require a Special Use Permit or a variance from the Zoning Board and other projects may require review from the Planning Board. Examples of what requires zoning relief include:

- Signage
- New construction/renovations
- Parking
- Special/unique uses

Signage regulations, such as size, number and location vary by zoning district. This information can be found in the zoning ordinance. Zoning maps and the Zoning ordinance can be found online at <http://www.tiverton.ri.gov/departments/codeenforcement/zoning.php>

3 Submit Zoning/Planning Board Application

The Zoning Board must approve applications to permit buildings or land uses which vary from the zoning regulations. The Planning Board is responsible for review and approval of land use development and subdivision. You may be required to submit a formal application and present at a public hearing before the appropriate board. All schedules and applications are available in the Department of Building and Zoning or online at <http://www.tiverton.ri.gov/departments/codeenforcement/zoning.php>. Town Boards meet monthly and applications are due 30 days prior to the meeting. The process may take several months to secure all necessary permits and approvals. The Zoning Official can help clarify the amount of time your project will require and fees.

4 Contact State Agencies

Your business may also require permitting from a RI State agency. The Secretary of State website <http://sos.ri.gov/divisions/business-portal> is a good place to start.

RI Dept of Health <http://www.health.ri.gov/>

RI Dept of Environmental Management
www.dem.ri.gov/

RI Coastal Resources Management Commission
www.crmc.ri.gov/

RI Small Business Association
www.sba.gov/offices/district/ri/providence

5 Apply for Licenses

Tiverton also requires licenses for the following businesses. These can be obtained at the Town Clerk's Office. Application fees apply:

- Victualling (Food Service)
- Liquor

- Entertainment
- Holiday Sales
- Kennel
- Antiques
- Fireworks
- Peddlers/Hawkers
- Private investigator
- Tobacco

After all documents including applicable approvals have been received, you will need to appear before the Town Council. This will be scheduled by the Town Clerk.

6 Permits and Construction

Remodeling and construction will require permits including plan approvals from the Fire Department, the Building Department and any other appropriate town department.

All permits must be filed using the State of Rhode Island's e-Permitting website. Use this link for the Tiverton permit application webpage. www.tiverton.ri.gov/departments/codeenforcement/building.php



7 Occupancy and Opening your Business

Once construction is complete and the Building Official and Fire Official have made final inspections you will receive your Certificate of Occupancy (CO) or Certificate of Completion. Be sure all your necessary business licenses are in place and that your fees and taxes are paid before opening.