

**STEP  
8**

**CONTACT POLICE  
DEPARTMENT**

You should also provide the Police Department with your name, home address and phone number as well as whom to contact in the event of an emergency. Information regarding your security company is also desirable.

**STEP  
9**

**APPLY FOR CERTIFICATE OF  
OCCUPANCY**

Once construction is complete and the Building Official has made the appropriate final inspections, an application for a Certificate of Occupancy (CO) can be filed with the Building Official. In general, a CO will be issued once the various departments determine that your business meets the standards and/or regulations established by that department. If applicable, the Town Planner must certify that the Planning Board's requirements have been met prior to the issuance of the CO.

**FOR FURTHER  
INFORMATION**

We recognize that the regulations you have to comply with when starting a business can seem overwhelming. These requirements are in place for your protection and for the benefit of your consumers as well as that of the community. We will do everything possible to assist you in your endeavor.

*Last Updated: February 12, 2018*

**TOWN CONTACTS**

Economic Development Officer

Phone: 247-1900 x365

*Office Hrs: Call for appointment*

Building Official

Phone: 247-1900 ext. 325

*Office Hrs: 8:30 a.m.–12:30 p.m. M-F*

Planning

Phone: 247-1900 ext 347

Building Official Admin. Asst.

Phone: 247-1900 ext 326

Town Clerk

Phone: 247-1900 ext 4

Fire Department

Phone: 437-3940

Police Department

Phone: 437-3930

*Office hours for Town Hall and Police &  
Fire Departments' Administrative Offices:  
8:30 a.m. to 4:30 p.m. Monday-Friday.  
Building Official's Office Hours are 8:30  
a.m. to 12:30 p.m.*

*We hope you have found this brochure useful  
and are able to locate your business here.*

*Welcome and best of luck.*



TOWN OF BARRINGTON

283 County Road  
Barrington, RI 02806  
[www.barrington.ri.gov](http://www.barrington.ri.gov)



TOWN OF BARRINGTON

**OPENING  
A BUSINESS IN  
BARRINGTON**



*A guide to  
understanding the  
permits and  
procedures process.*

Town Hall  
283 County Road  
Barrington, RI 02806

# OPENING A BUSINESS IN BARRINGTON

If you are considering opening or expanding a business in Barrington, this brochure will help walk you through the various permitting and review processes. We hope this information will help you avoid surprises that could result in delays that otherwise are avoidable. Please note that meeting all the requirements can take several months to complete.

Not all questions you may have will be answered here. Feel free to call Town officials as needed, and we will be happy to work with you to answer any questions. The Town of Barrington's offices are open Monday through Friday, 8:30 a.m. to 4:30 p.m. See back of brochure for contact information.

## STEP 1 GATHER INFORMATION

Take a moment to write down the following information:

- The type of business you intend to open and the hours of operation
- Proposed location
- A complete description of the services or items to be sold by your business
- Number of employees
- Previous business at location (if applicable)

## STEP 2 SEE ECONOMIC DEV. OFFICER

Meet with Economic Development coordinator, who will walk you through the process and be available to answer questions along the way. (Call for appointment.)

## STEP 3 VISIT BUILDING OFFICIAL

The next step is to contact or visit the Building Official. Based upon your information (see Step 1) the Building Official can advise you of what you will have to do to satisfy zoning and building codes.

**TIP:** If there is a "change of use" under the Building Code, a RI registered architect or engineer may be required on your part to evaluate the building you plan on renting or buying for code and ADA accessibility requirements.

Building Official staff can provide you with meeting times and dates as well as whom to contact for any of the local boards or commissions that may need to review your application. There may also be state agencies that will need to be contacted about your business, such as the Division of Taxation, Department of Health, CRMC, DEM, DOT, and others.

## STEP 4 DISCUSS PLANNING BOARD APPLICATION REQUIREMENTS

Anticipate meeting with the Town Planner to discuss the Planning Board application process. **It is possible that your business will require action by the Planning Board and/or Technical Review Committee prior to the issuance of a building permit.** In general, this is needed for the following:

- A new commercial sign (*most common application*)
- Expansion of use requiring additional parking
- Site changes (such as adding parking)
- Building façade modifications (not including paint)
- New building construction or addition.

## STEP 5 (AS NEEDED) SUBMIT REQUIRED PLANNING BOARD AND/OR ZONING BOARD APPLICATIONS

The Zoning Board and Planning Board processes involve formal submittal of an application and one or more public meetings/hearings. The Economic Development Officer will provide you with an information package explaining the process

and outlining the fee schedule. For Planning Board applications, the Town Planner must certify the application as complete, prior to being placed on a future Technical Review Committee or Planning Board meeting agenda. TRC and Planning Board review may be required where Zoning Board approval also is needed.

## STEP 6 CONTACT TOWN CLERK'S OFFICE ABOUT LICENSES, ETC.

You should plan to stop at the Town Clerk's Office to find out whether or not you will need a license to operate. While the majority of businesses in Town do not require a permit from the Clerk, food preparation, holiday sales, second hand dealers, and other unique operations do need licenses, which are administered by the Town Clerk's office. Businesses will need to register the business name with the Clerk.

## STEP 7 CHECK WITH FIRE DEPARTMENT ABOUT FIRE CODES, ETC.

The Fire Department is responsible for enforcing the fire codes as they apply to smoke detectors, emergency access, exit and emergency lighting, fire suppression systems and other issues.

**A current Fire Safety Code inspection is required on all buildings and businesses prior to opening a new business.** Contact the Department to arrange for an inspection.

**TIP:** Professional assistance – legal, architectural and/or engineering (and sign design) – may be required to proceed with the project through the Planning Board/ TRC and Zoning Board review processes..