



# Narragansett Bay Commission

## CHANGE OF USE

### Sewer Permit Application Checklist

An application is complete and will be reviewed by the Narragansett Bay Commission only if the following items are submitted:

## Step by Step Application Process

Please follow the steps below to submit your application:

1. Complete the application form (pages 1 through 4) in its entirety and with the appropriate signatures.  
**Please Note:** The Applicant information listed in item 1, should name the person responsible for the Change of Use Sewer Permit (**i.e. the property owner**).
2. Please be sure to submit the number of bedrooms present and any additional bedrooms to be added.
3. Required Plan(s): **Renovation Plan(s)** to include any floor plans, process plans, and a site plan showing additional bedrooms, plumbing fixtures, restaurant seating and commercial processes.
4. Please submit this permit application with the fee payable by check or money order to the Narragansett Bay Commission (NBC). This fee is applicable to all applications for a sewer connection, either connecting directly or indirectly to NBC facilities. The fee is payable at the time of application.

**No Change of Use permit application will be processed without the appropriate fees. Any questions regarding this application, please contact Ms. Tina Moretti at Narragansett Bay Commission Permitting Section at (401) 461-8848 extension 353.**

**Applications can be mailed to: Narragansett Bay Commission,  
Permit Section, One Service Road, Providence, RI 02905.**

**Did you know that you can electronically file your application and pay your application fee online?  
Visit <http://permits.narrabay.com> to file and pay online.**



# NARRAGANSETT BAY COMMISSION

## CHANGE OF USE Sewer Permit Application

1. **Permittee:** (Please do not use Engineering/Consulting Firm Name)

Name: \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Telephone #: (Bus.) \_\_\_\_\_

(Cell) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

2. **Property Owner:** (if other than Permittee)

Name: \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Telephone #: (Bus.) \_\_\_\_\_

(Cell) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

3. **Property Description:**

Residential

Commercial

Property Address: \_\_\_\_\_

City/Town: \_\_\_\_\_

Plat No.(s): \_\_\_\_\_

Lot No.(s): \_\_\_\_\_

Does this property have an existing sewer connection?  YES  NO

4. **Building Description:** (Provide floor plan(s), site plan showing location of building on property)

\_\_\_\_\_ No. of Building(s)

\_\_\_\_\_ Total No. of Dwelling Unit(s)

What is the source of water to the premises? (check the appropriate boxes)

MUNICIPALITY

RIVER/STREAM

WELL

OTHER



# NARRAGANSETT BAY COMMISSION

## CHANGE OF USE Sewer Permit Application

**5. Wastewater Generation:**

**Residential Building Renovation:**

Number of bedrooms *before* Renovation: \_\_\_\_\_ Number of bedrooms *post* Renovation: \_\_\_\_\_

**Residential Building to Commercial Use:**

Number of bedrooms *before* Renovation: \_\_\_\_\_ Complete Commercial Change of Use below.

**Commercial Building Change of Use:**

Use of Building *before* Renovation: \_\_\_\_\_

Use of Building *post* Renovation: \_\_\_\_\_

<u>OFFICE USE ONLY</u>			
	Pre-Renovation	Post-Renovation	Difference
Estimated average daily flow:	_____ gpd	_____ gpd	_____ gpd
Estimated peak daily flow:	_____ gpd	_____ gpd	_____ gpd
Initial: _____			

**6. Construction:**

What are the approximate starting and finishing dates of construction? Start Date: \_\_\_\_\_ Finish Date: \_\_\_\_\_

**7. Required Signature:**

**If this Change of Use Permit Application is approved, the undersigned applicant agrees to accept and abide by all provisions of the Narragansett Bay Commission's Rules and Regulations for the Use of Wastewater Facilities within the Narragansett Bay Commission District, as amended, and shall in every respect conform to the terms of this application. Any changes to the information in this Change of Use Permit Application must be reported to the Narragansett Bay Commission.**

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date