



**Rhode Island Department of Business Regulation**  
**Division of Building, Design & Fire Professionals**

560 Jefferson Boulevard, Warwick, RI 02886  
Telephone: (401) 921-1590 – Fax: (401) 889-5533

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**NOTICE TO CONTRACTORS**

**CHANGES TO OPERATING PROCEDURES**

Despite the challenges posed by Covid 19, the State Building Office continues to operate. In order to maintain maximum efficiency while minimizing the risk of exposure and to slow the spread of Covid 19, the State Building Office has temporarily made the following operational and policy changes:

**FOR CONTRACTORS**

- We are no longer accepting walk in permit fees. Permit fees can be mailed or left in a drop box located at 560 Jefferson Boulevard, Warwick, RI in the front lobby.
- For permits that require immediate attention, an appointment can be made by calling (401) 921-1590.
- The SBO is still reviewing plans and performing inspections.
  - Inspectors will:
    1. Limit inspections to one-on-one contact and utilize appropriate social distancing.
    2. Conduct inspections while work crews are not on the premises.
    3. Allow the use of photographs and/or videos to take the place of a physical inspection when possible.
    4. When scheduling the appointment, ask whether any individuals who are on, or will be on the jobsite or premises have been diagnosed with Covid-19, have been exposed to anyone with Covid-19, and/or are experiencing flu like symptoms.
    5. When scheduling the appointment, ask whether anyone on the jobsite or premises is at a higher risk for infection, i.e. elderly, immune-suppressed individuals and pregnant women.

**FOR MORE INFORMATION PLEASE CONTACT STATE BUILDING OFFICE  
AT (401) 921-1590**