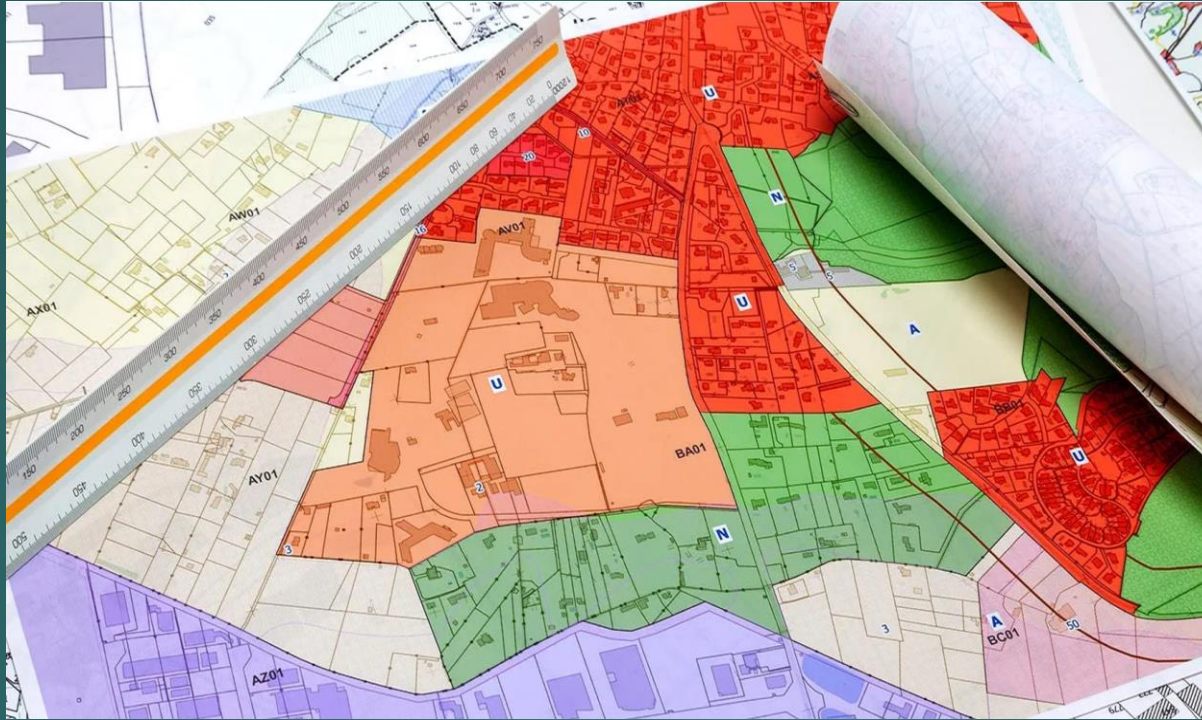



Uniform Statewide Planning, Zoning and Comprehensive Permits



JAMES CAMBIO, BUILDING CODE COMMISSIONER
DECEMBER 12, 2024



RIGL § 23-27.3-108.2(d)(3).

Duties of the State Building Code Commissioner.

The building commissioner, with the assistance of the office of regulatory reform, shall implement the standard statewide process for electronic plan review, permit management, and inspection.

In addition, the building commissioner shall develop a technology and implementation plan for a standard web-accessible service or system to be utilized by the state and municipalities for uniform, statewide electronic plan review, permit management, and inspection.

RIGL § 23-27.3-115.6(a)

Electronic Construction Permitting.

Every municipality in the state, on or before July 1, 2023, shall adopt and implement electronic construction permitting. For purposes of this section, “electronic construction permitting” means use of computer-based tools and services that automate and streamline the building permit process to include, but not limited to, task-specific tools for: applications; submission of building plans and plans for developments and plots; plan review; permitting; inspections; inspection scheduling; project tracking; fee calculation and collection; and workflow and report management.

RIGL §§ 45-23-36.1, 45-24-58.1, 45-53-16. Electronic Permitting.

- On or before October 1, 2025, all municipalities shall adopt and implement electronic permitting for all development applications under the following chapters:
 - 45-23-36.1 - Subdivision of Land
 - 45-24-58.1 - Zoning
 - 45-53-16 - Low- and Moderate-Income Housing
- On or before October 1, 2025, notwithstanding any other provision of this chapter to the contrary, all acts, requirements, filings, and documents necessary to comply with the application process shall be conducted by means of electronic permitting.

RIGL §§ 45-23-36.1, 45-24-58.1, 45-53-16.

Electronic Permitting.

- Local towns and cities shall charge each applicant an additional one-tenth of one percent (.001) of the total application fee for each application submitted.
- This additional amount shall be transmitted monthly to the state building office at the department of business regulation and shall be used to staff and support the purchase or lease and operation of one web-accessible service and/or system to be utilized by the state and municipalities for the uniform, statewide electronic submission, review and processing of development applications.

RIGL §§ 45-23-36.1, 45-24-58.1, 45-53-16. Electronic Permitting.

- The state building commissioner, with the assistance of the office of regulatory reform and the division of statewide planning, pursuant to the provisions of § 23-27.3-108.2 may promulgate rules and regulations to implement the provisions of this section.
- The department of business regulation shall reimburse annual fees and costs associated with compliance with this program in accordance with procedures established by the department.

Uniform Statewide Electronic Permitting

Pre-Implementation Planning

Engage Stakeholders:

- **Advisory Group:** On-going consultation with key stakeholders: municipal departmental staff, land use attorneys, contractors, and engineers to understand needs, pain points, and expectations for the design of a statewide e-permitting process.

Review Municipal Permits, Applications and Overall Processes:

- Collect and review all municipal applications related to land development, and zoning (e.g., zoning variances, site plans, special use permits, subdivision applications).
- Understand specific approval workflows and timelines for each type of permit.
- Identify current inefficiencies and bottlenecks.

Uniform Statewide Electronic Permitting

Pre-Implementation Planning

Design Uniform Statewide Applications:

Capture essential information about zoning, land-use requests, and site-specific details:

- Applicant information
- Property information (parcel ID, address, legal description)
- Proposed land use or development project details
- Required permits and approvals

Uniform Statewide Electronic Permitting

Pre-Implementation Planning

E-Permitting System Design:

- Define roles for different users (e.g., applicants, administrators, inspectors, public users) and assign appropriate access permissions.
- Online submission of applications and documents (e.g., site plans, zoning maps).
- Implement payment integration for permit fees (e.g., credit/debit card or e-check payments).
- Real-time tracking of application status.
- Communication features (e.g., automatic notifications for approvals, rejections, or additional requirements).
- Integration with Geographic Information Systems (GIS) for mapping and zoning information, as well as document management systems.

Uniform Statewide Electronic Permitting

Phase 1: Pilot Testing for Zoning

- Timeframe: February 1, 2025 – March 31, 2025
- Pilot Group:
 - 3 municipalities with populations $\geq 25,000$;
 - 3 municipalities with populations $< 25,000$;
- Initial training and on-going support during pilot testing;
- Workflow and system testing, identification of bottlenecks, and overall system functionality;
- Gather feedback from users;
- Refine and adjust system prior to a statewide rollout;

Uniform Statewide Electronic Permitting

Phase 2: Zoning Rollout

May 1, 2025 (Go Live) – all municipalities

- Roll out uniform statewide electronic permitting for zoning;
- Conduct municipal training sessions (planners, zoning officers) on how to process applications, review documents, and approve permits within the online system;
- Establish a helpdesk to assist users during the transition period.

Uniform Statewide Electronic Permitting

Phase 1: Pilot Testing for Planning

- Timeframe: May 1, 2025 – July 31, 2025
- Pilot Group:
 - 3 municipalities with populations $\geq 25,000$;
 - 3 municipalities with populations $< 25,000$;
- Initial training and on-going support during pilot testing;
- Workflow and system testing, identification of bottlenecks, and overall system functionality;
- Gather feedback from users;
- Refine and adjust system prior to a statewide rollout;

Uniform Statewide Electronic Permitting

Phase 2: Planning Rollout

September 1, 2025 (Go Live)- All Municipalities

- Roll out uniform statewide electronic permitting for Planning;
- Conduct municipal training sessions (planning/zoning officials) on how to process applications, review documents, and approve permits within the online system;
- Establish a helpdesk to assist users during the transition period.