

Starting a Business in Woonsocket

- ☐ Determine the type of business you want to open.
 - ☐ Find a location.
 - ☐ Contact the Zoning Department to see if your business is allowed in the location. *
 - A zoning certificate application that states exactly what kind of business you are proposing will be needed to make the best determination. A letter will be composed stating the use is allowed or disallowed. The approval letter can be submitted to the Building Inspection Department to start the Certificate of Occupancy/Change of Tenancy application process.
 - ☐ Contact the Building Inspection Department to determine what would be required to obtain a Certificate of Occupancy/ Change of Tenancy form. *
 - Depending on the current use of the building/unit will determine what will be required to be needed to obtain a Certificate of Occupancy/Change of Tenancy form.
 - An existing and proposed floorplan will be the minimum required document to be submitted.
 - All trade permits (building, plumbing, mechanical and electrical) will need final passed inspections before the Certificate of Occupancy/Change of Tenancy forms can be issued.
 - ☐ Contact the Woonsocket Fire Marshall's Office to determine what is needed for their approval of the Certificate of Occupancy/Change of Tenancy form. *
 - ☐ Contact the City Clerk's Office to determine if a license is required. *
 - You may want to contact the office to determine
- *fee may be required

