



Department of Planning and Development Guide to: Starting a Business in Woonsocket

- 1.) Determine the type of business you would like to open.**
- 2.) Find a possible location.**
- 3.) If you need assistance with the entire process or have any questions, please contact the Small Business Outreach Coordinator, Emily Haining-Sheehan in the Department of Planning and Development at 401-767-1418.**
- 4.) Contact the Zoning Office at 401-597-5359, to determine if the type of business is allowed at the possible location.**
- 5.) Contact the Building Inspection Division at 401-767-9238, to determine what is required to obtain a Certificate of Occupancy/ Change of Tenancy form. ** • The current use of the building/unit will determine what will be required 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 will be issued.**
- 6.) Contact the Woonsocket Fire Marshall's Office at 401-597-6660, to determine what is needed for their approval process to acquire a Certificate of Occupancy.**
- 7.) Contact the City Clerk's Office to determine if a license is required at 401-767-9249.**