Do you Want to Open a Business In North Kingstown?

What do I do First?
Is my type of business allowed in the area; I want to open?
What Licenses do I need?

**Step 1**

**PLANNING & DEVELOPMENT / ZONING OFFICE**

Your first stop should be the Planning & Development, and Zoning office, located on the second floor in the Town Hall Annex at 55 Brown Street. They will advise you whether the area you want to open your new business in is zoned accordingly.

Is Business use Allowed

- No
  - Potentially
    - Yes
      - Change of Tenancy Form
        - If Business is still desired
          - Schedule an appointment with the Director of Planning
        - Special Use or Variance Required
          - Start application process
          - Contact Economic Development Manager As Liaison
          - Go to step 2 (if zoning relief required, secure)
        - Yes
          - Submit complete application and plans. All departments will
          - Pay for Permit and start work

**Step 2**

**BUILDING OFFICIAL’S OFFICE**

Your next stop should be the Building Official’s office, located in the Town Hall Annex at 55 Brown Street. Staff there will advise you if a Building Permit or Change of Tenancy is required or, if certain inspections are needed by the Building official.

Permit required?
(this process includes sign permits)

- Yes
  - Submit complete application and plans. All departments will
  - Contact rejecting department for details and possible resolution

- Change of Tenancy Requested?
(Inclukde All Licenses Requested)

- Yes
  - Move on to Step 3

**Step 3**

**TOWN CLERK’S OFFICE**

Your next stop should be the Town Clerk’s Office located on the first floor of the Town Hall at 80 Boston Neck Rd. to register your business. Staff will advise you of what, if any, licenses are required for your business. Advise them if you had completed a Change of Tenancy form in Step 2.

Common Licenses include:
- Holiday Sales license
- Vitalizing License
- Liquor License
- Peddlers License
- Exhibition License
- Entertainment License

Business Certificate Filing

- License Application Process
  - Town Council Approval
  - Application Approved
  - Application Denied

Move on to Step 3