IMPORTANT RENEWAL NOTICE

Mobile Home Park renewals are due on December 31st of each year.

ONLINE RENEWALS

Licenses can be renewed online 24 hours a day, 7 days a week at https://elicensing.ri.gov.

You will need a user ID and password to login.
If you do not have a user ID and password, please email dbr.elicensing@dbr.ri.gov

Online payments can be made using a major credit card or electronic check.

PAPER RENEWALS

Paper renewal applications can be found at http://www.dbr.ri.gov/documents/divisions/commlicensing/mobile/MobileHomeApplication.pdf

Checks and money orders must be made payable to the R.I. General Treasurer.

ADDITIONAL INFORMATION REQUIRED FOR LICENSURE:

- Hardcopy list of current residents park (site #, name, and address).
- Annual License Fee - $15 per occupied site in order to calculate annual license fee.
- Copy of park lease, rules & regulations, and fee schedule.
- Letter of Good Standing – An application for a Letter of Good Standing can be found on the R.I. Division of Taxation Website at http://www.tax.ri.gov. Should you have any questions, you can contact the R.I. Division of Taxation at (401) 574-8884.
- Municipal Letter of Good Standing – Proof that municipal taxes have been paid to date as of July 1, 2017.
- If the park has a private well – submit a copy of the OWTS report from a licensed engineer.
- If the park has a private sewer system – submit a copy of the ISDS report from a licensed engineer.
- If the park has a public water and/or public sewer system – submit a copy of the bill(s) indicating that the account is paid to date as of July 1, 2017.

If you need to contact your local municipality, a list of city and town government websites can be found at http://www.ri.gov/towns/