



State of Rhode Island  
Department of Business Regulation  
Division of Commercial Licensing  
Mobile Home Parks Section  
1511 Pontiac Ave, Bldg. 69-1  
Cranston, RI 02920

## IMPORTANT RENEWAL NOTICE

Mobile Home Park renewals are due on December 31<sup>st</sup> 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](mailto: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/>