

BUSINESS LICENSE PROCEDURE

TOWN OF JOHNSTON

- Complete and File Zoning Inquiry Form (DPW 100 Irons Ave.)

Complete the Zoning Inquiry Form and bring it to the Zoning Department located at the Department of Public Works, 100 Irons Avenue (Hours are 7:30 a.m. to 3:30 p.m. Weekdays). The Zoning Department will review your Zoning Inquiry and determine if it is zoned properly or if a special use permit is required.

- Pay for and Make appointments for your building and fire inspections

If the zoning is approved you can proceed to make your appointments for a building and fire inspections. The building inspection request can also be made at the Department of Public Works or by calling 231-4000 ext. 4158. Payment of \$45 for your building inspection is due and can be paid at the Building Department. Your fire inspection request can be made by calling the Fire Department at 351-1600 ext. 1116

- File your application and inspections at the Town Clerk's Department (Town Hall 1385 Hartford Ave.)

Bring your completed License Application, completed inspections and proper fees to the Johnston Town Hall, 1385 Hartford Avenue (Hours 8:30 a.m. to 4:30 p.m. weekdays). You will be directed to the Assessor's Office to file your tangible tax form and the Assessor will initial your application after this is completed.

- Appear at a Council Meeting (Municipal Court 1600 Atwood Ave.)

You will then be given a date for a Council meeting that you or a representative of your business will need to appear before the Town Council. If your license is approved, your license will be mailed to you.

Phone Numbers:

Building Inspections: 401-231-4000 Ext: 4158

Fire Inspections: 401-351-1600 Ext: 1116

Town Clerk's Office, Licensing 401-553-8833