

Andrew J. Annaldo
Chairman & Secretary

David N. Cicilline
Mayor

Arline Feldman
Vice-Chair

Joan Badway
Arys Batista
Stephen Daniels



TO APPLY FOR A MOTOR VEHICLE REPAIR LICENSE, YOU MUST DO THE FOLLOWING

- 1) Obtain application forms:
 - (a) Motor Vehicle Repair
 - (b) BCI – Background Check by Providence Police Department
 - (c) Corporation – If you are filing as a corporation
 - (d) State Workers’ Compensation
- 2) Fill out completely all forms
- 3) Make out check/money order payable to City of Providence in the amount of \$450.00 (**NO CASH ACCEPTED**)
- 4) You must also provide the following:
 - (a) 200’ radius plan from the 4 corners of the proposed lot of where the establishment is to be
 - (b) List of property owners within the 200’ radius
 - (c) Floor plan of establishment
 - (d) Articles of Incorporation from the Secretary of State’s Office (if filing as a corporation)
- 5) Mail or deliver application and fee to the following address:

Board of Licenses
City Hall, Room 101
25 Dorrance Street
Providence, RI 02903
- 6) You must contact the following departments for inspections of your business before this office can issue license:
 - (a) Department of Inspection & Standards
198 Dyer Street
Providence, RI 02903
(401) 421-7740 – x 355
 - (b) Fire Marshall – Providence Fire Department
325 Washington Street
Providence, RI 02903
(401) 243-6050