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

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/