

Directions on How to Apply for a ROW Permit in Viewpoint

1. Start here: <https://narragansettri.viewpointcloud.com/> (make an account for yourself first, if you don't already have one)
2. At Public Works – General Permit Application, select “Apply Online”
3. Confirm your contact information – select “Next”
4. Location for Public Works – choose “Address or Parcel”, type in the address, let it search, then select your address, once found
5. Review Primary Location details – select “Next”
6. Basic Information:
 - a. Permit Type Dropdown – you want **Right of Way Construction Permit**
 - b. Contractor Company Name – yours
 - c. Contractor Address – yours
 - d. Phone Number & email address – all yours – same with Emergency # (same as regular phone number)
 - e. Owner/Agent – your name again
 - f. ROW License # - If you have a Narragansett Right of Way License (ROWL) please insert it here. If you don't have one yet or are a homeowner, skip this box. (If you are a contractor and don't have a ROWL, please apply for one. Once a ROWL is issued, then this permit application can be reviewed. Select “Next”
 - g. Basically, anything with an * needs to be filled in
7. Location (Step 4 of 7) ‘Street Location of work to be performed’: address of work location
8. Construction Location: Just type ‘ROW’ – select “Next”
9. Purpose of Work – say what you're doing (BE SPECIFIC PLEASE!) – select “Next”
10. Applicant Affidavit – electronically sign your name – select “Next”
11. Attachments – here's where you need to upload a picture or site plans (you can't move forward with the application until you do) – select “Next”
12. Confirm the information & click “Confirm and Submit”
13. Public Works Review – means it has been submitted and our office has been notified. We will review the application and move it along to the next step (Paying the Fee). You'll get an email letting you know the fee is due. It can be paid online via credit card or you may pay by check which will delay the process a bit). Once the fee has been paid, the permit will be electronically issued.