

Warwick Police Department  
Licensing Division  
468-4340 or 468-4341  
[wpdlicense@warwickri.com](mailto:wpdlicense@warwickri.com) or [wpdalarm@warwickri.com](mailto:wpdalarm@warwickri.com)

## *APPLYING FOR A HOLIDAY LICENSE*

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- 1.) *Go to the Building Dept. to apply for a Certificate of Occupancy. 738-2000 Ext. 6306*

*(Signatures must include: Electrical Inspector, Mechanical Inspector, Plumbing Inspector, Building Inspector, State or Assistant Deputy Fire Marshall, and Fire Alarm Inspector) Once complete, return signatures to the Building Dept.*

- 2.) *Contact the Tax Collector's Office 738-2000 X 6267  
(If taxes are owed this could hold you up from receiving your license).*
- 3.) *Contact Fire Prevention Office 468-4050*
- 4.) *Permit to make sales from the State of Rhode Island 574-8780*
- 5.) *Dept. of Health (If Applicable) – Copy of License 222-7932*

*Application must go before the Board of Public Safety for approval.  
Applications must be received 7 days prior to meeting.*

*Once all inspections have been completed bring signed copy to the Building Dept. and pick up Certificate of Occupancy. Bring the green copy of Certificate of Occupancy to the Licensing Division and we can issue the license.*