

HOW TO APPLY FOR A BUILDING PERMIT

- Planning Your Project - Getting Approvals for Your Project from the Planning Department - Getting Approvals for Your Project from the Department of Building Safety - Getting Approvals for Your Project from other City Departments - Getting Inspections on Your Project - Getting Final Inspections and Certificate of Occupancy - Post-Occupancy Certificate of Occupancy - Planning Your Project - Getting Approvals for Your Project from the Planning Department - Getting Approvals for Your Project from the Department of Building Safety - Getting Approvals for Your Project from other City Departments - Getting Inspections on Your Project - Getting Final Inspections and Certificate of Occupancy - Post-Occupancy Certificate of Occupancy

HOW TO APPLY FOR A BUILDING PERMIT OVERVIEW

Follow our step-by-step guide:

Step 1: Planning Your Project

Step 2: Getting Approvals for Your Project from the Planning Department

Step 3: Getting Approvals for Your Project from the Building Safety Department

Step 4: Getting Approvals for Your Project from other City Departments

Step 5: Getting Inspections on Your Project

Step 6: Getting Final Inspections and a Certificate of Occupancy

MORE: Post-Occupancy Concerns

The following guide walks you through the steps to obtain a building permit in Nashua, whether you are replacing a water heater, putting up a sign, opening a restaurant, opening a hair salon, or a new home. You are helping to build the future of the City of Nashua and we want to make the process as painless as possible while assisting you with your project.

The building permit application is called a Building and Land Use Permit application. The form is used by both the Building Safety Department and the Planning Department's requiring you to complete just one form.

Besides the permit, you may need to complete additional permit applications (such as electrical, mechanical, plumbing, etc.) and you may need certain approvals from various boards and commissions or approvals from other departments in the City.

Where do I get a building permit?

Come to the Community Development Division which includes the Building Safety Department and the Planning Department at City Hall, 229 Main Street. We are located on the second floor and are open Monday through Friday from 8 am – 5 pm; you can also call us at (603) 589-3080.

Where do I find your forms?

Many of our forms are online at the following link which contains a comprehensive list of all forms in the Community Development Division. Steps 2 and 3 have additional information and links to these forms. <https://www.nashuanh.gov/799/Forms-Studies>

Why do I need a building permit?

Building permits help regulate construction to protect our residents, our environment, and property values in Nashua. More than that, pulling a building permit is the law. Working without a permit is not only against the law, but will result in fines, surcharge fees, and additional penalties. It may endanger you, those building the project, neighbors, or future owners of the building. If you fail to get a permit, you may need to demolish and restart a project or make adjustments so the construction conforms to the code, costing you time and money. If you sell your house and have worked without permits or have an insurance claim for that work, you may encounter additional problems. In case of fire or other catastrophes, not having your work done to code not only puts your life in danger, but the lives of first responders. It is always best to check before starting a project to see if a permit is needed.

When do I need a building permit?

When in doubt, check with us if you need a permit. Permits are required for all but the following work.

1. Fences and retaining walls require review and possible approval from the City Engineering Department. Contact Engineering at (603) 589-3120. Fences over 6 feet in height from grade and retaining walls over 4 feet in height from footing also require permits and inspections from the Building Safety Department.
2. Water tanks supported directly on grade with a capacity not exceed 5,000 gallons and the ratio of height to diameter or with does not exceed 2 to 1.
3. Paint, papering, tiling, carpeting, cabinets, countertops and similar work.
4. Prefabricated swimming pools less than 24" deep.
5. Swings and other playground equipment located at one and two family homes.
6. Window awnings supported by an exterior wall that does not project more than 54 inches on one and two family homes.
7. Shingle roof replacement; no more than two layers of shingles are permitted.

BASIC INFO

I see someone doing work without permits, who should I contact?

If you see someone doing work without a posted permit, please contact the Building Safety Department at (603) 589-3080.

How long does it take to get my permit approved?

The length of time to get a permit varies based on the work you are planning to do and how many corrections you need to make to your plans. Your project may require certain additional approvals, such as if you are near a wetlands area, or proposing a certain use that is not permitted in your zoning district. If you require no additional approvals and do not have many corrections to make, the typically length of time for a one or two family building permit is two weeks. The typical length of time for a multi-family or commercial building permit is three to four weeks. The State requires that once we receive a complete application one and two family projects are reviewed in 30 days, and all others within 60 days.

Certain permits may take less time while others larger projects may take more. Residential electrical, mechanical, and plumbing (such as replacing a water heater) may take a day or two, or may be issued while you wait. Commercial electrical, mechanical, and plumbing can take a week or less, depending on the complexity of the project. On average, we receive a new application every hour (not counting electrical, mechanical, and plumbing permit applications). Plans take anywhere from an hour to several days to review, depending on the scope and complexity. In addition to reviewing plans the Plans Examiner has other duties that may add time to the review process.

When making a schedule for a project in addition to the time processing the application, you must also allot time for inspection of work as it proceeds.

How much does a permit cost?

The cost of permits varies based on the anticipation work. All fees are found in the ordinances of the City of Nashua. For many projects, there is a typical fee for the permit; for instance the fee for a deck permit is \$80. For more detailed fee information please refer to each step in our guide. Land Use fees are listed in Step 2 and Building Permit fees are listed in Step 3. Note that the fees do change over time as new ordinances are passed.

STEP 1: PLANNING YOUR PROJECT

CHECKLIST FOR THIS STEP:

- Read through this guide
- Meet with a member of our Building Department (call to set up an appointment)
- Prepare a plot plan or site plan (except for interior renovations)
- Gather construction documents

A good place to start planning your project is by reading through this guide to understand all the steps involved. Be aware that review of building permits takes time and money and you should take this into account when planning your project.

Different projects have different requirements. Replacing a water heater may only require a plumbing permit and no plans. Putting on an addition, deck, etc. will have additional requirements for documentation, like a plot plan and building plans. A new house requires a plot plan, construction drawings, a permit application, and other permits such as electrical, plumbing, and mechanical. Many of our forms are available online and are referenced in step 2 and step 3.

As you plan your project, call the Building Safety Department (603-589-3080) to understand more fully what information you will need to provide. If you are in doubt ask us, we are here to help you make your project a success. The Building Safety Department and the Planning Department staff are more than happy to meet with you at any point during the planning process or any other point along the way. We ask that you call ahead to make an appointment.

What documents do I need?

There are certain documents that you may need as you prepare your application. For the Planning Department, you will need to provide a plot plan drawn to scale or a site plan except for interior renovations. For example, if you are putting in a pool, a shed, a deck, an addition, or anything that changes the footprint of structures on your property, you must provide a plot plan or site plan. New homes require a certified plot plan or subdivision site plan. You also should find out what zone your project is located in (which you can find out on our zoning map) to ascertain that it meets the requirements in that zone. Please refer to step 2 for more information.

In addition, you will most likely be required to provide construction plans to the Department of Building Safety. There are a number of requirements for these plans as well including not only floor plans, but sections, elevations, details, structural detail information, etc. Depending on the scope of the work, you may need an engineer and/or architect to create and certify the plans. More information is available in step 3.

Also be aware that you may need licensed individuals to work on your project. There are certain types of work where the homeowner may choose to do the work themselves, but in cases where an electrician, plumber or gas fitter is doing the work, you should make sure that they have the appropriate license and obtain required permits.

CHECKLIST FOR THIS STEP:

- Find out what zone you are located in and the requirements (like setbacks, use, and open space) for that zone.
- Find out if you are in a wetland area and if so, what requirements you must meet.
- Find out if you are in the Historic District and if so, what requirements you must meet.
- Fill out our Building and Land Use Application.
- Prepare a plot plan or site plan as part of the Building and Land Use Application.

Find our forms at the following link <https://www.nashuanh.gov/799/Forms-Studies> Many of our forms are available as fillable PDFs.

One of the first considerations for a project is whether it meets the City's planning requirements. Planning requirements may include land uses, wetland impacts, whether you are in the historic district, setbacks from adjacent properties, etc.

STEP 2: GETTING APPROVALS FROM THE PLANNING DEPARTMENT

Does your project meet the zoning requirements?

Nashua is split into several different zones which are denoted on a zoning map. The Land Use Code governs what uses are allowed in which zones. For example, some areas in Nashua have restrictions to prevent a landowner from building a multi-story office building in the middle of a purely residential neighborhood. There are also setback requirements so that in many parts of Nashua, you can't put a shed right on your lot line. This helps protect the quality of neighborhoods and the unique characteristics in different areas in Nashua. Most cities in the United States have restrictions similar to Nashua.

First, you should find out what zone your project is located in either by using the City's GIS (Geographical maps) system (input your address and look at the zoning map) or speak to someone in our office who can walk you through the process. GIS maps can be found at <https://www.nashuanh.gov/155/GIS-Maps> to provide information on every property in the Nashua area, including owner, property value, and a variety of maps including aerials, zoning, and parcel maps.

After looking up your address, you should check whether the project or use you are proposing is allowed in that zone, the amount of square footage you want to add is correct for the zone, if you are maintaining the correct setbacks from the lot lines, etc. based on Nashua's Land Use Code. Any project which is not just an interior renovation must meet these requirements, including decks, sheds, pools, additions, etc. In the planning of your project, you may want to adjust based on the requirements to avoid going to the Zoning Board of Adjustment (ZBA) and other boards if possible. Members of our planning department can aid you in figuring out if your project conforms to our requirements.

If you don't meet these requirements, you can apply to the ZBA to receive approval by special exception or variance. Find more information about the ZBA by going to <https://www.nashuanh.gov/616/Zoning-Board>

Zoning Board of Adjustment Fees

Basic fee for a use variance	\$900
Basic fee for special exception petitions including:	
a) Filling floodplains	\$440
b) Filling wetlands	\$440
c) Planned business developments	\$440
d) Processing/removal of raw material	\$440
Basic fee for all other petitions	\$330
Applications with more than one request	\$200 per request
Abutter notification fee (any necessary postal fees plus \$3 per abutter)	

Does your project require going to the Planning Board?

For larger development projects which require site plans, conditional use permits, subdivisions, lot line relocations, consolidation plans and special use permits, you may be required to go before the Planning Board. These are often for large developments including new houses or other buildings and construction. Preliminary plan review costs \$500.00 and there are several requirements for submissions to this board. Please go to <https://www.nashuanh.gov/DocumentCenter/View/2657/Application-for-Planning-Board-PDF> for more information or visit us at City Hall.

Planning Board Review Fee	\$500
Re-submission Fee.....	\$500

Are you in the Historic District in Nashua?

You can use the City's GIS system (input your address and look at the historic district map) or speak to someone in our office who can walk you through the process in order to find out if you are in the Historic District. If you are in the Historic District, you may need to go to the Historic District Commission for approval of your project. The commission's website lists what types of work require approval. The commission helps protect the architectural and historical integrity for many of the properties on Concord Street and the adjoining areas. To appear before the Historic District Commission costs \$30. Other fees and information are noted at <https://www.nashuanh.gov/DocumentCenter/View/2640/Historic-District-Commission-Application-PDF>

Are you in a wetland or wetland buffer area?

There are certain requirements for any buildings in wetland areas of Nashua in order to protect public waterways in the city. Use the City's GIS system (input your address and look at the wetlands map) or speak to someone in our office to find out if you are in a wetland or wetland buffer area. Doing any work, even removing trees and vegetation may require approval from the Nashua Conservation Commission, Zoning Board of Adjustment or the State. Disposing of yard waste in the buffer zone is also unlawful. You may also be working in a development within an area covered by the NH Comprehensive Shoreland Protection Act. Fees for appearing before the Conservation Commission are \$110. For a site plan or subdivision that must appear before the Conservation Commission, the fee is \$275. Please go to the website for the Nashua Conservation Commission at <https://www.nashuanh.gov/DocumentCenter/View/2625/Nashua-Conservation-Commission-Wetlands-Application-PDF> for more information.

What do I need to do to put up a sign for my business?

Sign permits are available online and can be found by going to <https://www.nashuanh.gov/DocumentCenter/View/2669/Sign-Permit-Application-PDF>

There is also additional information about procedures and documentation for the sign including sign type, wording and dimensions, location of the sign on the property, etc. Please be aware that there are limitations on how big your sign can be based on your zone and the size of your building. Check with a member of our Planning Department for more information. Lighted signs also require an electrical permit (see step 3). Depending on the sign, a member of the planning department and/or a member of the Department of Building Safety will review the application. Any sign that does not conform to the requirements can either be changed to conform or the applicant can go before the ZBA. The fee schedule for signs not requiring special approvals (and not including an electrical permit) is the following:

Application fee	\$25
50 square feet or less	\$55
51 to 150 square feet.....	\$105
151 square feet and over.....	\$200

None of the above items apply to me. Do I have any other requirements from the Planning Department?

There are other requirements from the Planning Department in fulfillment of the Land Use portion of the Land Use and Building Permit Application. Besides filling out the application (which you can find by clicking here), a plot plan must be drawn to scale and/or a site plan is required for all applications except interior renovations. This allows us to know how far from your lot line, trees, or other structures your project will be located. For shed, decks, pools, and most additions, you can often use the resources of the department to know what your property looks like. Sometimes, there are plot plans of the existing property on file and in other cases, you may be able to use images from our GIS system to draw where your new construction will be located. However, all new homes and buildings require a certified plot plan and/or site plan. In cases with substantial construction, you may be required to provide a certified plot plan and/or site plan. As mentioned, if you are doing interior renovations, you will most likely not require a plot plan. Examples of this type of work including renovation of the interior with no changes to the exterior, adding a water heater, replacing a toilet, etc. Visit City Hall or call the Planning Department (603-589-3090) for more information.

Other requirements may also apply, such as in the case of changing the use of a property. For example, you may be a new tenant fitting up a store on Main Street, starting a new restaurant in an existing building, creating a new office building, or opening a corner store in your neighborhood. All changes of use also require land use review and may require appearing at the ZBA if the use is not permitted in your zone.

There is other miscellaneous work which may also require a permit, including demolitions, voluntary merger of parcels, minor home occupation, etc. The fee for each permit type is listed to the right. Please note that the fees only reflect the fee for the land use portion of the permit, not the additional building permit fees.

Fees for the Planning Department

Residential minimum land use review fee (sheds, decks, pools, etc.)	\$25
Residential additions/alterations (other than new units)	\$55
Residential new unit (less than 4 units)	per unit \$240
Commercial land use application fee or 25% of building permit fee, whichever is more.....	\$300
Change of Use.....	\$300
Demolition.....	\$50
Minor Home Occupation.....	\$30
Other.....	\$25
Voluntary Merger of Parcels	\$25
Zoning notification letter	\$50
Flood plain letter	\$25
Copy of Chapter 190	\$40
Map Reproduction	\$10
Duplication of public hearing tapes (first tape)	\$25 (if owner supplies tape, \$15)
Each additional tape	\$5
Subdivision plan review of individual sewage disposal systems, per review.....	\$20

STEP 3: GETTING APPROVALS FROM THE DEPARTMENT OF BUILDING SAFETY

CHECKLIST FOR THIS STEP:

- Fill out our Building and Land Use Application.
- Get a licensed person to pull the permit or be the owner and pull the permit yourself.
- Give us two (residential) or three (commercial) sets of construction documents which meet our requirements.
- Be prepared to answer any questions or provide new sets of drawings as deemed by the Plans Examiner.
- Pick up and pay for your permit.

Find forms by going to <https://www.nashuanh.gov/DocumentCenter/View/9364/Building-and-Landuse-Permit-Application?bidId=>

When reviewing plans, the Department of Building Safety checks whether your plans conform to codes put out by the International Code Council. The purpose of these codes is to ensure safe building practices are used and buildings are built to minimum safety standards. We encourage you to go beyond the minimum standards and build more sustainable construction.

What types of permits do I need? What plans should I submit?

The most typical permit type is the Building and Land Use Permit. In step 2 we covered the basics of the land use portion of the permit. The other portion of this permit is the building portion. While the form is the same, the documentation that you must provide is different. On the City's website, we include a list of plan requirements that you should include, which varies based on the nature of the work. This includes plans, details, elevations, etc., all which you can find by going to <https://www.nashuanh.gov/DocumentCenter/View/7767/Plan-Requirements---Comm-PDF?bidId>

You must also include building plans for most projects, including additions, decks, residential sheds larger than 200 sq ft and commercial sheds larger than 120 sq ft. With your application you must include two sets of building plans for one and two family and three sets for multifamily and commercial. When the permit is issued you will receive one copy of the approved plans and the permit card, the remaining plans sets will remain on file with the City. Call us or visit us at City Hall if you need additional information on what you should submit with your application.

Depending on the type and scope of work (typically for commercial work), you may need an engineer and/or architect to certify the plans or details. Architects are required for all projects except one and two family construction, alterations not involving structural changes, and some small projects. All information on these requirements can be found by referring to laws put forth by the State of New Hampshire.

Besides the Building and Land Use Permit, there are a number of other permits. We have residential and commercial electrical permits, mechanical permits, plumbing permits, demolition permits, and sign permits (see step 2 for more information on the sign permit). If you are adding a water heater, rewiring part of your house, adding new outlets, etc, you need to fill out one of these permits.

There may be other instances where you need to not only fill out the Building and Land Use Application, but one of these permits as well. If you are building a new home, for example, you will need to fill out all the trade permits (electrical, mechanical, plumbing) in addition to the regular permit. If you are adding an in-ground pool, you need not only a regular permit, but also an electrical permit. If you are putting on an addition to your house that includes a new bathroom, needs an outlet or new lighting, you will need to add one or all of the trade permits. If you are fitting up a new store, you will most likely need a building permit, the trade permits, a sign permit. To get more information, call us or visit City Hall. Copies of all permit applications can be found at <https://www.nashuanh.gov/DocumentCenter/View/9364/Building-and-Landuse-Permit-Application?bidId=>

The also has a number of handouts which give specific information on different project types. For example, we have handouts on building decks, pools, finishing basements, and more. Go to <https://www.nashuanh.gov/276/Informational-Handouts> for more information. For new and renovated residential and commercial buildings, you will also need to comply with the energy code, which has certain restrictions for R-value of insulation, Window U-factors, etc. Visit City Hall or call the Department of Building Safety for more information.

Please note that this information is specifically about permits from the Department of Building Safety, but you may need additional approvals and permits from other departments as listed in step 4.

What building codes do you use?

The Building Safety Department evaluates all construction plans and permits based on codes adopted by the State of New Hampshire. These codes are similar to ones used by departments in other cities and states throughout the United States. The codes used are as follows:

2009 International Building Code
 2009 International Residential Code
 2009 International Plumbing Code
 2009 International Mechanical Code
 2009 International Existing Building Code
 2009 International Energy Conservation Code
 2015 ICC ANSI A-117.1 Accessibility and Usability for Commercial Buildings
 2017 National Electrical Code, NFPA 70 (already adopted)
 2015 Fire Code, NFPA 1
 2015 Life Safety Code, NFPA 101 (already adopted)

On **September 15, 2019** the following code editions are scheduled to go into effect.

2015 International Building Code
 2015 International Residential Code
 2015 International Plumbing Code
 2015 International Mechanical Code
 2015 International Existing Building Code
 2015 International Energy Conservation Code
 2015 ICC ANSI A-117.1 Accessibility and Usability for Commercial Buildings
 2015 International Swimming Pool and Spa Code (this is new; requirements removed from the IBC & IRC)
 2017 National Electrical Code, NFPA 70 (already adopted)
 2015 Fire Code, NFPA 1
 2015 Life Safety Code, NFPA 101 (already adopted)

Amendments to the codes can be found at the following link:

<https://www.nh.gov/safety/boardsandcommissions/bldgcode/nhstatebldgcode.html>

Fees for the Department of Building Safety

Nonrefundable application processing fee:	\$35
Minimum fee for miscellaneous equipment excluding the application fee (including residential antennas, small sheds over 200 sq ft, construction trailers, etc.) as deemed by the Building Official or Designee:	\$20 (residential) \$45 (commercial)
New buildings, additions, manufactured homes, in-ground pool, basements, connecting structures, future expansion areas, and areas capable of being used as living or occupied spaces:	\$0.15 per square foot (residential) \$0.25 per square foot (commercial)
LEED (Leadership in Energy and Environmental Design) standard buildings have a reduced fee:	LEED Standard (5% reduction) LEED Silver (10% reduction) LEED Gold (15% reduction) LEED Platinum (20% reduction)
Alteration:	\$0.10 per square foot (residential) \$0.15 per square foot (commercial)
Additional plan review:	\$0.05 per square foot (residential) \$0.10 per square foot (commercial)

Please note that these do not include all of the fees listed by the Building Safety Department. For a more complete list, please refer to our ordinance at the following link <https://www.ecode360.com/8729813> or visit us at City Hall for a full schedule of fees.

How does the plan review process work?

When you apply for a Building and Land Use Permit, you should submit all documentation, including the land use information, any plans or drawings of your project, and the application itself. The land use portion of the application, as discussed in step 2, is reviewed by a member of the Planning Department. The building portion of the application is reviewed by the plans examiner. There are many permit applications that the department must deal with and on average, the department receives eight new applications per day, with varying levels of complexity. The beginning of this guide gives an overview of how much time it takes to get a permit. Permits are processed in the order in which they are received. The planner and/or the plans examiner may contact you with questions about your application and ask additional questions or ask for a resubmission of plans if substantial corrections are involved. If, as the planner and plans examiner review your plans, they find that you do not meet the zoning stipulations, are in a wetland, or a historic district, etc. you will be required to get additional approvals, as was discussed in step 2. Multi-family and commercial permits also need to be reviewed by other departments as well. See step 4 for more information.

When the application has been reviewed by both parties, they will contact you to tell you whether or not the permit is accepted or rejected. There may be corrections which will be noted on the set of plans which will be returned to you. They will also tell you the fee for the permit when it is ready to be picked up. You may not start any building or construction until the permit has been approved and the fees have been paid. Also, if your building permit has been issued but the electrical permit has not been issued, you cannot start the electrical work. Be aware that there are a number of inspections as part of the process, which are detailed in step 5.

For other types of permits such as electrical, mechanical, and plumbing permits, one of the permit technicians, the plans examiner, or the inspectors review the applications (the electrical inspector reviews the electrical permit applications, etc.). Be aware that there may be additional plans required for a permit depending on the scope of work. If you are only replacing a water heater or doing other limited work, a plot plan or other detailed plans will most likely not be required, but you still need to pull a plumbing permit. Please see step 2 of this guide for information specifically about sign applications.

How do I get a demolition permit?

For a demolition permit, there are a number of approvals beyond just the Department of Building Safety which must sign off on a demolition permit. These are covered in step 4. A copy of the permit with the necessary approvals can be found by going to <https://www.nashuanh.gov/DocumentCenter/View/255/Demolition-Application-and-Approval-Form-PDF?bidId=>

Do I need someone licensed to pull the permit and do the work?

As mentioned previously, you may need an architect's stamp or an engineer's stamp on your plans.

Anyone applying for an electrical, plumbing, or mechanical permit from the City of Nashua must be licensed, with the exception of owner occupied single family dwellings.

STEP 4: GETTING APPROVALS FROM OTHER DEPARTMENTS

CHECKLIST FOR THIS STEP:

- Check what approvals you need from other Departments in the City including the Fire Marshal, Environmental Health, and Engineering Departments.
- Get licenses as necessary from the State of New Hampshire.
- Make sure all approvals have been received prior to beginning work.

The Department of Building Safety and the Planning Department are only two of the departments that must sign off on your permit. For commercial or multi-family construction projects and new homes, you may need other departments to review your application before you can begin construction. In addition, your business may need licenses from the state in order to open to the public. Please visit us at City Hall for more information.

I'm building a new house. What other approvals do I need?

Sewer user permits are required for new homes, so you should contact the Public Works Engineering Department. You can visit them on the web by going to <https://www.nashuanh.gov/387/Engineering-Department>

I'm building a multi-family structure, a commercial building. Who else do I need approvals from?

As listed under the plan requirements, there are several other departments that you must contact. These include the Fire Marshal's office (located at 177 Lake Street, phone number 603-589-3460), the Environmental Health Department (located at 18 Mulberry Street, 603-589-4530, and the Department of Public Works Engineering Office (located at 9 Riverside St, phone number 603-589-3120).

You can drop off your plans to be reviewed by the Fire Marshal at the Department of Building Safety (same location as where you drop off your construction plans). When you receive your permit, the Department of Building Safety will also collect the life safety review fee. Sprinkler and fire alarm permits are also secured through the Fire Marshal's Office. Go to <https://www.nashuanh.gov/427/Fire-Marshals-Office> for more information.

For food service, stores selling food, day care facilities, septic systems, and public swimming pools, the Environmental Health Department must review your application prior to permit approval. Plans and applications need to be delivered directly to their office. You can find out more about their requirements at <https://www.nashuanh.gov/525/Food-Service-Safety>

Sewer User Permits are required for new homes, adding additional plumbing fixtures in commercial buildings, or changes in use, you must contact the Public Works Engineering Department whose webpage can be found at <https://www.nashuanh.gov/387/Engineering-Department>

What if I'm opening a day care, a hair salon, etc.? Are there state requirements?

Beside City approvals, you must also obtain a license from the State of New Hampshire. Check with the State to verify the licensing requirements.

How do I pull a demolition permit?

As mentioned in Step 3, the first step for a demolition permit is to fill out a Building Safety Department application which can be found at <https://www.nashuanh.gov/278/Permits> You are also required to take pictures of the structure unless this requirement is waved by the Building Official such as in the case of a small shed, porch, etc. Other approvals that are required include National Grid, Pennichuck Water Works, Eversource, Comcast, Consolidated Communications, Fire Marshal's Office, Engineering Department, Environmental Health Department, Traffic Department, Street Department, and the Planning (or Historic District Commission). Come visit us at City Hall or give us a call for more information.

CHECKLIST FOR THIS STEP:

- Check which inspections you need.
- Schedule an inspection one business day in advance.
- Call the morning of the inspection to find out an approximate time.
- Have your permit card, plans, and a knowledgeable individual on site.

Once you've received approval for your permit, the next step is to get inspections done on your project. The purpose of getting these inspections is to make sure that your project is being constructed to code and that what was submitted for plan review and approved by the plans examiner is what is actually constructed. The Department of Building Safety keeps a list of inspections that are required which you can find at <https://www.nashuanh.gov/DocumentCenter/View/254/Inspections-Required-PDF?bidId=> If you do not have the permit card on site and do not have the plans on site, they will not inspect your project. The permit card allows the inspector to sign that the inspection is completed and the plans must be on site so the inspector can verify that the plans match what is being built. If you have questions, visit City Hall or call us to make sure you know which inspections you need to schedule.

STEP 5: GETTING INSPECTIONS ON YOUR PROJECT

When do I schedule an inspection?

Refer to the list for which inspections are required at the following link <https://www.nashuanh.gov/DocumentCenter/View/254/Inspections-Required-PDF?bidId> Be aware that you shouldn't start adding insulation or drywall before all of your rough inspections are approved. Likewise, don't pour your concrete until after your deck footings have been inspected. Contact the Building Safety Department at (603) 589-3080 when in doubt.

Inspections must be scheduled at least one business day prior to the date you want the inspection performed. To schedule an inspection contact the Building Safety Department Monday through Friday 8 am -4:30 pm at (603) 589-3080 and speak with one of our permit technicians. If our permit technicians are unable to answer the phone please leave a message with the project number, type of inspection requested, the address of the project, and your contact number. Requests left on the answering machine before 4 pm will be entered for the following day provided there is available space if a specific day is not requested.

Inspections can be requested by email using the following link <https://www.nashuanh.gov/Form-Center/Department-of-Building-Safety-12/Building-Department-Inspection-Request-59>

How do I know what time the inspector will arrive? What should be on site?

The inspectors are in the office from 8 am to 9 am during which they schedule their day and are available for questions. At that time they will know if the inspection will be a morning or afternoon inspection. Inspections are made between 9 am and 3 pm; if you need to make specific arrangements please speak directly with the inspector.

What should be at the site for inspection?

Make sure that the permit card and the approved plans are on site for the inspection. If they are not available, the inspection may need to be rescheduled. It is always best to have someone knowledgeable about the project on site to answer the inspector's questions.

STEP 6: GETTING A CERTIFICATE OF OCCUPANCY

Once I've finished my final inspections,
am I ready to get a certificate of occupancy?

Just because you've finished your inspections with the Building Safety Department doesn't mean you're ready to get your certificate of occupancy. There may be additional requirements that have been added as stipulations from the Planning or Zoning Boards. New homes also require School Impact Fees to be paid prior to occupancy. Make sure to verify that all the inspection by the Building Safety Department, as well inspections or sign-offs from other departments have been completed. Every case is different, so make sure to visit City Hall or call us to make sure everything is completed before requesting your Certificate of Occupancy. Once you have done this you're ready to get you Certificate of Occupancy which will be signed by the Building Official or his or her designee.

After you get your permit, our services don't stop there.

Our website cover a variety of other services related to post-occupancy concerns. Our Code Enforcement Department deals with issues related to tenant/landlord complaints, unsafe housing, accumulation of junk, site plan and wetlands violations. Please go to the following link for more information <https://www.nashuanh.gov/284/Code-Enforcement>

Additionally, if you are a low-income homeowner, we have programs which can help you to address health and safety issues through low interest loans. Please visit <https://www.nashuanh.gov/314/Urban-Programs>

POST OCCUPANCY CONCERNS

