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** OCCUPANCY PERMIT CHECKLIST**

LOCATION:_____ MAP:_____ LOT:_____

Any permit to occupy a residential or commercial building requires the following:

1. **Final Electrical Inspection** ☐

2. **Final Plumbing Inspection** ☐

3. **Final Building Inspection** ☐

4. **Final Driveway Inspection (Highway Safety Committee 635-7811)** ☐

The following information must accompany this form or be on file at the Planning Dept.:

☐ **Certified Plot Plan** showing location of building & monuments set (granite bounds, iron pipes)

☐ Copy of **Septic As-Built Plan & Operation Approval** from New Hampshire Water Supply and Pollution Control Commission must accompany this form

☐ Letter stating **WCD Signs** have been posted, if applicable.

☐ **Oil/Gas Burning Permit** (from the Fire Department 635-2703)

☐ Copy of **Well Test** to be done by a **NH Certified Well Testing Lab** in accordance with Section 5 of the Board of Health Water Supply Regulations – Well Ordinance.

☐ A completed **Well Data Report** submitted by the well driller or his agent.

☐ A completed **Blower Door Test**. Must demonstrate an air exchange rate of seven Air Changes per Hour (ACH) or less @ 50 Pa.

☐ **A COPY OF THE BUILDING PERMIT INCLUDING ALL SIGNATURES/DATES OF INSPECTIONS**

All necessary approvals **must be submitted** to the Planning Department at least **3 business days in advance** of requesting an occupancy permit. **NO EXCEPTIONS!!!!**

I hereby certify that all the above approvals have been submitted to the Planning Department in accordance with above.

Printed name of Builder/Owner:_____ Phone#_____

Signature of Builder/Owner:_____ Date:_____

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Please do not submit this with your application.

Keep this form to complete & submit at time of Certificate of Occupancy request.