

Instructions for Commercial Building Permits:

The Town of Pelham is under the 2021 International Building Code.

Your application for Building Permit should include the following:

- 1.) Building Permit Application filled out in its entirety. Anything that is not applicable should be filled in with "N/A". The application must be signed by the owner of the property or the contractor must have a signed agreement with the owner authorizing them to pull permits on behalf of the owner.
- 2.) Drawings of proposed work reduced to 8 ½" x 11", 8 ½" x 14" or 11" x 17". (NO LARGER PLANS WILL BE ACCEPTED unless requested by the Building Inspector)
- 3.) A COPY OF THE Plot Plan for the property showing the location of the proposed construction drawn to scale. You will need to know the setback distances, of the proposed structure to the property lines, when filling out the application. The setbacks need to be from the proposed structure to the property lines, please DO NOT write in the setback minimums, or your project might be delayed. See the Zoning Ordinance Article III Section 307-12 Table 1 for minimum setback requirements, by zone.
- 4.) A NH DES approved septic plan and Approval for Construction may be required depending on the type of project.

NOTE:

- All new buildings and change of tenant, require a Certificate of Occupancy (CO) **PRIOR** to occupying the building/space.
 - You **MUST** complete the "**Certificate of Occupancy Checklist**" and submit it to the Planning Department. A CO will be issued within three business days provided all items are complete.
 - See page 2 of 2 for specific instructions on **change of tenant** in an existing building.
-
- 5.) Per RSA 674:75 Advanced Pipeline Notification, any new residential development that is located in whole or in part within 1000' of the center point of a natural gas transmission pipeline shall notify the operator of the pipeline of their planned development. Go to pelhamweb.com, then go to the Planning Department and click on the link: Property-Nashua Regional Planning Commission-MapGeo. Put your property address in the search bar, if it shows a red and blue dotted line and you are within the blue dotted line the best way to comply with this new rule is to send an email along with the address and screen shot of your search from MapGeo to: KMEncroachmentsNorth@kindermorgan.com they will respond with guidance for your project. Submit their response with your application.

Instructions for Change of Tenant in an Existing Building:

- A Building Permit application **must** be filled out whether there is structural work being done, or not. If there is structural work being done, in Section 2 check the box that best describes the work. In Section 3, check box (12) for ***Certificate of Occupancy*** and fill out the applicable sections of the application. (Make sure to write the business name where indicated)
- If there is no structural work being done, disregard Section 2. In Section 3, check box (12) for ***Certificate of Occupancy*** and fill out the applicable parts of the application. (Make sure to write the business name where indicated)
- A review of the application is required in both instances. Inspections are also required in **both** instances. When work is being done in the unit, Electrical and/or Plumbing/Gas permits may also be required. Inspections of work shall be requested as they normally would. Once all work has passed inspections, and the Fire Department has performed and passed their inspection, a Certificate of Occupancy can be requested.
- In the case of no work being done in the unit, **but a new tenant will occupy the space**, a permit is still issued for the sole purpose of documenting inspections. Building, Electrical, Plumbing/Gas inspections must be performed to verify code compliance, **no** exceptions. Those inspections can be requested at the time the applicant pays for, and picks up, the permit. Fire Department inspection is also required, which can be requested (through the Fire Department) also at this time. The inspectors will inform the applicant if certain factors don't meet the current code, additional permits may be required. Once all work has passed inspections, and the Fire Department has performed and passed their inspection, a Certificate of Occupancy can be requested.



Town of Pelham
6 Village Green
Pelham, NH 03076-3723
APPLICATION FOR COMMERCIAL BUILDING PERMIT
(603) 635-7811

**1. LOCATION
OF
BUILDING**

Street Location _____

Subdivision _____

Map _____

Lot _____

District: Business 1-4 ☐ / Business 5 ☐ / Industrial ☐ / MUZD ☐ / Rural ☐

2. TYPE OF IMPROVEMENT

- 1 ☐ New Building
- 2 ☐ Addition
- 3 ☐ Alteration, renovation
- 4 ☐ Repair, replacement
- 5 ☐ Wrecking, demolition
- 6 ☐ Moving, relocation
- 7 ☐ Foundation ONLY

3. PROPOSED USE

- | | |
|--|--|
| 1 <input type="checkbox"/> Amusement, recreational
2 <input type="checkbox"/> Church, other religious
3 <input type="checkbox"/> Industrial
4 <input type="checkbox"/> Hospital, institutional
5 <input type="checkbox"/> Office, bank, professional
6 <input type="checkbox"/> Parking garage
7 <input type="checkbox"/> Public utility | 8 <input type="checkbox"/> Service station, repair garage
9 <input type="checkbox"/> School, library, other educational
10 <input type="checkbox"/> Stores, mercantile
11 <input type="checkbox"/> Towers
12 <input type="checkbox"/> Certificate of occupancy
13 <input type="checkbox"/> Other (specify in section 5) |
|--|--|

Proposed Use is: ☐ New ☐ Continuation of Previous use ☐ Expansion of Previous use ☐ Other

4. ESTIMATED COST

- 1 Electrical \$ _____
- 2 Plumbing \$ _____
- 3 Mechanical \$ _____
- 4 Other \$ _____
- Total Cost** \$ _____

5. DESCRIPTION

NAME OF BUSINESS: _____

****Is your property located within 1000' of the pipeline, (see item #5/front page)?** ☐ Yes ☐ No

**6. PRINCIPAL TYPE OF
FRAME**

- 1 ☐ Masonry (wall bearing)
- 2 ☐ Wood frame
- 3 ☐ Structural steel
- 4 ☐ Reinforced concrete
- 5 ☐ Other – Specify _____

7. Will the proposed structure meet current set back & lot size requirements? ☐ Yes ☐ No

Frontage _____ Lot Size _____ Front Setback _____

Rear Setback _____ Left Setback _____ Right Setback _____

****SETBACKS NEED TO BE FROM PROPOSED STRUCTURE TO PROPERTY LINES****

8. WCD (Wetland Conservation District)

- | | |
|--|--|
| 1 Is the property located in a WCD area? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2 Is the proposed structure located within the WCD area? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

9. Is a variance required? ☐ Yes ☐ No

Has a variance been approved? ☐ Yes ☐ No

Date of Hearing: _____ Case # _____

10. PRINCIPAL TYPE OF HEATING FUEL

- 1 ☐ Gas
- 2 ☐ Oil
- 3 ☐ Electricity
- 4 ☐ Coal
- 5 ☐ Other – Specify _____

11. Is a site plan required? ☐ Yes ☐ No

Has a site plan been approved? ☐ Yes ☐ No

Date of Hearing: _____

Case # _____

12. DIMENSIONS

1 # of Existing Stories

2 # of Proposed Stories

3 Foundation Size

**13. NUMBER OF OFF-STREET
PARKING SPACES**

- 1 Enclosed _____
- 2 Outdoors _____

14. Is the proposed work within 250 ft. of Beaver Brook, Little Island, Gumpas, Long or Harris Ponds: ☐ Yes ☐ No

If yes, has approval been sought from NHDES? ☐ Yes ☐ No
(Evidence of approved DES Shoreline Application OR written exemption by DES must be provided with this application)

15. IDENTIFICATION			
	NAME	MAILING ADDRESS	PHONE NUMBER
1. Property Owner			
2. Tenant			
3. Electrician**			
4. Plumber**			
SIGNATURE OF OWNER:			
OWNER NAME (PLEASE PRINT):		APPLICATION DATE:	
ELECTRICAL & PLUMBING WORK REQUIRE SEPARATE PERMITS – THEY ARE NOT INCLUDED IN THE BUILDING PERMIT			

NOTE: CONSTRUCTION PLANS ARE NOT TO EXCEED 11"X 17" UNLESS REQUESTED BY THE BUILDING INSPECTOR
*****PLANNING DEPARMTENT USE ONLY – DO NOT WRITE BELOW THIS POINT*****

Zoning/Planning Compliance

APPROVED ☐

Conditions of Approval to be noted on Building Permit: _____

DENIED ☐

Reasons for Denial: See ADMINISTRATIVE DECISION DATED: _____

_____ Jennifer Beauregard, Planning Director / Zoning Administrator	_____ Date

Building Code Compliance

APPROVED ☐

Conditions of Approval to be noted on Building Permit: _____

BUILDING PERMIT FEE: _____

_____ Roland Soucy, Building Inspector	_____ Date

ENERGY CODE COMPLIANCE CERTIFICATION

Energy Code Compliance Certification will now be required for the construction of new structures and the renovation of existing structures as required by the Public Utilities Commission.

There are several methods of applying for this certification:

Complete Performance package;

ResCheck software method available online at www.puc.nh.gov;

Express NH Energy Code Compliance package.

If you should need any assistance in completing these applications you can contact the Public Utilities Commission Office at the above website address or at 603-271-6306.

****This is required before all approvals of Building Permits****