

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 you 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 <input type="checkbox"/> / Business 5 <input type="checkbox"/> / Industrial <input type="checkbox"/> / MUZD <input type="checkbox"/> / Rural <input type="checkbox"/>																														
2. TYPE OF IMPROVEMENT 1 <input type="checkbox"/> New Building 2 <input type="checkbox"/> Addition 3 <input type="checkbox"/> Alteration, renovation 4 <input type="checkbox"/> Repair, replacement 5 <input type="checkbox"/> Wrecking, demolition 6 <input type="checkbox"/> Moving, relocation 7 <input type="checkbox"/> Foundation ONLY	3. PROPOSED USE <table><tbody><tr><td>1 <input type="checkbox"/></td><td>Amusement, recreational</td><td>8 <input type="checkbox"/></td><td>Service station, repair garage</td></tr><tr><td>2 <input type="checkbox"/></td><td>Church, other religious</td><td>9 <input type="checkbox"/></td><td>School, library, other educational</td></tr><tr><td>3 <input type="checkbox"/></td><td>Industrial</td><td>10 <input type="checkbox"/></td><td>Stores, mercantile</td></tr><tr><td>4 <input type="checkbox"/></td><td>Hospital, institutional</td><td>11 <input type="checkbox"/></td><td>Towers</td></tr><tr><td>5 <input type="checkbox"/></td><td>Office, bank, professional</td><td>12 <input type="checkbox"/></td><td>Certificate of occupancy</td></tr><tr><td>6 <input type="checkbox"/></td><td>Parking garage</td><td>13 <input type="checkbox"/></td><td>Other (specify in section 5)</td></tr><tr><td>7 <input type="checkbox"/></td><td>Public utility</td><td></td><td></td></tr></tbody></table> <p>Proposed Use is: <input type="checkbox"/> New <input type="checkbox"/> Continuation of Previous use <input type="checkbox"/> Expansion of Previous use <input type="checkbox"/> Other</p>			1 <input type="checkbox"/>	Amusement, recreational	8 <input type="checkbox"/>	Service station, repair garage	2 <input type="checkbox"/>	Church, other religious	9 <input type="checkbox"/>	School, library, other educational	3 <input type="checkbox"/>	Industrial	10 <input type="checkbox"/>	Stores, mercantile	4 <input type="checkbox"/>	Hospital, institutional	11 <input type="checkbox"/>	Towers	5 <input type="checkbox"/>	Office, bank, professional	12 <input type="checkbox"/>	Certificate of occupancy	6 <input type="checkbox"/>	Parking garage	13 <input type="checkbox"/>	Other (specify in section 5)	7 <input type="checkbox"/>	Public utility		
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4. ESTIMATED COST 1 Electrical \$ _____ 2 Plumbing \$ _____ 3 Mechanical \$ _____ 4 Other \$ _____ Total Cost \$ _____	5. DESCRIPTION _____ _____ _____ _____																														
6. PRINCIPAL TYPE OF FRAME 1 <input type="checkbox"/> Masonry (wall bearing) 2 <input type="checkbox"/> Wood frame 3 <input type="checkbox"/> Structural steel 4 <input type="checkbox"/> Reinforced concrete 5 <input type="checkbox"/> Other – Specify _____	7. Will the proposed structure meet current set back & lot size requirements? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No Has a variance been approved? <input type="checkbox"/> Yes <input type="checkbox"/> No Date of Hearing: _____ Case # _____																														
10. PRINCIPAL TYPE OF HEATING FUEL 1 <input type="checkbox"/> Gas 2 <input type="checkbox"/> Oil 3 <input type="checkbox"/> Electricity 4 <input type="checkbox"/> Coal 5 <input type="checkbox"/> Other – Specify _____	11. Is a site plan required? <input type="checkbox"/> Yes <input type="checkbox"/> No Has a site plan been approved? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, has approval been sought from NHDES? <input type="checkbox"/> Yes <input type="checkbox"/> 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 DEPARTMENT 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****