

TOWN OF LONDONDERRY, NH**COMMERCIAL BUILDING PERMIT REQUIREMENTS**

1. Site Plan approved and signed by Planning Board.
2. Septic Design (*when applicable*) reviewed and approved by the Town & the NH Department of Environmental Services.
3. Impact Fee Form completed and signed by the Applicant and approved by the Town Planner.
4. Energy Code Compliance Letter signed and stamped by project Architect. Commercial buildings under 4,000 Sq. Ft (*not designed by an architect*), complete and submit NH Energy Code Application for Certificate of Compliance.
5. Building Permit Application completed and signed by applicant.
6. Construction Plan package submitted to Building Department, to include 2 complete sets of Construction Plans & Specifications.
7. *Submit Statement of Special Inspections (Case Form 101).
*Submit Final Report of Special Inspections (Case Form 102) prior to Certificate of Occupancy.
8. Certification of Accessibility Compliance in accordance with the NH State Building Code.
9. Fire Department acceptance of Sprinkler and Alarm system design specifications.

The above items must be submitted and approved before a Building Permit can be issued. Work shall not commence prior to the issuance of a Building Permit.

*** NOTE: Building Department review of permit applications require a minimum of 10 working days, and may be as many as 30 to 60 days for approval depending upon the complexity of the project.**

*** In accordance with the Town of Londonderry Subdivision and Site Plan Regulations, a preconstruction meeting with the Department of Public Works is mandatory prior to the start of construction. The Applicant is responsible for contacting the Public Works Department to arrange the preconstruction meeting.**

A \$25.00 application fee is due when submitting an application.