

**Town of Londonderry, NH
Building, Health & Zoning Department
268 Mammoth Road
Londonderry, NH 03053 432-1100 x. 115**

**PERMIT PROCEDURE FOR FIT UP/REMODEL FOR
COMMERCIAL SPACE**

The Town of Londonderry requires a fit up/remodel permit for any person and/or business that intend to occupy an existing commercial/industrial building or unit. This permit allows this office to be aware of the type and use of business going into the building/unit and that it conforms with the Town Zoning & Building regulations. Also, if any renovation work is to be performed, it must be inspected to meet the building and fire codes.

The following procedure must be followed:

1. Submit a completed permit application along with a floor plan layout. If renovation work is to be performed, please also submit a description of what will be done. A \$25.00 application fee is required at the time the application is submitted. The review process is 5-10 working days.
2. Once the permit is approved, the permit will need to be picked up and the building permit fee paid, \$6.00/\$1,000 per cost of construction/improvement.
3. Call for all the required inspections listed on the permit. A minimum one day notice is required. ***The final inspection (occupancy) is required before occupying the space. The Building Dept. and the Fire Dept. (432-1124) will both be required to do an inspection.***
4. If installing a sign, please obtain the paperwork for a sign permit.

If there are any questions, please contact the Londonderry Building Dept. at 432-1100 x.115.