



APPLICATION

(Check Appropriate Box):

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CERTIFICATE OF OCCUPANCY
New Construction, Addition or
Major Renovation

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CHANGE OF USE/OWNERSHIP
New Business, Change of Ownership,
Change of Use

It is the applicant's responsibility to SET UP INSPECTIONS with the departments below, obtain signatures and RETURN completed form to the Code Enforcement Department.

(SEE REVERSE SIDE FOR INSTRUCTIONS)

PROPERTY OWNER:	
OWNER'S ADDRESS:	OWNER'S PHONE # & EMAIL ADDRESS:
PROPERTY LOCATION ADDRESS:	
MAP/BLOCK/LOT #:	ZONING DISTRICT:
USE (Please Check One): RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/>	
BUILDING PERMIT #:	
CONTRACTOR NAME & PHONE #:	

Approved by:	PLANNING/ZONING DEPT (603) 527-1264	Date:
Approved by:	ASSESSING DEPT (Call to schedule a Final Inspection) (603) 527-1268	Date:
Approved by:	WATER DEPT (603) 524-0901	Date:
Approved by:	PUBLIC WORKS DEPT (603) 528-6379	Date:
Approved by:	FIRE DEPT (Call to schedule a Life Safety Inspection) (603) 524-6881	Date:
Approved by:	CODE DEPT (Call to schedule a Final Inspection) (603) 527-1293	Date:
Approved by:	FINANCE DEPT (603) 524-3877	Date:

COMMENTS _____

PERMANENT C/O ☐

TEMPORARY C/O ☐

CODE OFFICIAL'S APPROVAL: _____ DATE: _____

INSTRUCTIONS:

Fill out the entire top portion of this form. Once completed, bring the form to City Hall where you'll need signatures from the following departments:

- Planning/Zoning Department (Basement floor)
- Finance Department (2nd floor)

Take the form to the Water Department (located at 988 Union Avenue) and the Department of Public Works (located at 27 Bisson Avenue) for signatures.

Contact the following departments for a C/O inspection:

- Fire Department (603) 524-6881
- Code Enforcement (603) 527-1293
- Assessing Department (603) 527-1268

Bring the completed and signed form to the Code Enforcement Department along payment (cash, check or credit card). Once received, it takes about 24-48 hours for the form to be issued. We'll call when it's ready for pickup.

FEES:

One/Two Family Structure	\$ 50
Residential Accessory Structure	\$ 25
Primary Commercial/Multi-Family Structure	\$100
Commercial Accessory Structure	\$ 50