



Town of Salem, New Hampshire

Community Development Department – Planning Division
33 Geremonty Drive, Salem, New Hampshire 03079
(603) 890-2080 - Fax (603) 898-1223
www.townofsalemnh.org

Checklist for New Businesses

1. Contact Planning Director (603-890-2083, jlafontaine@salemnh.gov) to see if Planning Board approval is required.
2. Apply for building permit from Building Division at Town Hall (603-890-2020). Permit applications available at www.townofsalemnh.org. Electrical, Plumbing, Gas and Sign permits may also be required.

PERMITTING HOURS are:

Monday-Friday: 8:30am - 9:30am

3. If food products are involved, contact Health Officer (603-890-2050, blockard@salemnh.gov).
4. Contact Fire Department (603-890-2209) to see if permits are required and to provide emergency contact information.
5. Contact Police Department (603-893-1911) to provide emergency contact information.
6. Contact Building Division at Town Hall (603-890-2020) to see if Certificate of Occupancy is required. Application form needs to be submitted to Building Division at Town Hall minimum 48 hours in advance of occupancy.
7. Development Handbook, Zoning Ordinance, and Site Plan Review Regulations are available at www.townofsalemnh.org (go to Community Development Dept., then Planning).
8. You may need to register your business with the NH Secretary of State (603-271-3242), www.sos.nh.gov/corporate.

Also see <http://www.nheconomy.com/business-services/start-a-business-in-nh/>.

For more information please refer to "Change of Occupant/General Safety Inspection" at <http://www.townofsalemnh.org/building-safety-division/pages/codes-and-regulations>.