



# 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](http://www.townofsalemnh.org)

## Checklist for Conversion from Seasonal to Year Round Occupancy

1. A variance is required from the Zoning Board of Adjustment if property does not meet current zoning requirements. Contact the Planning Division (603-890-2080) for details.
2. Properties with a septic system require a contingency septic plan. Properties with a well require a current well test. Contact Health Division (603-890-2050) for more information.
3. If property has Town water and/or sewer, a Demand Benefit Assessment may apply. If applicable, payment will be due when you apply for the occupancy permit. Contact Utilities Billing Division (603-890-2042) for fee schedule or see [www.townofsalemnh.org/planning-division/pages/documents-and-links](http://www.townofsalemnh.org/planning-division/pages/documents-and-links) and click on Demand Benefit Calculations.
4. Contact Fire Department (603-890-2200) for their requirements. A minimum requirement will be the installation of smoke/carbon monoxide detectors.
5. Apply for a building permit and an occupancy certificate from the Building Division (603-890-2020).
6. Contact Building Division (603-890-2020) to see if electrical or plumbing/gas permits are required. See applications for building permit and occupancy certificate at [www.townofsalemnh.org/building-safety-division](http://www.townofsalemnh.org/building-safety-division) and click on Application Forms.
7. Impact Fees are due when you apply for the occupancy permit. Contact the Planning Division (603-890-2080) for the impact fee schedule or see [www.townofsalemnh.org/planning-division/pages/documents-and-links](http://www.townofsalemnh.org/planning-division/pages/documents-and-links) and click on Impact Fees.

**PERMITTING HOURS are:**  
**Monday through Friday: 8:30am - 9:30am**