



**TOWN OF SALEM FIRE DEPARTMENT
INSPECTIONAL SERVICES
BUILDING SAFETY
33 GEREMONTY DRIVE
SALEM, NEW HAMPSHIRE 03079
603-890-2020 FAX 603-898-1223**

GENERAL SAFETY INSPECTION/CHANGE OF OCCUPANT

A NEW OCCUPANT OF ANY COMMERCIAL BUILDING WILL REQUIRE:

1. **BUILDING PERMIT APPLICATION** (available on web site Townofsaalemnh.org. Applications accepted 8:30-9:30 & 4:00-5:00)
 - LETTER FROM PROPERTY OWNER OR MANAGEMENT COMPANY ALLOWING THE MODIFICATION/ACKNOWLEDGEMENT OF THE NEW TENANT
 - SITE PLAN OF YOUR UNIT LOCATION WITHIN THE STRUCTURE
 - A SIGN PERMIT APPLICATION

IF THERE IS NO ALTERATION – COST IS \$75 FOR CHANGE OF OCCUPANT

IF THERE IS ALTERATION – COST IS BASED ON ESTIMATED VALUE OF CONSTRUCTION AT \$12 PER \$1,000, MINIMUM OF \$150

- COPIES OF CONTRACT REQUIRED (or appropriate estimate decided by Building Inspector)
- TWO FULL SETS OF PLANS THAT INCLUDE CODE REVIEW AND CODE ANALYSIS
- ELECTRICAL, PLUMBING, GAS PERMITS (IF APPLICABLE)

2. **CERTIFICATE OF OCCUPANCY**

- APPLICATION IS REQUIRED
- INSPECTION REQUIRED BY BUILDING & FIRE INSPECTORS
 - MAY ALSO REQUIRE INSPECTIONS BY THE FOLLOWING:
 - ELECTRIC
 - PLUMBING
 - GAS
 - HEALTH - THE FOLLOWING LICENSES MAY BE REQUIRED:
 - FOOD
 - MASSAGE
 - BODY ART
 - WATER TEST IF ON WELL

