



# Business Occupancy Checklist

## TOWN OF GOFFSTOWN

Define Project &  
Site Information

TRC  
Review

Plan & Site  
Review

Permits &  
Approvals

Inspections

Occupancy

Complete and sign the attached application form containing all applicable project information. Submit to the Planning Department for review by the Technical Review Committee (TRC).

- 1. Contact Information** – Fill out all Contact Information. Be sure to check off a box regarding who each contact is (e.g. Property Owner, Business Owner or other, such as a Site Contractor).
- 2. Define Project & Site Information** - Fill out entire section. If unknown, then write (?). The narrative should include a description of **current site conditions**, and **requested project**, including (but not limited to):
  - Existing land use of subject property
  - Information regarding existing structures on the property
  - Proposed use of the property
  - Description of proposed business and needs
  - Explain any planned renovations, upgrades or remodeling
  - General outline of intended timeline for construction/occupancy
- 3. TRC Review** – At a Technical Review Committee (TRC) Meeting, there is at least one representative from each department (Fire, Police, Building, Public Works, Economic Development, Planning and Zoning). Any proposed or on-going projects can be discussed in this forum. All Business Occupancy Checklist Forms will be reviewed at TRC Meetings by staff. It is recommended that the applicant, property owner and/or new tenant attend the meeting to discuss the project in more detail and answer any questions staff may have.

This checklist form will help staff determine what permits are required for the specific project defined on the attached application. There are several types of permits depending on the complexity of the project.

No-Plan Permits - Simple projects such as plumbing or electrical do not require plans, but will need permits, which can be obtained by coming to the Town offices at 16 Main Street, Goffstown NH 03045.

Over-the-Counter Permits - Simple projects such as minor additions to the property or simple remodels of commercial space, require permits, but can usually be obtained within 5-7 business days.

Large Project Permits - More complicated projects, such as subdivision of property, extensive remodels, or construction of new structures will require that plans and documents be submitted to the Planning Department for review.

TRC Meetings are held on the first and third Tuesdays each month at Town Hall, 16 Main Street. Meetings are at 8:30 am – 10am and are open to the public.

4. **Plan/Site Review** – Following a TRC Meeting, the attached application for your project will be distributed to the staff at each department. Each staff person will complete a review of the application and may visit the site. Staff will report back to the Planning Department regarding which permits are required and return marked-up plans (if applicable) to the Planning Department within 5-7 business days. The Planning Department will then fill out the “Business Occupancy Checklist” below and return a copy to the original applicant so that the proper permits may be obtained.

If your project falls under the “Large Projects” category, it will most likely need to go through the Planning and/or Zoning Board process for approvals.

5. **Permits & Approvals** – After receiving a copy of this checklist back, review the checklist which will list all permits that need to be obtained prior to construction. Please contact the appropriate department (see attached TRC Contact List) to obtain the required permits. After all permits have been issued, and the Primary Contact has received authorization from the Building Department, construction on the proposed project may begin. If at any time the scope of work changes significantly, please contact the appropriate department to ensure that the permits are still valid and to prevent any unnecessary delays.
6. **Inspection** – During construction please contact the appropriate department (see attached TRC Contact List) as required to set up appointments for inspection. Staff will inspect a site within 3-7 business days after an inspection is requested.
7. **Occupancy** – After final inspections and approvals/sign-offs have been obtained and no outstanding issues remain, a Certificate of Occupancy can be requested from the Building Department. The Building Department typically issues a Certificate of Occupancy within 2 business days after being requested.

#### 8. Goffstown TRC Contact List

Department	Name	Title	Phone
Police	Capt. Rob Browne	Captain	497-4858
Fire	Lt. Bill Connor	Fire Prevention Officer	497-8287
Planning & Zoning	Brian Rose	Planning & Zoning Administrator	497-8990 ext. 118
Building	Marc Tessier	Building & Health Inspector	497-8990 ext. 115
Public Works	Meghan Theriault	Town Engineer	497-8990 ext. 280
Admin/Economic Development	Derek Horne	Assistant Town Administrator	497-8990 ext. 119



## BUSINESS OCCUPANCY CHECKLIST

*\*\* Based on information provided in this checklist, the following permits are required \*\*  
(Town Staff to complete)*

	Check all that are Required	Department	Staff Verification of Approval
Development Review Application .....	<input type="checkbox"/>	Planning	<input type="checkbox"/>
ZBA Application .....	<input type="checkbox"/>	Planning	<input type="checkbox"/>
Sign Permit .....	<input type="checkbox"/>	Planning	<input type="checkbox"/>
Electrical Permit .....	<input type="checkbox"/>	Building	<input type="checkbox"/>
Plumbing Permit .....	<input type="checkbox"/>	Building	<input type="checkbox"/>
Life Safety Permit .....	<input type="checkbox"/>	Fire	<input type="checkbox"/>
Fire Alarm Permit .....	<input type="checkbox"/>	Fire	<input type="checkbox"/>
Street Opening Permit .....	<input type="checkbox"/>	Public Works	<input type="checkbox"/>
Driveway Permit (New / Modification) .....	<input type="checkbox"/>	Public Works	<input type="checkbox"/>
Burglary Alarm Permit .....	<input type="checkbox"/>	Police	<input type="checkbox"/>
Sewer Permit .....	<input type="checkbox"/>	Sewer	<input type="checkbox"/>
Other State Approvals .....	<input type="checkbox"/>	TBD	<input type="checkbox"/>
Other _____	<input type="checkbox"/>		<input type="checkbox"/>

The owner(s), by filing this application, also hereby give permission to the Goffstown Planning Board, Planning and Zoning Administrator, Town Engineer, Conservation Commission, and such agents or employees of the Town as the Planning Board may authorize to enter upon the property, which is the subject of this application, at all reasonable times for the purpose of conducting examinations, surveys, tests, inspections as maybe appropriate; to enable release of any claim or right we may now or hereafter possess against any of the above individuals as a result of any examinations, survey tests, or inspections, conducted on my/our property in connection with this application.

**\*\* Submission of this application is required per the Town of Goffstown Building Occupancy Process. \*\***

\_\_\_\_\_  
Primary Contact Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secondary Contact Signature

\_\_\_\_\_  
Date

## Planning and Zoning Department

16 Main St. Goffstown, NH 03045  
Phone 603.497.8990 ext. 117 | Fax 603.497.8993