



**CITY OF CONCORD**  
**NEW HAMPSHIRE**  
*Community Development Department*  
*Code Administration Division*

City Hall Annex • 37 Green Street • Concord, NH 03301 • tel. 603/225-8580 • fax 603/228-8586

## COMMERCIAL BUILDING PERMIT REQUIREMENTS (Other than One and Two Family)

Three (3) sets of building plans (maximum size 30" x 42") and one set of specifications are required to be submitted to the Code Administration Department at the time of application.

- One plan set will be given to the [Fire Prevention Office](#) for review.
- One plan set will stay with the [Building Department](#) for review and archival purposes.
- One plan set will be returned to the applicant (stamped) after code review approvals.
- ❑ Buildings that are part of a campus shall include a legend showing the location of the building on the campus, and the work area within the building.
- ❑ Plans shall include a code evaluation based on the: [2009 IBC](#) and/or [IEBC](#), [2015 NFPA 101](#), and any other State [building codes](#) and [fire codes](#) in force, including all NH [amendments](#).
  - Floor plans shall be to scale with dimensions.
  - Plans shall show the use (occupancy) of each new and renovated space, including adjacent units or spaces.
  - Plans shall show the occupant load of each space.
  - Plans shall show all Construction Types and materials used.
  - Plans shall show means of egress, travel distances, door sizes and hardware.
  - Plans shall show all rated wall, floor and ceiling assemblies.
  - Plans shall include all door and window schedules.
- ❑ For existing buildings using [IEBC](#), plans should state which compliance methods are being used: Prescriptive, Work Area, Performance, or [IBC](#).
- ❑ Projects requiring an architect's stamp:
  - New commercial construction.
  - Tenant fit-ups and renovations.
  - Renovation to places of assembly (restaurants, night clubs, bars, churches, etc).
  - Multi-family residences, including additional units or unit conversions.
  - Any project not specifically exempted from having an architect's seal [RSA 310-A:52](#).
  - Plans must show compliance with the [State Energy Code](#) and include calculations.
- ❑ One set of structural calculations, including wood truss floor and roof systems, stamped by the engineer of record, are required to be submitted at the time of application.
- ❑ Manufacturer's specifications (data sheets) must be submitted for all engineered lumber, including LVLs, Micro-lams, TJI's, et cetera.
- ❑ A statement of Special Inspections, for the types of work listed in [2009 IBC Section 1704](#), may be required to be submitted in addition to the stamped plans.
- ❑ Electrical, plumbing, and mechanical drawings require an engineer's stamp.
- ❑ Health Officer review and approval is required for all projects where a food license is involved.
- ❑ All sprinkler and fire alarm plans must be approved by the [Fire Prevention Office](#).

**NOTE:** A separate permit is required for signs.