



**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)

Two (2) sets of paper building plans (maximum size 30" x 42"), one set of electronic plans, and one set of specifications (if applicable) 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.
- Buildings that are part of a campus shall include a legend showing the location of the building on the campus.
- Plans shall include a **Code Evaluation** based on the: [2015 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 each story of the building and all areas where work is being performed.
  - Plans shall show the use (occupancy) of each new and renovated space, including adjacent rooms, units or spaces.
  - Plans shall show the occupant load of each room or 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 [2015 IBC Section 1704](#), are required to be submitted in addition to the stamped plans. These include, but are not limited to:
  - Soil gradation and compaction.
  - Rebar size, quantity, and placement.
  - Concrete sampling and testing.
  - Structural steel inspections.
  - Masonry.
  - Wood trusses and engineered products.
  - Fire stopping systems. Third party inspections will be required unless an agreement has been agreed upon with the building and fire inspectors at the time the building permit is issued.
- ❑ 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, including modifications to existing systems, must be approved by the [Fire Prevention Office](#).

#### **NOTES:**

- Applications and plans may be mailed to or dropped off at the office.
- Please allow up to 30 days for plan review and approval.
- Mechanical, electrical, plumbing, fire alarm system, and sprinkler system permits are all separate permits.
- There is no requirement for the general contractor to be bonded or licensed in NH.
- Once plans have been approved, a fee will be requested. Once the fee has been paid and processed, the building permit will be issued.
- Certificates of Occupancy will only be issued after all required inspections have been approved by the building and fire departments, and all zoning, planning, engineering, and health items have been successfully completed and approved.
- A separate permit is required for signs.