



CITY OF CONCORD
NEW HAMPSHIRE
Community Development Department
Code Administration Division

City Hall Annex • 37 Green Street • Concord, NH 03301 • 603-225-8580

COMMERCIAL BUILDING PERMIT REQUIREMENTS

(Other than One and Two Family)

Two (2) sets of paper building plans (maximum size 30" x 42"), electronic plans, and one set of specifications (if applicable) are required to be submitted to the Code Administration Division 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 Division](#) for review and archival purposes.
- PDF and Bluebeam compatible files only; please limit file size to 15 megabytes.
- Buildings that are part of a campus shall include a legend showing the location of the building on the campus, the address for the building and suite numbers.
- Plans shall include a [Code Evaluation](#) based on the: [2018 IBC](#) and/or [IEBC](#), [2018 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 and occupancy loads of all rooms and stories.
 - 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, ceiling assemblies.
 - Plans shall show the fire ratings of all staircases and exit enclosures.
 - Plans shall include all door and window schedules.
- Existing buildings modifications using the [IEBC](#), plans should state which compliance method(s) are being used: Prescriptive, Work Area, Performance, or current [IBC](#).
- Existing building modifications using the [IEBC](#) may require up to 20% of the project cost to be allocated to accessibility improvements (please see [NH IBC amendments](#)).
- 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 [2018 IBC Section Chapter 17](#), 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.
 - Medical gases.
 - Masonry, CMU, rebar placement, bond beams, lintels.
 - Wood trusses and engineered products.
 - Fire stopping systems are required to have third party inspections.
 - All Special Inspection reports must be sent to the Code Office as they become available.
- ❑ 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:

- Approvals from other departments may be required for your project.
- Applications and plans can be dropped off at the Code office or mailed.
- Please allow up to 30 days for initial plan review.
- Mechanical, electrical, plumbing, fire alarm system, sprinkler system, and kitchen hood 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 and all other relevant departments have signed-off to issue, a fee will be requested. Once the fee has been paid and processed, the building permit will be issued; please allow up to 48 hours to process the payment.
- Certificates of Occupancy will automatically be issued after all required inspections have been approved by the building and fire departments, and all required zoning, planning, engineering, and health inspections have been successfully completed and approved.
- A separate permit is required for signs.