



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)

Use the link below to access the City of Concord's online permit application portal:
<http://concordnh.gov/1888/Citizen-Self-Service-Permits>

Plans and other documents must be uploaded at the time of application, additional documents can also be uploaded after application.

- 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: [2021 IBC](#) and/or [IEBC](#), [2021 NFPA 101](#), and any other [State Building Codes](#) and [Fire Codes](#) in force.
 - 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 the 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.
- Manufacturer's specifications (data sheets) must be submitted for all engineered lumber, including LVLs, Micro-lams, TJIs, et cetera.

- ❑ A statement of Special Inspections, for the types of work listed in Chapter 17 of the IBC, 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.

- ❑ 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.
- 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 or Completion 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.