

TOWN OF HILLSBOROUGH, NH

Permit Number: _____

BUSINESS OCCUPANCY PERMIT APPLICATION

INSTRUCTIONS

Please return the completed application form, and application fee of \$75.00 to:

Town of Hillsborough
P.O. Box 7
Hillsborough, NH 03244

Phone: (603) 464-3877 ext. 223

Email: buildingsec@hillsboroughnh.net

BUSINESS OWNER

Name: _____
Last First

Mailing Address: _____

Phone: _____ Email: _____

PROPERTY INFORMATION

Map Number _____ Lot Number _____

Zone: _____ Water District: _____ Yes _____ No (If yes, you MUST contact Water & Sewer PRIOR

to occupancy) Have you contacted the Water District _____ Yes _____ No (If no, application will not be accepted)

Location (include street address): _____

PROPERTY OWNER

Name: _____
Last First

Mailing Address: _____

Phone: _____ Email: _____

BUSINESS DESCRIPTION

Name of Business: _____

Type of Business: _____

Description of Business Activities: _____

Hazardous Chemicals/Materials to be stored on the premises: (Use additional sheets if necessary) _____

Date of Planning Board Approval of Proposed Site Plan: _____

Penalty equal to double the permit fee will be charged for opening business to the public without obtaining a business occupancy permit. Fee Paid: \$ _____

Signature of Business Owner _____ Date _____

____ Approved _____

____ Denied _____ Building Inspector _____ Date _____

Business Occupancy Checklist

1. Is a change of use required from the Planning / Zoning Board
Contact: Robyn Payson at 603-464-3877 ext.227
2. Have you contacted the Water and Sewer Department for a change of use or occupancy.
Contact: Penny Griffin at 603-464-7982
3. Are any Building, Electrical, Plumbing permits required prior to any construction changes.
Contact: Mary Whalen at 603-464-3877 ext.223
4. Are there requirements for fire protection/ notification required.
Contact: Kenny Stafford, Fire Chief at 603-464-3477
5. Once the business is completely set up ready for occupancy please call the Building Inspector, Mike Borden, at 603-464-3877 ext.259 and the Fire Chief, Kenny Stafford at 603-464-3477 for final inspection for occupancy.