



**TOWN OF SALEM FIRE DEPARTMENT
INSPECTIONAL SERVICES
BUILDING SAFETY
33 GEREMONTY DRIVE
SALEM, NEW HAMPSHIRE 03079
603-890-2020 FAX 603-898-1223**

**CERTIFICATE OF OCCUPANCY PROCESS
SEASONAL TO YEAR ROUND DWELLING**

Please bring in all your paperwork during the permitting hour 8:30-9:30

- 1.) Variance
- 2.) Building Permit (even with no construction)
 - Inspections required (but not limited to) with Building Permit:
 - Building Inspection
 - Must have reasonable compliance with applicable codes relating to existing single family dwellings
 - Structural integrity of the dwelling
 - Reasonable compliance with the energy code
 - Emergency escape & rescue opening for each sleeping area
 - Central heating system for the home
 - Electrical Inspection
 - Plumbing/Gas Inspection
 - Fire Inspection
 - Including current smoke & carbon monoxide alarms (electric permit required for new installations)

After the inspections are complete, any significant code violations will be required to be corrected to a reasonable level of compliance for an existing single family dwelling. This could include but not limited to the following:

- NH licensed Electrician, Plumber, Gas Fitter perform an inspection & provide documents
- Any corrections require a permit and inspection
- Sewage disposal system inspection
- Water system test and inspection

- 3.) Certificate of Occupancy application – to be taken in AFTER the above inspections are completed
 - Impact fees due \$ _____
 - Demand & Benefit (if applicable) fees due
 - Water user \$ _____ Sewer user \$ _____
 - Health officer review for septic & water supply compliance
 - Septic Contingency Plan
 - Well Water Test Requirements given _____

Signature _____

Date _____

Address _____

Map/Lot _____