



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

**HOW TO CONVERT SINGLE FAMILY DWELLING
TO INCLUDE ACCESSORY DWELLING UNIT
also CONVERT IN-LAW TO ACCESSORY**

****Please bring your paperwork in during the Permitting Hour 8:30-9:30 ****

PERMITS NEEDED:

1. Building Permit – **ADDING ON OR INTERIOR ALTERATIONS?**
 - a. Do your windows meet the egress required by Life Safety Code?
2. In-Law or Accessory Permit
3. Electrical Permit
4. Plumbing/Gas Permit

5. Building Permit – **No CONSTRUCTION**
 - a. Do your windows meet the egress required by Life Safety Code?
 - b. Does your new Accessory Apartment meet the 950sf requirement?
 - i. Variance required?
6. In-Law or Accessory Permit

CERTIFICATE OF OCCUPANCY/COMPLETION APPLICATION

1. Impact fees due \$_____
2. Demand & Benefit (if applicable) fees due
 - a. Water user \$_____ Sewer user \$_____
3. Health Officer review for septic & water supply compliance
 - a. Septic Contingency Plan
 - b. Well Water Test Requirements given _____

DEED ADDENDUM

1. Person whose name is on the deed must come in for signature to be notarized
2. Cost is \$15 per page

At the completion of the process, a Certificate of Occupancy will be issued for the Accessory Dwelling Unit in your single family dwelling