

City of Somersworth  
City Hall  
1 Government Way  
Somersworth, NH 03878  
(603) 692-9522 Fax: 692-9575

Application for a Certificate of  
Occupancy for:  
**Change of Use**

Office Use Only  
Map # \_\_\_\_\_ Lot # \_\_\_\_\_  
Zoning District: \_\_\_\_\_

**PLEASE BE SURE TO FILL THIS PAGE OUT COMPLETELY-DO NOT LEAVE ANY QUESTIONS BLANK  
FOR QUESTIONS THAT DO NOT APPLY TO YOU, PLEASE MARK AS N/A**

Principle Use of Structure: \_\_\_\_\_  
(From City of Somersworth Ordinances, Chpt. 19, Tables: 4.A.2, 4.A.4 or 4.A.5)

Property Location: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Best Means of Contact: \_\_\_\_\_

Proposed Business Name: \_\_\_\_\_

Business Owner: \_\_\_\_\_

Phone: \_\_\_\_\_ Best Means of Contact: \_\_\_\_\_

Please submit the following

Approval Letters:  
(If applicable)

Planning Board ☐

Zoning Board ☐

Site Plan ☐

**Section "A" Existing/Previous Conditions:**

Existing/Previous Use: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Existing # of Units in Building: \_\_\_\_\_

Square Feet of Existing Use: \_\_\_\_\_

Existing # of Parking Spaces on site: \_\_\_\_\_

**Section "B" Proposed Use:**

Description of Proposed Use: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed # of Units for Use: \_\_\_\_\_

Square Feet of Proposed Use: \_\_\_\_\_

Proposed # of Parking Spaces on site: \_\_\_\_\_

Please list any permits that were received for work to prepare the building/unit for the new use:

Building Permit # \_\_\_\_\_ Electrical Permit # \_\_\_\_\_

Plumbing Permit # \_\_\_\_\_ Mechanical Permit # \_\_\_\_\_

Department of Development Services  
Office of Code Enforcement

Please contact the Building Inspector at 692-9522 to determine which signatures are needed prior to occupation of the structure.

-----PLEASE DO NOT WRITE BELOW THIS LINE – OFFICE USE ONLY-----

Building Inspector (692-9522) \_\_\_\_\_ date: \_\_\_\_\_

Water Department Inspection: (692-9523) \_\_\_\_\_ date: \_\_\_\_\_

Water/Sewer Billing Department: (692-9523) \_\_\_\_\_ date: \_\_\_\_\_

Account # \_\_\_\_\_ Outstanding Balance \_\_\_\_\_ Sewer Connection Fee Paid \_\_\_\_\_ Water Connection Fee Paid \_\_\_\_\_

☐ No signatures or inspections required from the departments/officials listed below except boxes checked. Initial here \_\_\_\_\_

☐ Fire Department: (692-3457) \_\_\_\_\_ date: \_\_\_\_\_

☐ Planning: (692-9519) \_\_\_\_\_ date: \_\_\_\_\_

☐ Plumbing Inspector: (692-9520) \_\_\_\_\_ date: \_\_\_\_\_

☐ Electrical Inspector: (692-9520) \_\_\_\_\_ date: \_\_\_\_\_

☐ Public Works Director: (692-4266) \_\_\_\_\_ date: \_\_\_\_\_

Conditions of CO: \_\_\_\_\_

☐ Permanent

☐ Temporary, Date Expires: \_\_\_\_\_

Building Department Comments: \_\_\_\_\_

Edition of Code Used: \_\_\_\_\_

Design Occupant Load: \_\_\_\_\_

Sprinkler System: Installed ☐ Required ☐

Construction Type:

Type I ☐ Type II ☐ Mostly noncombustible material

Type III ☐ Exterior is noncombustible

Type IV ☐ Heavy Timber

Type V ☐ Code compliant material

- ☐ A-1 Assembly Use Group A-1
- ☐ A-2 Assembly Use Group A-2
- ☐ A-3 Assembly Use Group A-3
- ☐ A-4 Assembly Use Group A-4
- ☐ A-5 Assembly Use Group A-5
- ☐ B Business Use Group B
- ☐ E Educational Use Group E
- ☐ F-1 Factory and Industrial Use Group F-1
- ☐ F-2 Factory and Industrial Use Group F-2
- ☐ H-1 High Hazard Use Group H-1
- ☐ H-2 High Hazard Use Group H-2
- ☐ H-3 High Hazard Use Group H-3
- ☐ H-4 High Hazard Use Group H-4
- ☐ H-5 High Hazard Use Group H-5
- ☐ I-1 Institutional Use Group I-1
- ☐ I-2 Institutional Use Group I-2
- ☐ I-3 Institutional Use Group I-3

- ☐ I-4 Institutional Use Group I-4
- ☐ M Mercantile Use Group M
- ☐ R-1 Residential Use Group R-1
- ☐ R-2 Residential Use Group R-2
- ☐ R-3 Residential Use Group R-3
- ☐ R-4 Residential Use Group R-4
- ☐ S-1 Storage Use Group S-1
- ☐ S-2 Storage Use Group S-2
- ☐ U Utility and Miscellaneous Use Group U