

-CERTIFICATE OF CHANGE OF OCCUPANCY OR TENANT-

*Town of Rye
10 Central Road, Rye, NH 03870
(603) 964-9800*

No change of occupancy shall be made in a building without approval from the Fire Department and Building Inspector. A Certificate of Occupancy will be issued once the approval has been granted.

Please complete the following:

Applicant(s) Name: _____ Date: _____

Applicant's Mailing Address: _____
Phone: _____ Cell: _____ Email: _____

Location of Property: _____ Tax Map #: ____/ Lot #: ____

Owner of Property: _____ Email: _____

Address of Owner: _____ Phone/Cell: _____

Current Use of the Property: _____

Proposed Use of the Property: _____

Any Changes required prior to Occupancy? If so, explain in detail: _____

Existing Septic # _____ System capacity: _____ GPD Proposed septic requirements: _____

Required Parking Spaces as described by the Rye Zoning Ordinance, Section 500.2: _____

Existing available parking spaces _____

Current signage _____ (Supply Pictures) Proposed signage, if any _____ (Permit Required)

SUBMITTALS

Please include a floor plan layout to scale showing doors, aisle ways (if retail, please show locations of shelving, counters, etc.), tables, fixed furniture, bathrooms, exit signs, emergency lighting, and types of materials used (i.e. carpets, paints etc.). This application will be reviewed for compliance to local zoning and State of NH Fire Regulations for safety and means of egress. Please allow up to two weeks for our comprehensive review.

In signing this application, you agree to the following:

The Town of Rye and its employees have the right to enter this property to perform any required inspections.

It is the owner's and owners' representative's responsibility to comply with all local, state and federal regulations, codes, and ordinances. While the Town of Rye and its employees do plan review and inspections, nothing relieves the owner from this responsibility.

If signed by someone other than the owner, it is understood that the owner is still responsible for complying with all local, state, and federal regulations, codes, and ordinances.

FEE \$100.00

Print name of person signing _____

Signed by owner: _____ Date: _____

Owner's representative _____ Date: _____

For Internal use:

____ Reviewed by Fire Department

____ Reviewed by the Planning/Zoning Administrator

____ Reviewed by the Police Department

____ Reviewed by the Building Inspector

____ Reviewed by the Highway Department

FOR OFFICE USE ONLY

Approved By: _____ Permit No. Issued: _____ Date: _____

Building Official

Fee Received: _____ check _____ cash _____

Revised 10-23-2019