

-CERTIFICATE OF CHANGE OF OCCUPANCY-

Town of Rye
10 Central Road, Rye, NH 03870
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 #: _____ E-Mail: _____

Location of Property in Rye: _____ Tax Map #: _____, Lot #: _____

Owner of Property in Rye: _____

Address of Owner: _____ Phone/Cell No. : _____ E-Mail: _____

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: _____, per RZO §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.

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