



TOWN OF NEWTON

2 Town Hall Road
Newton, New Hampshire 03858



BUSINESS OCCUPANCY INFORMATION

Business Occupancy Application Process

- Applicant submits application to the Code Enforcement Officer
- Code Enforcement Officer verifies zoning and permitted uses for the property and reviews the application with the appropriate departments
- If application is not approved, the Code Enforcement Officer will notify the applicant and attempt to resolve the issues. If the issues cannot be resolved, the business occupancy permit process will end here.
- If application is approved then a site inspection is scheduled.
- Site inspection includes Building Inspections, Fire Inspections, Code Enforcement, and, if necessary, Health Inspections.
- After all inspection departments have verified compliance with Town and State codes, a Business Occupancy Permit will be issued. If inspection does not pass, inspectors will issue a list of out of compliance conditions for the applicant to address before a Business Occupancy Permit will be issued.
- The Business Occupancy Permit shall be posted at the business and shall not expire. Businesses will be required to fill out an Annual Business Registration, which will be mailed on the anniversary of the Occupancy Permit.

Other Miscellaneous Permits that may be required (some may require a fee)

It is the Business or Property Owners responsibility to contact the appropriate agencies to obtain the permits and the inspections required.

- Health Officer
- Fire Department
- Place of Assembly Permit (Fire Prevention) – For assembly areas of 50 or more people.
- Food Service License – For establishments that prepare and serve food to the public.



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APPLICATION FOR BUSINESS OCCUPANCY CERTIFICATE

Tax Map: _____ Block: _____ Lot: _____

Date: _____

PROPERTY INFORMATION

Property Address: _____

Property Owner: _____

Mailing Address: _____

City/ Town: _____ State: _____ Zip: _____

E-Mail: _____ Telephone: _____

Business Owner: _____

Mailing Address: _____

City/ Town: _____ State: _____ Zip: _____

E-Mail: _____ Telephone: _____

BUSINESS INFORMATION

Name of Business: _____

Type of Business: (retail, industrial, manufacturing, etc.) _____

Description of Business: (Please include number of employees and hours of operation)

Property Owner Signature

Business Owners Signature

2/11/2015