

Change/Expansion of Use (for existing storefronts)

File Change in Use form

Intensity of use is
too large
Does not meet
Zoning

Requires Planning
Board review

Hire Surveyor or
Engineer

Set up TRC meeting
with Planning Office

File application with
ZBA

Attend ZBA hearing

Meets regulatory
requirements

Review

Planning submits
for departmental
review

Departments
review/comment

Notice is mailed to
applicant and land
owner

Planning compiles all
comments into one
document

Review
Completed

Permitting

Obtain appropriate
building/life safety/health
permits

Schedule inspections:
Fire
DPW
Building
Health

Obtain Occupancy Permit

The Submittal Process

- Prior to filing a Change in Use application, you are encouraged to meet with the Planning staff to review a concept of your proposal.
- Applications are available on-line at the Town of Derry website.
- Please check the website for the most up to date fee schedule.
- It is **STRONGLY** recommended for any application involving a Food Service License that you make arrangements to meet with the Health Officer as soon as possible. This is especially important for those applicants who plan kitchen renovations.

The Application

- It is important that the application be as complete as possible so that the review period is not delayed.
- Return your application to the Planning Department with the following:
 - A copy of the plot plan
 - Parking/traffic flow plan
 - Short business plan describing the business, hours of operation, number of employees, etc.
- If portions of your project do not meet current zoning, life safety, or land use regulations, you will be advised right away so you can apply for the necessary approvals from the ZBA, or revise your plan accordingly.
- If during review of the application it becomes evident that Site Plan review by the Planning Board is required, you will be notified. Planning staff can assist you with the Site Plan review process.

Department Review

- A copy of your application will be submitted to the Planning Department, Police Department, Fire Department, Code Enforcement, Public Health, and the Department of Public Works.
- Each department will review the application and provide comments as necessary.
- The comments are returned to the Planning Office where they are compiled into one document.
- The Notice is mailed to the applicant and the land owner.
- The applicant is responsible for providing any missing information to the Department requesting the information.
- The review process can take anywhere from five to fourteen business days.

Town Permits

- When you have received a copy of the Department comments, it will be time to pull the building and life safety permits.
- The Building, Fire and Health Departments will require detailed plans in order to issue the permits.
- You will need to apply with each Department separately.

Inspections

- It is your responsibility to schedule inspections with each department.
- During construction or renovation of your building, you must contact Building, Fire, and Health separately to schedule inspections with those departments.

Certificate of Occupancy

- When all inspections are complete and finalized, and the Building, Fire and Health Departments have signed off on your project, the Building Department will issue your Certificate of Occupancy.

Department Contact Information

- Planning Department.....603-432-6110
- Building Department.....603-432-6148
- Public Works.....603-432-6144
- Fire Prevention.....603-432-6751
- Health Officer.....603-845-5520
- Police Department.....603-432-6111