



Town of Londonderry, NH
Building, Health & Zoning Department
268 Mammoth Road, Londonderry, NH 03053
603-432-1100 Ext. 115

PERMIT PROCEDURE FOR FIT-UP / REMODEL FOR COMMERCIAL SPACE

The Town of Londonderry requires a fit-up / remodel permit for any person and / or business that intends to occupy an existing commercial / industrial building or unit. This permit allows this office to be aware of the type and use of business going into the building / unit and to ensure that it conforms with the Town zoning and building codes and regulations. If any renovation work is to be performed, it must be inspected to meet the building and fire codes.

The following procedure must be followed:

1. Submit a completed permit application along with a floor plan layout. If renovation work is to be performed, please also submit a description of what will be done. A \$25.00 application fee is required at the time the application is submitted. The review process takes up to three to four weeks.
2. Once the permit is approved, the permit will need to be picked up and the building permit fee paid, which is \$6.00 per \$1,000 per cost of construction / improvement.
3. Call for all the required inspections listed on the permit. A **minimum** of one day notice is required. ***The final inspection (occupancy) is required before occupying the space. The Building Department and the Fire Department (603-432-1124) will both be required to do an inspection.***
4. If installing a sign, please obtain the paperwork for a sign permit.

Please reach out to the Building Department at 603-432-1100, ext. 115 with any questions.