



TOWN OF MERRIMACK

Certificate of Occupancy/ Certificate of Unit Completion Check List BLD - FRM - 014



Property Owner: _____ Phone: _____

Job Location: _____ Tax Map/ Lot: _____

Applicant: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

A Certificate of Occupancy (CO) or Certificate of Unit Completion shall only be issued upon the completion of the following check list and signatures, of the applicable Town of Merrimack Departments, certifying that the property is in compliance with all Town adopted Codes, Regulations and Ordinances.

Authorized Department Signatures

Town Departments (<i>Call to schedule appointments</i>)			Date approved	Signature of Authorizing Person	N/A
Sanitary/ Sewer	Waste Water	883-8196			☐
	36 Mast Road				
Water Dept. Pennichuck (Nashua)	Merrimack Village District	424-9241			☐
	Pennichuck Water Works	882-5191			
PWD Highway Division	Merrimack Public Works	423-8551			☐
	76 Turkey Hill Road				
Planning & Zoning	Community Development	424-3531			☐
	6 Baboosic Lake Road				
Fire Department Building Division	Fire Sprinkler/Alarms	424-3690			☐
	Building Department	420-1730			☐
	Health Department	420-1730			☐
	432 Daniel Webster Highway				

Prior to the town granting a Certificate of Occupancy or Certificate of Unit Completion, the Applicant, General Contractor and or Property Owner is solely responsible for obtaining all applicable signatures and fulfilling all conditions of approvals, pertaining to the property, and to submit this completed form to the Building Department.

Occupancy and Unit Certificate Conditions:

1. The construction has met all adopted State of New Hampshire Building Codes and local regulations.
2. Certificate of Unit Completion must receive final inspection, from the Fire Marshal prior to opening to the general public. All food service licensed uses require Final inspection from the Health Officer.
3. Development Conditions of Approval, Subdivisions, Planning and Zoning.
4. It is the responsibility of the Owner to collect and obtain ALL Approvals and Signatures listed above:

I agree to comply with the provisions of the applicable Building Code, and the requirements of the Authority Having Jurisdiction. And that the information on this form is accurate and has been completed to the best of my knowledge.

Applicant/ Owner _____

Date _____

SECTION 6 - OCCUPANCY PERMITS

6.01 Occupancy Permits

Prior to the issuance of an occupancy permit, the following must be complete:

1. Compliance with all applicable codes and ordinances of the Town of Merrimack.
2. Two copies of the plot plan shall be submitted to the Building Inspector prepared by a Registered Land Surveyor certifying the following information:
 - a. metes and bounds in accordance with subdivision regulations are set as shown;
 - b. location to scale of the building foundations with setback dimensions to the two closest property lines, and the actual slab elevation of the lowest finished floor;
 - c. if applicable, dimensions from foundations to the well, septic tank cleanout cover with approximate size and location of leach bed shall be shown;
 - d. easements and approximate location of any underground utilities and zoning setbacks;
 - e. plans shall be drawn at a scale of 1" = 50', or at 1" = 100' if the entire lot will not fit on a 17" x 22" plan.
3. All public utilities for each lot, including, but not limited to, water, gas electric, sewer, and drainage in accordance with the approved phasing plan;
4. Initial permanent street signs in accordance with Section 4.19;
5. Bituminous concrete binder course and street bounds in accordance with Section 4.18 (a) on the roadway up to and including the road frontage of the lot requesting occupancy permits in accordance with the approved phasing plan.
6. The seven-part REQUEST FOR CERTIFICATE OF OCCUPANCY form, effective date: January 2, 1989, shall be completed and signed by each department prior to the issuance of any Certificate of Occupancy.