



City of Nashua

Department of Building Safety

Community Development Division
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After-the-Fact Permit Process

When work has commenced prior to obtaining the required permits, an after-the-fact permit(s) must be issued to verify code compliance and building safety. Even if previous owners did the work, the current property owner is responsible for permits and code compliance.

In lieu of having to expose all concealed work for inspection(s), The Department of Building Safety offers an alternative that requires NH licensed tradespeople be hired, at owners expense, to view the work done, obtain the necessary sub-permit(s) if applicable (example: [electrical](#), [plumbing](#), [mechanical](#)) and verify, to the best of their ability, that the work is in compliance with current State adopted codes and Nashua city ordinances. A signed and notarized [affidavit](#) from each licensed tradesperson will be required to be submitted to the Building Official for approval.

The following actions must be taken for after the fact work:

1. A completed [Building and Land Use application](#) submitted, reviewed by the Planning/Zoning Department, Plans Examiner, and issued. The description must explain the work that has been done.
2. A drawn to scale plot plan submitted showing the location of the structure to verify Zoning compliance (if the structure is exterior). If it is not compliant, a Zoning coordinator will contact you to guide you through the variance or special exception process.
3. A floor plan submitted showing all rooms, dimensions, and uses. Any [window](#) or door locations and sizes must be shown on the plan.
4. Any construction documents related to the work, such as foundation/ footings plan, framing plan, and beam specifications must be submitted.
5. If in any case, the after-the-fact work is the replacement or expansion of a [mechanical](#), [plumbing](#) or [electrical](#) system, a “stand-alone” permit will be required by a licensed tradesperson and the installation must be verified that it is code compliant. An [affidavit](#) by the license holder and an inspection by our department must be completed.
6. Once the permit application and plan has been approved by the Plans Examiner and any other required departments, you will receive a telephone call or an email to set up payment and issuance of the permit(s). Surcharges may apply for work conducted without permits.
7. To utilize the [affidavit](#) option, NH licensed tradespeople must be hired to view the work and verify current code compliance. If any work is deemed non-code compliant, the work must be brought up to code by the licensed tradesperson.
8. Sub-permits ([Electrical](#), [Mechanical](#) or [Plumbing](#)) must be obtained by the NH licensed tradesperson from the Department of Building Safety.
9. A fully completed [affidavit](#) must be signed and notarized by the license holder and submitted to the Building Official for approval.
10. After approval of the affidavits, final inspections must be done by our department. Please contact the Permit Technicians to schedule at least 24 hours in advance either by phone at (603) 589-3080, by email at permittechnicians@nashuanh.gov or visit our Building Safety web page to [request an inspection](#).

11. After successful completion of final inspections, a Certificate of Occupancy or compliance will then be issued for the work.