



# PLAN REQUIREMENTS

## For Commercial and Multi-Family Structures

(Other than One and Two-Family Dwellings)

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**NEW BUILDINGS, ADDITIONS** – Three sets of building plans (maximum size 30” x 42”), one set of specifications, and one set of structural calculations shall be submitted to the Department of Building Safety. The plans shall be in compliance with the 2015 ICC codes with amendments, 2015 NFPA 101, 2015 NFPA 1 and the 2017 NEC and reflect any Planning Board and/or Zoning Board approvals and stipulations.

- Projects requiring an architect’s stamp are listed below. The architect must state compliance with the NH energy code and submit calculations.
    - New commercial construction, fit-up or renovation of places of assembly (restaurants, nightclubs, bars, churches, etc.)
    - Plans that add units to existing multi-family dwellings (over two units)
    - Multi-family dwellings and all other projects as required by the architectural licensing law for the State of NH
  - Wood truss drawings are required to be stamped by the engineer of record
  - Manufacturer specifications shall be submitted for engineered lumber (LVLs, micro-lams, etc.)
  - A Statement of Special Inspections shall be completed for all plans required to be designed by a registered architect or engineer
  - Electrical, plumbing, and mechanical drawings require a stamp by an engineer registered in the respective disciplines
  - Plans shall be accompanied by a code evaluation summary
  - Some projects may require to be accompanied by a plan review of a third party
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**COMMERCIAL INTERIOR FIT-UP, ALTERATIONS OR RENOVATIONS** – Submit three sets of the floor plan drawn to scale with dimensions. The above requirements may apply. As a minimum, plans shall note the:

Square footage of existing building and the number of stories	Use of existing and proposed space
Square footage of proposed area of work applicable	Use of adjacent units (tenants) if applicable
Type of existing and proposed construction materials	Occupancy load
Means of egress and associated door size, hardware, etc.	Fire stopping materials (Include UL system number)
Wall, floor, and ceiling ratings, if applicable	Door and window schedule

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### OTHER DEPARTMENTS

**Fire Marshal’s Office** (177 Lake Street - 589-3460) Sprinkler and fire alarm permits are secured through the Fire Marshal’s Office.

**Environmental Health Department** (18 Mulberry Street - 589-4530): Approval is required for food service, day care facilities and public swimming pools prior to permit issuance. Renovation projects must be reviewed by the Environmental Health Department for hazardous materials prior to permit approval.

**Department of Public Works** - Engineering Office (9 Riverside Street - 589-3123): For sewer permits, additional plumbing, or a change of use

**Planning and Zoning Department** (City Hall, 229 Main Street, 2<sup>nd</sup> floor - 589-3090): For site plan requirements and changes, or building façade elevations

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**Plans that do not have complete information may be rejected.**

Please take the time to review your plans to insure adequacy.

When the building permit is approved, one copy of the plans will remain in the Department of Building Safety; the other copy will be returned to the applicant. The approved plans must be on the jobsite for inspections.

**Signs, Electrical, Plumbing, Mechanical and Demolition - Require separate plans and permits**

**NASHUA BUILDING SAFETY DEPARTMENT**

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