

Exterior signs require a separate permit – please complete the sign permit application form.

Special Note for Food Service Establishments

Food service occupancies require the review of several city departments. The Portsmouth web site contains submittal information for applicants wanting to establish new food service uses or doing modifications to existing food service uses. Such modifications may include kitchen or dining area work, or changes to the cook line equipment layout. It is vital, that supporting documents be submitted with this application explaining the scope of work or modifications to be undertaken. Usually such supporting information is in the form of accurately drawn plans or sketches and equipment cut sheets. Without detailed documentation, this application cannot be processed expeditiously. Refer to: www.cityofportsmouth.com/inspection/permitappforms for the food service guidelines.

Interior Construction/Tenant Fitup Information

Each job is different. Provide a scaled floor plan of the areas to be created/modified showing details of means of egress, accessibility, building materials and other information which would assist in a complete code review. Label all rooms and spaces as to their uses. It is helpful and often needed, to show surrounding areas as the area being created or modified may be impacted by, or may impact surrounding interior spaces. When structural work is proposed, engineered drawings are required.

Is this a RESIDENTIAL dwelling built before 1978? Y / N

Is this a COMMERCIAL structure built before 1978 that will be used for CHILD CARE OCCUPANCY? Y / N

If yes to either of the above, are you an EPA certified RRP contractor? Y / N

Note: Painting and remodeling in dwellings and commercial child care occupancies built before 1978 require all work to be in conformance with Federal EPA rules concerning lead paint. All contractors shall be certified as required by these rules.

COST OF CONSTRUCTION FOR FIT-UP: \$ _____
(Enter "0" only if no construction is being done.)

I certify that the information given is true and correct to the best of my knowledge. ***No change from the information in this application will be made without approval of the Building Inspector.*** Construction activities shall not commence until the Building Permit is issued.

I realize that when all necessary approvals have been acquired, a Building Permit may be granted by the Building Inspector to allow construction in conformance with this application and the plans/specifications submitted in support of said construction only.

I further acknowledge that the proposed structure shall not be occupied or otherwise utilized without the issuance of a Building Certificate of Occupancy and only after all necessary inspections have been requested and completed. I am also aware that the disposal of waste generated from this project is my responsibility and not part of the City's Trash/Recycling Program.

Signature of Applicant

Date

If Not Owner, State Relationship

Plans Submitted: Site ___ Floor ___ Electrical ___ Plumbing ___ Mechanical ___ Rolled ___ Other _____