



COMMERCIAL BUILDING PERMIT CHECKLIST

TOWN OF STRATHAM
 10 Bunker Hill Avenue, Stratham NH 03885
 Building Department (603) 772-7391
 www.strathamnh.gov

For Town Use
Address:
Permit Number:

FOR NEW CONSTRUCTION, ADDITIONS, ALTERATIONS AND RENOVATIONS THE FOLLOWING IS REQUIRED TO BE SUBMITTED WITH YOUR APPLICATION. In order to process and review your permit application, all the information listed below must be submitted. If any of the information is not submitted, then your application may be returned to you, along with all submitted documents until the application is complete. Note: The information requested is the minimum required to review your application. Additional information may be requested to be part of the review process. **NO PARTIAL PLAN SUBMITTALS WILL BE ACCEPTED!**

Items Required	New Build	Addition	Alt Reno	Staff Remarks
<input type="checkbox"/> Site Plan: This shows the location of the project on the property, including distance to the property lines, existing structures, driveways, and proposed additions.	X	X		
<input type="checkbox"/> Floor Plans: These show the layout of each floor, including walls, doors, windows, and stairs.	X	X	X	
<input type="checkbox"/> Framing Details: include Engineered lumber spec sheets. (such as joist sizes, spans, stud sizes, and rafter size...etc.)	X	X		
<input type="checkbox"/> Mechanical, Electrical and Plumbing Plans: May be required depending on your project.	X	X	X	
<input type="checkbox"/> Foundation Details: Footer documentation, foundational reinforcement, wall dimensions, depth, and deck piers...etc.	X	X		
<input type="checkbox"/> Energy Code Compliance: Method must be indicated either EC1 form filled out or REScheck calculation document or other method.	X	X		
<input type="checkbox"/> Window and Door Schedule: Hazardous window locations showing safety glazing.	X	X		
<input type="checkbox"/> Septic Approval: Must provide approved septic design from NHDES.	X			
<input type="checkbox"/> Other Component Specifications: Manufacturers specifications are required.	X	X	X	
<input type="checkbox"/> 1 Electronic File Submitted to: Building@StrathamNH.gov	X	X	X	
<input type="checkbox"/> 1 11x17 Hard Copy of All Documents, 1 Full Size Set (This Includes Sprinkler and Fire Alarms)	X	X	X	
<input type="checkbox"/> Project may require third party review (If needed, allow for more time on the review)	X	X	X	
<input type="checkbox"/> Planning Board Approval (If Needed)	X	X		
<input type="checkbox"/> Zoning Board of Adjustment Approval (If Needed)	X	X		
<input type="checkbox"/> Owner Authorization Letter	X	X	X	

Remember: It's always best to consult with your local building department before starting any construction project. They can help you determine exactly what documents you'll need and guide you through the permitting process.