

City of Manchester, NH
Guide to Meet Requirements to Open a Food Establishment

Pre-Construction Phase

Completed

1. Contact Planning and Community Development
 - a. Discuss the restaurant plan.
 - b. Check [Zoning](#)
 - c. Check if there needs to be a Site Review
2. Contact the Health Department
 - a. Submit 4 sets of floor plans
3. Once the Plans are approved by Health, retrieve 3 copies of the plans and a [Sign-off](#) form from Health. Fire and Planning must also approve these plans.
4. Deliver 1 set of plans to the Fire Department.
 - a. Discuss the project with Fire
 - b. Obtain necessary permits which might include hood suppression, [fire alarm](#) and [sprinkler](#) permits.
5. Deliver 1 set of plans & the Sign-off Form to Planning and Community Development.
 - a. Obtain necessary permits which might include various construction, [electrical](#), [plumbing](#), [heating/mechanical](#), [zoning](#) and [sign](#) permits.
6. Obtain [Business License](#) Application from City Clerk.

Construction & Final Inspection Phase

7. Complete construction/ renovation/ punch list items. You are encouraged to schedule walk-thru inspections in advance of the final inspections.
8. Contact Fire Department for final inspection.
9. Contact Planning and Community Development for final inspections.
10. Contact Health Department for final inspection.

Non-City Agencies

11. Contact State of NH about [Rooms & Meals](#) tax collection
12. Contact the [Liquor Commission](#) if you will be serving alcohol

Final Phase (after final inspections are complete)

- Return to Fire Department – Obtain [Permit of Assembly](#)
- Return to Planning and Community Development – Obtain [Certificate of Occupancy](#) and completed [Sign-off](#) Sheet
- Return to City Clerk’s Office – Obtain signature on Sign-off and [Business License](#)
- Return with completed Sign-off to Health Department and obtain [Food Service Permit](#)

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Contact Information

Office of the City Clerk

Licensing Division

One City Hall Plaza
Manchester, NH 03101

(603) 624-6455 p

(603) 624-6481 f

Manchester Fire Department

Fire Prevention

100 Merrimack St
Manchester, NH 03101

(603) 669-2256 p

(603) 665-6802 f

Manchester Health Department

Environmental Health Division

1528 Elm Street
Manchester, NH 03101

(603) 624-6466 p

(603) 628-6004 f

Planning & Community Development

One City Hall Plaza
Manchester, NH 03101

(603) 634-6450 p

(603) 624-6324 f

State of New Hampshire

Dept. of Revenue Administration

Meals and Rooms
109 Pleasant Street
Concord, NH 03301

(603) 230-5000 p

(603) 230-5945 f

State of New Hampshire

NH Liquor Commission

57 Regional Drive Suite 8
Concord, NH 03301

(603) 271-3521 f