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City of Manchester
Fire Department
Fire Prevention Bureau
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**Checklist for Obtaining a
Place of Assembly Permit**

Health Department 624-6466

Anyone serving food or alcohol must apply for a Health Department Permit. At the Health Department present three (3) sets of floor plans drawn to scale detailing equipment, layout, and plumbing. Upon approval of your plans you will receive a yellow sign off sheet. This sign off sheet requires signatures from the Health, Plumbing & Heating, Electrical, Zoning, City Clerk and Fire Prevention Departments.

Building Department 624-6475

With the stamped prints of floor plan from the Health Department, go to the Building Department to obtain a Certificate of Occupancy and Compliance sign off sheet. Complete building and site plans must be obtained with an affidavit from owner for permission to build and occupy. If you are going to put up a sign, you need a sketch of the sign, to be approved by the Building Department.

City Clerk's Office 624-6348

Business engaged in certain activities, including but not limited to Sunday activities, dance, peddler, fairs, entertainment, or mechanical devices; must complete a Business License Application. The application, accompanied by the Food Permit Sign Off Form shall be obtained at the Business Licensing & Enforcement Division of the City Clerk's Office.

Fire Department 629-2256

You will need an inspection from the Fire Department. Go to Fire Prevention Bureau with a scaled diagram of seating, exits, exit lights, emergency lights, and extinguishers for approval. The Fire Prevention Bureau sets the seating capacity. Upon approval of the Health Department and Building Department, a Place of Assembly Permit will be issued. You will receive two copies of the Permit. One copy MUST be displayed in a public place. The other copy is for the New Hampshire State Liquor Commission (only if you plan to obtain a Liquor License). It may be helpful to print out and have with you a copy of the Place of Assembly Data Sheet of pertinent information for your inspection. The annual fee for the Place of Assembly Permit is One Hundred Dollars (\$100.00).

Liquor License 271-3523

If you will be serving alcohol, contact the NH State Liquor Commission to apply for a Liquor Permit.

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