



## **CITY OF MANCHESTER**

### **Department of Health**

1528 Elm Street  
Manchester, NH 03101-1350  
Telephone: (603) 624-6466  
Fax: (603) 628-6004  
[www.manchesternh.gov/health](http://www.manchesternh.gov/health)

### **Process to Obtain All City Permits for Food Service Establishments (Including New Businesses, Change of Ownership, and/or Renovations)**

- 1. APPLICANT SUBMITS 4 SETS OF FLOOR PLANS TO THE HEALTH DEPARTMENT.** Floor plans should be drawn to scale and include exits, plumbing specs, bathroom locations, and equipment type and locations. Include the scale on the plans.
- 2. THE HEALTH DEPARTMENT WILL REVIEW & APPROVE THE PLANS.** Once the floor plans have been reviewed, the Health Inspector will contact the applicant and provide them with three sets of the stamped, approved plans and a Sign-off Sheet (bright yellow). Applicants should allow 3 working days for an inspector to review the plans. Applicants may be required to amend floor plans and resubmit them to the Health Department if corrections are needed.
- 3. APPLICANT PICKS UP AND DELIVERS THE PLANS.** The applicant will pick up the three sets of approved plans at the Health Department and keep one set. The applicant will then deliver one set to the Fire Department (located on the corner of Merrimack and Pine Streets) and obtain the necessary permits (hood suppression, fire alarm, sprinkler). The applicant will then deliver one set of plans and the yellow Sign-off Sheet to the Building Department (located on the 2nd Floor of City Hall-One City Hall Plaza-West Wing) and obtain the necessary permits (construction, electrical, plumbing, mechanical, zoning).
- 4. OBTAIN APPLICATION FOR A BUSINESS LICENSE FROM CITY CLERK.** While at City Hall, stop at the City Clerk's Office and obtain an application for a Business License.
- 5. APPLICANT CONTACTS THE BUILDING DEPARTMENT AND THE FIRE DEPARTMENT FOR A FINAL INSPECTION.** Upon completion of construction, the applicant will contact the Building Department (624-6475) and Fire Department (669-2256) to schedule final inspections. Once all final inspections are completed, the Fire Department and Building Department inspectors will sign the Sign-Off Sheet (which will be located at the Building Department).
- 6. APPLICANT CONTACTS THE HEALTH DEPARTMENT FOR A FINAL INSPECTION.** Upon completion of construction, and approval from the Building and Fire Departments, the applicant will contact the Health Department for a final inspection 624-6466.
- 7. APPLICANT OBTAINS ALL NECESSARY PERMITS.** Upon passing all final inspections, the applicant will return to the Fire Department and obtain a Permit of Assembly. The applicant will then return to the Building Department and obtain a Certificate of Occupancy and the yellow Sign-Off Sheet. The Applicant will then take the yellow Sign off Sheet and obtain a signature on the Sign-off Sheet and a Business License from the City Clerks Office. Finally, the applicant will take the completed Yellow Sign off Sheet to the Health Department and obtain a Health Permit.
- 8. CONTACT THE LIQUOR COMMISSION.** If the business will be serving alcohol, contact the NH Liquor Commission (271-3755). A Health Department Permit and Permit of Assembly is required before a Liquor License will be issued.



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<b>TASK</b>	<b>COMPLETED</b>
<b>Pre-Construction Phase</b>	
1. Submit four sets of floor plans to Health Department	<input type="checkbox"/>
2. Pick up approved plans and Sign-off Sheet from MHD – Keep one set of plans	<input type="checkbox"/>
3. Deliver one set of plans to Fire Department- 100 Merrimack Street – Obtain necessary permits (hood suppression, fire alarm and sprinkler).	<input type="checkbox"/>
4. Deliver one set of plans & Sign-off Form to Building Department Obtain necessary permits (construction, electrical, plumbing, zoning )	<input type="checkbox"/>
5. Obtain Business License Application from City Clerk	<input type="checkbox"/>
<b>Construction &amp; Final Inspection Phase</b>	
6. Complete construction / renovation / punch list items	<input type="checkbox"/>
7. Contact Fire Department for final inspection 669-2256	<input type="checkbox"/>
8. Contact Building Department for final inspections 624-6475	<input type="checkbox"/>
9. Contact Health Department for final inspection – 624-6466 Ext: ____	<input type="checkbox"/>
<b>Permitting Phase</b>	
10. Return to Fire Department – Obtain Permit of Assembly	<input type="checkbox"/>
11. Return to Building Department – Obtain Certificate of Occupancy and completed Sign-off Sheet	<input type="checkbox"/>
12. Return to City Clerk’s Office- Obtain signature on Sign-Off Sheet, and Business License	<input type="checkbox"/>
13. Return to Health Department with completed sign-off sheet to obtain Health Permit	<input type="checkbox"/>