

PROCEDURES FOR OBTAINING A PLACE OF ASSEMBLY PERMIT

HEALTH DEPARTMENT FIRST - 624-6466

1. Submit four (4) sets of floor plans drawn to scale detailing equipment layout, plumbing and seating.

BUILDING DEPARTMENT- 624-6475

2. Complete building and site plans must be obtained with an affidavit from owner for permission to build and occupy, along with stamped prints of floor plan from the Health Department. Also, if you are going to put up a sign, you need a sketch of the sign to be approved by the Building Department.

FIRE DEPARTMENT - 669-2256

3. 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.

LIQUOR LICENSE - 271-3755

4. Upon approval of the Health Department and Building Department, a Place of Assembly Permit will be issued from the Fire Department and a request for a liquor license will then be permissible.

CITY CLERK BUSINESS LICENSE - 624-6348

5. 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 this Food Permit Sign-off Form shall be obtained at the Business Licensing & Enforcement Division of the City Clerk's Office.

ROOMS & MEALS TAX - 271-3701

6. If you are selling food and beverages, please contact the NH Department of Revenue Administration to determine if you are required to register for the Rooms & Meals tax.



Manchester Health Department
1528 Elm Street
Manchester, NH 03101
Tel: (603) 624-6466 / Fax: (603) 628-6004

FOOD PERMIT SIGN-OFF FORM

Applicants will obtain clearance from each department and submit the completed form to the Manchester Health Department. A food permit will be issued upon review and final approval by a Department Sanitarian.

ESTABLISHMENT: _____

ADDRESS: _____ ZIP: _____ TEL: _____

APPLICANT: _____

ADDRESS: _____ ZIP: _____ TEL: _____

DEPARTMENT	INSPECTOR'S SIGNATURE	DATE CLEARED
<i>BUILDING:</i> Construction		
Electrical		
Plumbing		
Zoning		
Mechanical		

Fire Prevention Bureau		
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City Clerk's Office Business Licensing & Enforcement Division		
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Reviewed by: _____

Environmental Health Specialist: _____

Date: _____

PERMIT WILL NOT BE ISSUED UNLESS SIGNED OFF BY EACH DEPARTMENT