



**TOWN OF DURHAM**  
8 NEWMARKET RD  
DURHAM, NH 03824-2898  
603/868-8064  
[www.ci.durham.nh.us](http://www.ci.durham.nh.us)

Fee: \_\_\_\_\_  
(Minimum \$25 fee if  
no work being done)

## **Change of Occupancy (Tenant) Application**

Permit Number \_\_\_\_\_

### **PROJECT LOCATION:**

\_\_\_\_\_  
(Address)

### **OWNER IDENTIFICATION:**

Owner/or

Agent \_\_\_\_\_

(Name)

(Phone # & Email)

Tenant/

Contact

Person \_\_\_\_\_

(Name)

(Phone # & Email)

Business

Name \_\_\_\_\_

(Name)

(Phone # & Email)

Describe the Business Activity

\_\_\_\_\_  
\_\_\_\_\_  
**Please call the Building Office at (603) 868-8064 and make an appointment for a site inspection** to verify that the space you are leasing has all of the required code elements and that the space has been maintained by the owner or previous tenant. If the inspection uncovers items needing replacement or repair (such as emergency light bulbs), these items will need to be done prior to opening for business. If your Change of Occupancy causes a Change of Use of the space, there may be a need to review the code requirements to correctly match the new Use.

**Please call the Department of Public Works at (603) 868-5578.** As per the Sewer and Water Ordinances of the Durham Town Code, any change of tenant in a commercial space must be reviewed by the Public Works Department and a connection fee must be paid.

***Other items you may need to submit:*** Floor plans with spaces identified as to their uses, Sign Permit, Fire Alarm and Sprinkler annual testing certificates from the owner, Permits for construction, electrical, plumbing or HVAC.