



# Town of Salem, New Hampshire

Community Development Department – Planning Division  
33 Geremonty Drive, Salem, New Hampshire 03079  
(603) 890-2080 - Fax (603) 898-1223  
[www.townofsalemnh.org](http://www.townofsalemnh.org)

## Checklist for New Businesses

1. Contact Planning Director (603-890-2083, [rmoldoff@ci.salem.nh.us](mailto:rmoldoff@ci.salem.nh.us)) to see if Planning Board approval is required.
2. Apply for building permit from Building Division at Town Hall (603-890-2020). Permit applications available at [www.townofsalemnh.org](http://www.townofsalemnh.org) (go to Community Development Dept., then Building Division, then Applications). Electrical, Plumbing, Gas and Sign permits may also be required.

PERMITTING HOURS are:

Monday-Friday: 8:30am - 9:30am and 4:00pm - 5:00pm

3. If food products are involved, contact Health Officer (603-890-2050, [blockard@ci.salem.nh.us](mailto:blockard@ci.salem.nh.us)).
4. Contact Fire Department (603-890-2209) to see if permits are required and to provide emergency contact information.
5. Contact Police Department (603-893-1911) to provide emergency contact information.
6. Contact Building Division at Town Hall (603-890-2020) to see if Certificate of Occupancy is required. Application form needs to be submitted to Building Division at Town Hall 48 hours in advance of occupancy.
7. Development Handbook, Zoning Ordinance, and Site Plan Review Regulations are available at [www.townofsalemnh.org](http://www.townofsalemnh.org) (go to Community Development Dept., then Planning).
8. You may need to register your business with the NH Secretary of State (603-271-3242), [www.sos.nh.gov/corporate](http://www.sos.nh.gov/corporate)).

Also see <http://www.nheconomy.com/business-services/start-a-business-in-nh/>.