

*TOWN OF WOLFEBORO*  
**APPLICATION FOR CHANGE OF OCCUPANCY**

Office of Planning & Development 569-5970

Permit Fee: \$ \_\_\_\_\_ Permit Number \_\_\_\_\_ Date Received Stamp: \_\_\_\_\_

**Property Information:** Zoning District \_\_\_\_\_ Tax Map #: \_\_\_\_\_

Physical location of business : \_\_\_\_\_  
Street name & number (or description)

Name of proposed business : \_\_\_\_\_ Type of Business: \_\_\_\_\_

Business Mailing address \_\_\_\_\_  
Street or PO Box Town/City State Zip

**Property Owner Information:** Email: \_\_\_\_\_ @ \_\_\_\_\_

Name \_\_\_\_\_ Telephone #: \_\_\_\_\_

Legal Mailing Address: \_\_\_\_\_  
Street or PO Box Town/City State Zip

\_\_\_\_\_  
 Date: \_\_\_\_\_ 20 \_\_\_\_\_  
 Signature of Owner (*I have read the reverse side and understand there may be additional applications/approvals needed*)

**Occupant information (if different from Property Owner):** Email: \_\_\_\_\_ @ \_\_\_\_\_

Print Name \_\_\_\_\_ Telephone #: \_\_\_\_\_

Legal Mailing Address: \_\_\_\_\_  
Street or PO Box Town/City State Zip

\_\_\_\_\_  
 Date: \_\_\_\_\_ 20 \_\_\_\_\_  
 Signature of Occupant (*I have read the reverse side and understand there may be additional applications/approvals needed*)

<b><i>YOUR APPLICATION CAN NOT BE RECEIVED AS COMPLETE UNLESS YOU INCLUDE:</i></b>	
<input type="checkbox"/> Existing Floor Plans <input type="checkbox"/> Proposed Floor Plans Application returned unissued, project requires approval <input type="checkbox"/> T.R.C Approval <input type="checkbox"/> Planning Board Approval <input type="checkbox"/> Z.B.A Approval	Office use only: DATE APPLICATION COMPLETED   

\_\_\_\_\_ Building Official

\_\_\_\_\_ Date of Approval

Zoning	Fire/Rescue	Municipal Electric	Public Works	Building Department

Conditions of approval: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Building Permit Application**

If your application is approved for a Change of Occupancy or Use you may also need to submit a building permit application if you intend to change any floor plan layout inside the building, including partition walls.

Once the building permit application is approved and the work complete, your

**Certificate of Occupancy** must be approved before the space may be used or occupied.

**Planning Board**

If your application is returned indicating that the Change of Occupancy would create a Change of Use, a T.R.C. or Planning Board approval will be necessary.

**Variance from the Zoning Board of Adjustment**

If there is a conflict with Wolfeboro's zoning ordinances, a variance from the Z.B.A. will be necessary

**Sign Application**

If your application is approved for a Change of Occupancy or Change of Use please submit a Sign Application for any new signs.

We would be happy to assist you with any additional applications required ~

Town of Wolfeboro  
PO Box 629  
Wolfeboro NH 03894  
603-569-5970

Forms and information available at:  
[www.wolfeboronh.us](http://www.wolfeboronh.us)