



North Conway Water Precinct

PO Box 630 • 104 Sawmill Lane • North Conway, NH 03860
phone (603) 356-5382 • fax (603) 356-8827 • www.ncwph.org

Commissioners: John J. Santuccio, Chair • Suzanne Nelson, Vice Chair • Robert F. Porter
Superintendent: Jason N. Gagnon

Commercial Building Permit / Site Plan Review Checklist

To expedite Precinct review and sign-off of your commercial building permit, please provide the following information:

Property Address

Account Owner Name

Account Owner Phone

Account Owner Email

Contractor Name

Contractor Phone

Contractor Email

Please complete this checklist and return with an attached document addressing the requested information below as relevant for your project.

Documentation Required		Provided? (Yes, No, N/A)
1.	Current NCWP Account #:	
3.	Will you seek an additional water/sewer account because of this work? If yes, how many? Will the new account(s) be held by the property owner or the property tenants?	
3.	Will the project require a new water service? If so, how many new services will you request what size will each service be?	
4.	Will the project require a change in size for an existing service?	
5.	Will the project include new fire protection service? If so, how many new fire services will you request, and what size will each service be?	

(continued on next page)

Documentation Required (Continued)		Provided? (Yes, No, N/A)
6.	<p>Does the project meet any of the following criteria?</p> <ul style="list-style-type: none"> • Will the project extend a sewer line that serves more than one building? • Will the project add more than 5,000 gallons per day of sewer flow? • Will the project include industrial wastewater discharge as defined by NHDES RSA 485-A:2? • Will the project include a sewer pump station with 50 gallon per minute or greater capacity? • Will the project add more than one new building or require sewer manholes? <p>If the answer to any of the questions above is "YES", the project requires a sewer connection permit through NH Department of Environmental Services. Please provide full utility plans to NCWP for review prior to submission to NHDES. NCWP must sign off on the Sewer Connection Permit Application before NHDES will review.</p>	
7.	Will the project include a residential component? If yes, provide total number of units and a breakdown of total bedrooms and bathrooms.	
8.	Provide a breakdown of property use by square foot for both current/existing use and proposed new use. If neither the size of the structures nor the use of the structures will change, please indicate N/A.	
9.	Will the project include commercial food service operations? If yes, you must provide NCWP with drawings and/or a detailed description of your plan to keep fats, oils, and grease out of the Precinct sewer system. This may include processes and/or procedures, grease separator equipment, grease separator equipment maintenance/service contracts, and drawings of grease separator equipment plumbing layout.	
10.	Have you read the North Conway Water Precinct Water and Sewer Rules & Regulations? Copies may be obtained by calling the NCWP office at (603) 356-5382 or by sending an email to service@ncwpmh.org . The most current version of our Rules & Regulations is also available for download from the NCWP website at www.ncwpmh.org . Please provide a written statement acknowledging that you have read and will abide by NCWP's Water and Sewer Rules & Regulations.	
11.	Will the proposed use include use or storage of any products containing chemicals listed in the Precinct Sewer Rules & Regulations, Article V E? If yes, please provide a comprehensive list of the products used and/or stored onsite, the quantities to be used/stored onsite, and Safety Data Sheets (SDS) for each of those products.	

If you have any specific questions about the requirements above, please contact the NCWP Superintendent at (603) 356-5382 or by sending an email to service@ncwpmh.org.