

Opening a business in Brookline: *Where to begin?*

1

What do I know about my property?

Contact the Town Planner to determine the following: map and lot number, zoning district, if there is an approved site plan on file, the most recent use of the parcel. For official zoning, please reference the Town of Brookline Zoning Ordinance

Resources:

Town Planner
Valerie Rearick
valerie@brooklinenr.us
603-673-8855 x.215

Current Zoning Map

[Live Maps](#)

[Assessing Database](#)

2

Do I need a building or other permit?

If you plan to make any internal changes to the building space, Yes you do.

You may also need additional electrical, plumbing or fuel/propane permits depending upon the extent of the renovations.

Resources:

Building Inspector
Romeo Dubreuil
rdubreuil@brooklinenr.us
603-673-8855 x.212

Fire Inspector
JP Royea
jroyea@brooklinenr.us
603-673-8531

[Building Permits](#)

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Signs?

If you are adding or altering the size, shape and/or placement of a sign, you must fill out a sign permit application. Applications are available on line and are to be submitted to the Building Inspector. If the sign is located on a state highway, you must contact NH DOT.

Resources:

[Sign permit application](#)

NH DOT
603-352-2302
District5@dot.state.nh.us

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Is my business allowed?

Refer to the zoning map to determine which zone the proposed business is located in, then refer to the Brookline Zoning Ordinance to determine if the business is allowed in that zone. You will need to go to the Zoning Board of Adjustment (ZBA) if the proposed use is not allowed in the current zone, to request a variance. If you need assistance, contact the ZBA Administrative Assistant, Kristen Austin

Resources:

[Zoning Ordinance](#)

[ZBA](#)

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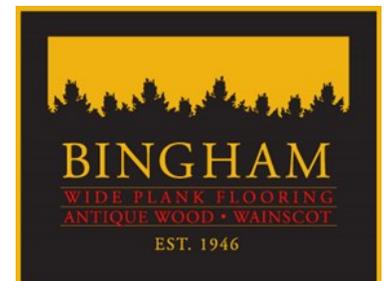
Do I need to go to the Planning Board?

If you are only changing the business ownership and keeping the exact same use, you do not need to go to the Planning Board. Contact the Town Planner if you are changing the use or making exterior changes to the building to determine if you need submit a formal application to go to the Planning Board

Resources:

[Non-Residential Site Plan Regulations](#)

[NRRSP Application](#)



Do I need a business license or special permit to open a business in Brookline?

The Town of Brookline does not issue business licenses. If your business involves the sale or preparation of food goods, contact the [Health Officer](#). If you are opening a business in an existing storefront, contact the Planning Office. Review of the information you provide will determine if Planning Board review is required for your proposed business. It may be that the particular use you are proposing requires a special exception or variance from the Zoning Board of Adjustment; review of the Change in Use will assist the [Code Enforcement Officer](#) in making that determination.

Zoning in the Town of Brookline

The Town of Brookline has two different zoning districts: a Residential/Agricultural District and a Commercial/Industrial District. The Town's [zoning map](#) is also available at the Town Hall.

Planning Department / Town Planner

Available Monday through Friday - 8:00 am - 2:00 pm
valerie@brooklinenh.us
(603) 673-8855 x.215

Town of Brookline

brooklinenh.us

Planning Board

brooklinenh.us/planning-board

All Land Use Regulations are available on the Planning Board page.

FAQs

brooklinenh.us/node/1999/faq

Brookline Economic Development

brooklinenh.us/economic-development-committee

Brookline Zoning Board of Adjustment

brooklinenh.us/zoning-board-of-adjustment

Fire Department

brooklinenh.us/fire-department

*Small Town,
Big
Opportunities*



A Guide To Opening A Business In Brookline

With 5,500 residents, great schools and services, numerous organizations, cultural, historical and educational amenities, thriving small and large businesses, and busy state highways (Routes 13 and 130), Brookline is located within easy driving distance of major metropolitan areas.

Brookline is in the enviable position of having undeveloped, commercially-zoned land along Route 13, which runs through the center of town. Given its recent growth, available land, and proximity to both Massachusetts and larger NH towns and cities, Brookline chartered an Economic Development Committee (EDC) to both proactively support existing Brookline businesses and also take steps to support the addition of more businesses along the Route 13 corridor. The EDC has met monthly since 2012.

Brookline is a great place to live and run a business. This guide, designed by the EDC, will help you to get started.

