



Bureau of School Safety & Facilities

25 Hall Street, Concord, NH 03301

Telephone: (603) 731-2012

Approval to Operate a K-12 Nonpublic School Facility for Educational Purposes

Last revised: October 27, 2023

INSTRUCTIONS: To request approval to operate a school facility for K-12 educational purposes, complete and submit this application to the department no later than 60 days prior to student occupancy. The application must be in PDF format and each attachment listed in section C must be saved as a separate PDF. All PDF documents (the application and attachments) shall be submitted in one email with a subject line "Request for Approval to Operate" to Marlon Austin, School Facility Inspection Program Administrator, at marlon.s.austin@doe.nh.gov. A separate form is needed for each building.

Section A: School Information

School name: _____ Date: _____

Contact's name: _____ email: _____ Phone: _____

Building name: _____ Tip: The building name should be a name that when used, the school can identify which building is being referenced.

Building location: _____
(street# and street) (town/city)

Briefly describe the building's proposed use:

What best describes the building use: _____ If other: _____
Tip: Each school is assigned one main building. If this building, is the only building for the school, select "main building". If the school has multiple buildings, only one main building should be assigned. For example, if a school has 2 general educational buildings, one would be assigned "main building" and the other would be assigned "general use" (or as applicable).

The area in the building the school operates: _____ square feet

Water supply: _____ If domestic well, enter NHDES public water supply system ID: _____

Wastewater: _____ If other describe: _____ If septic, approval ID: _____

Will food service operations take place in the building? Yes No

SECTION B: Assurances – Initial each component of the assurances acknowledge the following:

Initial	Assurance
	All asbestos-containing materials identified will be safely managed pursuant to Env-A 1800, if applicable.
	All drinking water at all locations where water is available for consumption by students has been tested for lead and remediated in accordance with RSA 485:17-a.
	A <u>current</u> site-specific emergency operation plan (EOP), that includes this new facility, is on file with New Hampshire homeland security and emergency management as required by RSA 189:64.

SECTION C: Attachments – Submit attachments in PDF format with the following file naming convention:

Attachment	Filename
01	01*.pdf
02	02*.pdf
03	03*.pdf
...	...

For example, when submitting the certificate of occupancy for attachment 01, acceptable filenames include: "01certificateofoccupancy.pdf", "01_CO.pdf", "01 school cert occupancy.pdf".

- 01 Certification that the building meets state building code, RSA 155-A and State Fire code, RSA 153:1,VI-a and Saf-Fmo 300. The certification is almost always in the form of a Certificate of Occupancy (CO) for educational use, issued by the town.
- 02 For nonprofit organizations, certification that the building meets accessibility standards pursuant to Abfd 300. This certification is typically provided by a signed statement by a licensed architect or other professional with knowledge of the Americans with Disabilities Act.
- 03 A copy of a completed health inspection conducted by the local health officer to ensure that facility is operating in a suitable and sanitary building, as required by RSA 189:24. A copy of the health inspection form can be found on the School Facility Inspection Program website [here](#).
- 04 A copy of the Asbestos Hazard Emergency Response Act (AHERA) report form a certified asbestos inspector, who is certified in accordance with Env-A 1810. For more information on School responsibilities for managing asbestos in schools visit New Hampshire Department of Environmental Services Asbestos website [here](#).
- 05 If food service operations are to take place in the facility, a letter of approval from the bureau of food protection at the New Hampshire department of health and human services as provided in He-P 2304, or a letter from one of the self-inspecting municipalities granted licensing authority by the New Hampshire department of health and human services, complies with local food regulations.

Section D: Certification - The school leader must sign this certification as described below. No approval to operate will be made without a current signed certification on file.

I, the undersigned official legally authorized to bind the named nonpublic school, hereby apply for the approval to operate the above-described building, on behalf of the school named below. I certify, to the best of my knowledge, that the below named school will adhere to and comply with these assurances, terms, and requirements. I further certify to the best of my knowledge and belief that the above information is correct.

Signature of School Leader

Date:

What's next?

Upon review of you application the department will:

1. Within 30 days, contact you to schedule a site visit to verify the information submitted.
2. Shortly after the site visit, make a determination on the application in accordance with Ed 320.02 (c).