

Building Application Instructions

1. Building permit application must be completely filled out. Any omissions may cause the permit to be delayed.
2. Applications must be submitted with the following, as applicable:
 - A. Prior to submitting a Building Permit Application the applicant is required to submit (3) three sets of plans to the Fire Department for their review and approval. One set of plans will remain at the Fire Department, one set will remain with the applicant and the final set will be submitted with the Building Permit Application. Any addendums to the drawings through the course of the construction will need to be submitted for approval by the Fire Department and the Building Department.
 - B. Building permits are issued in two phases; foundation permit and building permit. After installation of the foundation, inspection and approval, the applicant will be required to submit a certified foundation plan, by as licensed Land Surveyor in the State of New Hampshire, showing the setbacks to the property lines. After review and approval by the Planning Director, a building permit will be issued for the remainder of construction. Prior to issuance of an occupancy permit, a certified plot plan, by a licensed Land Surveyor in the State of N.H., shall be submitted showing the location of the building, well, septic tank and leach field. After review and approval by the Planning Director, a certificate of occupancy will be issued. This requirement may be waived for an addition to an existing structure if, in the opinion of the Planning Director, the setbacks could be met.
 - C. Sewage or waste disposal system approval and plan for new construction, bedroom additions, and septic system repairs. See Article K of Town Health Ordinances for requirements.
 - D. Blueprint drawings of proposed work reduced to 8 ½" x 11", 8 ½" x 14" or 11" x 17".
 - E. Lot Number.
3. Electrical, Plumbing & Driveway Permits are available at the Planning Department. Permits to install Oil or Gas Burners must be obtained from the Fire Department **prior** to installation. No electrical permits will be issued without presentation by the holder of a NH Master License unless the resident property owner certifies that he/she will be doing the work. All plumbing permits other than minor repairs in your home are to be issued to New Hampshire Licensed Master Plumbers.
4. The applicant or his designee is responsible for calling the Planning Department (635-7811) to log in all inspection requests.

BUILDING – Roland Soucy

1. Footing & Foundation – perimeter drain in place & foundation coated
2. Rough frame (after all mechanical including fireplace are completed)

3. Insulation
4. Final Inspection

ALL BUILDING INSPECTION REQUESTS MUST BE LOGGED IN AT (603) 635-7811

ELECTRICAL – Tim Zelonis

1. Temporary service
2. Permanent Service
3. Rough electrical (Call before insulation & sheetrock in place)
4. Final Inspection

ALL ELECTRICAL INSPECTION REQUESTS MUST BE LOGGED IN AT (603) 635-7811

PLUMBING – Walter Kosik

1. AIR OR WATER TESTS WILL BE REQUIRED FOR ALL NEW WORK.
2. Rough plumbing (Call before insulation & sheetrock placed)
3. Final inspection inspection (All fixtures must be in place)

ALL PLUMBING INSPECTION REQUESTS MUST BE LOGGED IN AT (603) 635-7811

ROAD AGENT – Donald Foss (603) 635-8526

1. Driveway permit application must be submitted with the building permit application

SEPTIC/HEALTH AGENT – Paul Zarnowski (603) 624-1602

1. Bedbottom inspection prior to placement of fill & clay barrier.
5. The inspectors are required to charge a \$25.00 fee for reinspections. The fee must be paid at the Planning Department before an inspector will return to re-inspect work. You must recall for all reinspections.
6. All additions, renovations, and new construction must comply with the NH Energy Code. The builder/owner is responsible for compliance.
7. All building permits are valid for one (1) year from date of issue.
8. Construction must begin within ninety (90) days of the issuance date of the permit or the permit is null and void.
9. Expired/invalid permits must be reapplied for and a renewal fee paid prior to commencing work.

10. Any Change from the original permit (i.e. increased area of building, change in the number of rooms, relocation of structure, etc.) will require reapplication and reapproval. Additional costs will be based on any increase in the area of the building. **No refunds will be granted for reductions in the size of the building, once the permit has been issued.**

11. PERMIT MUST BE PLACED IN A CONSPICUOUS PLACE ON THE WORK SITE.

12. Before an occupancy permit will be issued, all final inspections must be approved by the appropriate inspectors as well as a copy of the certificate of operation approval from W.S.P.C.C.

BUILDING PLANS

Builder/Owner should indicate whether building plans are to be returned. This should be clearly noted on the plans when submitted.

All building plans will be disposed of after six months.

Plans & specifications: The application for the permit shall be accompanied by not less than two copies of specifications and of plans drawn to scale, with sufficient clarity and detail dimensions to show the nature and character of the work to be performed. The code official is permitted to waive the requirement for filing plans when the work involved is of minor nature.

***** Please note: Building, Electrical & Plumbing Permits expire after one year from date of issue.**

THE FOLLOWING ITEMS ARE REQUIRED IN ORDER TO OBTAIN AN OCCUPANCY PERMIT:

1. Final inspection from the Building Inspector
2. Final inspection from the Electrical Inspector
3. Final inspection from the Plumbing Inspector
4. Final inspection from the Fire Department (for oil or gas heat)
5. Final inspection from the Road Agent (for driveway access on town roads)
6. Operation approval from W.S.P.C.C.
7. Bedbottom inspection from Health Agent
8. Certified as-built septic plan showing location of building, well & septic system
9. A copy of the well diggers report
10. A copy of water test done by a NH Certified Well Testing Lab
11. A copy of your signed building permit with signatures of inspectors

ALL lot markers shall be installed (granite bounds & iron pipes) & certified by letter or located on plot plan.

House numbers must be posted on house prior to occupancy being issued.

MEMO

MEMO TO: GENERAL PUBLIC/BUILDING CONTRACTOR

MEMO FROM: PLANNING DEPARTMENT

MEMO RE: MINIMUM ACCEPTABLE PRACTICES FOR ONE AND TWO FAMILY CONSTRUCTION

DATE: APRIL 17, 2002

Listed below are the minimum acceptable practices for 1-2 family construction. These practices are effective immediately.

1. FOOTINGS: Thickness 8" Width 20"
2. FOUNDATION WALLS: Single Story: 8" thick exterior damp proofing required. Two Story and Above: 10"
3. FOUNDATION DRAINAGE:
 - Perimeter drains are required
 - Perforated drainage pipe should be installed at or below area being protected and should discharge by gravity or mechanical means.
4. LALLY COLUMNS PADS: Thickness 8" Dimension 24"x24"
5. SILLS:
 - Double 2"x6"
 - Bottom plate to be pressure treated and equipped with sill insulation
6. DECKS
 - Decks to be made of P.T. material or equal, such as douglas fir, etc.
 - Decks must e lag bolted 32" O.C. top and bottom
 - Joist hangers or approved equal method must be used
 - Flashing must be installed where deck is attached to house in such a way that it will prevent water from seeping in between deck and house
 - Post must sit on galvanized post bracket fastened on or poured into concrete support pier
 - Bury of wood post is not permitted
 - Rail height minimum of 36"
 - Ballister spacing – maximum 4" between ballisters
7. PRECAST STAIRS: Exterior precast concrete stairs must rest on a concrete pad, a minimum of 4" thickness, and no smaller than the base of the stairs.