

Permit Application & Inspection Process

Permit Application Process

Permit applications are available at the Visitor Center at 14 North Street or on line (LINK to government, applications & forms). There is one universal permit application form and it is to be filed separately for each discipline (building, electrical, plumbing and mechanical).

Most residential projects will not require a design professional provided the plans comply with the prescriptive requirements of the code. The code official will determine if engineered plans are required. Mechanical, plumbing and electrical plans requirement will be determined by the code official based on the scope of the project.

Required Documentation for Permit Application:

Residential:

- Two sets of building plans drawn to scale with dimensions.
- Two sets of a plot plan drawn to scale to show where the new home or addition or new building is located.
- Plans shall be in compliance with current codes, City Ordinances, and NH State law.

The plans shall include:

- ✓ A plan for each floor, identifying each room or use
- ✓ Minimum two elevations (side and front)
- ✓ Stair detail
- ✓ Size and type of all building materials (including windows & doors)
- ✓ A cross sectional view cut through the building
- ✓ Roof framing plan or trusses. Stamped truss drawings are required.
- ✓ Demonstrate New Hampshire energy code compliance.
- ✓ Manufacturer's specifications for all engineered lumber.
- ✓ Identify egress windows where required.

Commercial:

New Buildings and Additions:

- Two sets of building plans drawn to scale with dimensions and structural calculations. Plans must be drawn to current codes.
- A certified site plan, and where required by City code and by any board approvals or conditions.

- Most projects require an Architect's stamp. A complete list when an architect is required can be found in [NH RSA 310-A:52](http://www.gencourt.state.nh.us/rsa/html/XXX/310-A/310-A-52.htm). (LINK to <http://www.gencourt.state.nh.us/rsa/html/XXX/310-A/310-A-52.htm>). The Architect must be registered in the state of New Hampshire.
- Stamped drawings are required for all trusses and engineered lumber.
- Plans shall be accompanied by a code analysis.
- Some larger projects may require special inspections and /or third party review.
- Plumbing, Mechanical, and Electrical drawings may require a stamp by the engineer registered in the respective discipline.

Interior fit-up, Alterations or Renovations:

- Submit two sets of floor plans drawn to scale with dimensions. the above notes requirements may apply.
- Identify square footage of existing building and square footage of work area.
- Type of existing and proposed construction material
- Identify means of egress.
- Ratings of walls, floors, and ceilings. Note listed assemblies and fire stop materials.
- Use of existing space and proposed space, and adjacent spaces.
- Note occupancy load.
- Include door and window schedule.
- When the building permit is approved, one copy of the plans remains as an office copy and the other is returned to the applicant.

The approved plans must remain on site through out the inspection process.

Inspection Process

NO WORK IS TO BE CONCEALED UNTIL INSPECTED AND PERMISSION GIVEN TO PROCEED. PICTURES WILL NOT BE ACCEPTED AS PROOF OF CODE COMPLIANCE. THE INSPECTORS MUST VISUALLY INSPECT THE WORK.

1. Twenty-four hour notice to schedule inspections is recommended. All requests must be made between 8:00 AM and 5:00 PM Monday - Friday, at the Planning and Development Department at 14 North Street. Inspection requests may be left at 603-542-7005, extensions 0346, 0341, or 0342.

2. All work for which an inspection is being requested must be complete and ready for inspection during normal inspection hours on the date of the requested inspection. If at the time the inspector arrives, the work is not ready for inspection there may be up to a 48-hour delay before another inspection can be scheduled. Any inspection may be canceled prior to 9:00 AM on the day of the inspection.

**IT IS THE PERMIT HOLDERS RESPONSIBILITY TO CALL FOR FINAL
INSPECTIONS**

SCHEDULE OF REQUIRED INSPECTIONS

NOTE: The inspections listed below shall not limit the type or frequencies of inspections that this department may deem to be prudent to ensure complete code compliance.

FOOTINGS

- Forms and steel in place.

FOUNDATION

- Plot Plan submitted to building official prior to inspection as required under Article IV of the Zoning Ordinance. The plot plan shall include dimensions of foundation, wetland locations, setback locations required by Zoning/Planning regulations and distances to all setbacks.
- Prior to backfilling, all items are to be in place (includes footings, frost walls, piers, damp-proofing, foundations drains and filter fabric).
- Sanitary facilities must be provided on job site.

UNDERGROUND ELECTRICAL SERVICE CONDUIT

- Conduit in place, sand for burial on site and marking tape available.

SONO TUBES/ PIERS

- Prior to placement of concrete for verification of depth.

FRAME, ROUGH PLUMBING, ROUGH ELECTRIC

- Must be roof tight with all exterior doors and windows installed.
- Pressure test on DWV system.

INSULATION

- Must be weather-tight

PERMANENT ELECTRIC SERVICE

- Panel interior must be exposed, ground rods visible or connection to footing steel.

ABOVE CEILING

- Ceiling grid installed, all fixtures in place, and low voltage wiring complete before all tiles are installed.

FIREPLACE

- At throat with first flue tile set.

GAS LINES / GAS TANK

- Interior lines with air pressure at time of inspection with all stops and caps in place.
- Buried lines before backfill (backfill material must be on-site).
- Gas tank in place with fill material on site (no fill around tank).

CERTIFICATE OF OCCUPANCY

- Building Inspectors Acceptance
- Fire Department Acceptance
- Planning/Zoning approval for compliance with City Code
- Water and Sewer Replacement fees paid to Department of Public Works (DPW) prior to the request for Certificate of Occupancy. Inspection if applicable.
- Blower door test results (for 1 & 2 family)
- Driveway permit from DPW if applicable.