

# *Town of Amherst, New Hampshire*

## **RESIDENTIAL BUILDING PERMIT AND PLAN SUBMITTAL REQUIREMENTS 2015**



### **Residential 1 & 2 Family Structures and Townhouses**

Structures covered under the 2009 International Residential Building Code

- Work not requiring permits – *Page 2*
- The State of New Hampshire adopted Building Codes – *Page 3*
- New Buildings, Additions, Remodeling and Renovations – *Page 3*
- Accessory Structures or Outbuildings – *Page 5*
- Pre-Manufactured Items – *Page 5*
- Above ground and In ground pools – *Page 5*
- Decks – *Page 6*
- Generators - *Page 6*
- Demolition - *Page 6*
- Modular Homes - *Page 6*

## **Residential work not requiring a permit**

### **Building:**

1. Fences not over 6 feet high.
2. Retaining walls that are not over 4 feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge (driveway, upward slope, structure).
3. Water tanks supported directly on grade if the capacity does not exceed 5,000 gallons and the ratio of height to diameter does not exceed 2 to 1.
4. Painting, papering, tiling, carpeting, cabinets, countertops, and similar finish work.
5. Prefabricated swimming pools that are less than 24 inches deep.
6. Swings and other playground equipment.
7. Window awnings supported by an exterior wall which do not project more than 54 inches from the exterior wall and do not require additional support.
8. Accessory structures and outbuildings no greater than 32 square feet in size.

### **Electrical:**

Listed cord and plug connected temporary decorative lighting.

1. Reinstallations of attachment plug receptacles but not the outlets therefore.
2. Replacement of branch circuit overcurrent devices of the required capacity in the same location.
3. Electrical wiring, devices, appliances, apparatus or equipment operating at less than 25 volts and not capable of supplying more than 50 watts of energy.
4. Minor repair work, including the replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles.

### **Gas:**

1. Portable heating, cooking or clothes drying appliances.
2. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.
3. Portable fuel-cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.

### **Mechanical:**

1. Portable heating appliances.
2. Portable ventilation appliances.
3. Portable cooling units.
4. Steam, hot, or chilled water piping within any heating or cooling equipment regulated by this code.
5. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.
6. Portable evaporative coolers.
7. Self-contained refrigeration systems containing 10 pounds or less of refrigerant or that are actuated by motors of 1 horsepower or less.
8. Portable fuel-cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.

The stopping of leaks in drains, water, soil, waste, or vent pipe provided; however, that if any concealed trap, drainpipe, water, soil, waste, or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work, and a permit must be obtained and inspection made as provided in the code. The clearing of stoppages or the repairing of leaks in pipes, valves, or fixtures, and the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.

**Emergency Repairs:** Where equipment replacement and repairs must be performed in an emergency situation, the permit application must be submitted within the next working business day to the building official.

**Ordinary Repairs:** Application or notice to the building official is not required for ordinary repairs to structures, replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles. Such repairs must not include the cutting away of any wall, partition or portion thereof, the removal or cutting of any structural beam or load bearing support, or the removal or change of any required means of egress, or rearrangement of parts of a structure affecting the egress requirements; nor shall ordinary repairs include addition to, alteration of, replacement, or relocation of any water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electric wiring, or mechanical, or other work affecting public health or general safety.

## **Adopted Codes for All Residential Structures**

In accordance with RSA 155-A this department will be enforcing the State of New Hampshire Building Code (with applicable state amendments) to recognize the following codes by reference. Code editions and amendments listed may change without notice. All permit applications are subject to current codes in affect at time of application as adopted by the State of New Hampshire.

1. International Residential Code for One and Two Family Dwellings (IRC) – 2009 Edition (or per the latest edition and Amendments as adopted by the State of New Hampshire).
2. International Existing Building Code (IEBC) – 2009 Edition (or per the latest edition and Amendments as adopted by the State of New Hampshire).
3. International Energy Conservation Code (IECC) – 2009 Edition (or per the latest edition and Amendments as adopted by the State of New Hampshire).
4. NFPA 70 - National Electric Code - 2014 Edition (or per the latest edition and Amendments as adopted by the State of New Hampshire).
5. NFPA 101 - Life Safety Code – 2009 Edition (or per the latest edition and Amendments as adopted by the State of New Hampshire).
6. NFPA 54 Fuel Gas Code -- Gas fitting including renovations and alterations.
7. NFPA 211 - Chimneys, Fire Places, Vents & Solid Fuel Burning Appliances - 2006 Edition (or per the latest edition and Amendments as adopted by the State of New Hampshire).

## **Plan Submittal Requirements**

The Amherst Building Department, at its discretion, reserves the right to require any project submittal, due to square footage, complexity or time constraints, be accompanied by a plan review conducted by a licensed New Hampshire structural engineer or an approved third party agency. Omission of any required information may cause delays with permit issuance. The code official may waive specific requirements on a case by case basis.

NOTE: Building setbacks may be required to be staked prior to construction.

## **New Buildings, Additions, Remodeling and Renovations**

Completed Building Permit application must accompany all plan submittals. Allow a **minimum of ten (10) business days for initial review of completed plan packets.** Omission of any required information may cause delay with plan review and permit issuance. Plan packets must include the following information:

**Two** (2) sets of building plans, *bound or stapled or in PDF format*, if applicable (Minimum size 11" x 17". Maximum size 30" x 42"). All plans must be to scale (Minimum scale is 1/4" per foot). The plans must be in compliance with the New Hampshire State Building Code and reflect any Planning Board and/or Zoning Board approvals and stipulations. Each plan set must include the following *when applicable*:

- **Architectural** – Floor plans, interior elevations
- **Structural** – Size, spacing and maximum span of floor joists, wall studs, roof rafters, structural beams, headers, etc. must be depicted on plan and listed on a separate spec sheet

Example: Floor Joists - 2"x10", 16" O.C., Max Span 10'5"

Roof Rafters - 2"x10", 16" O.C., Max Span 12'0"

Headers - Triple 2"x10", Max Span 3'10"

- **Plumbing** – Location of plumbing fixtures and appliances
- **Foundation** – Location of all footings including lally columns, chimney etc. Include size (width) and thickness (depth), foundation wall height, thickness and depth below grade.
- NOTE: Horizontal rebar is required in ALL basement walls. (*Continued on Page 4*)

## **New Buildings, Additions, Remodeling and Renovations, continued.**

- **Mechanical/HVAC** – Location of furnace, hot water tank, A/C compressor etc.
- **Gas piping** –A plan showing existing and proposed gas lines for tanks and gas fueled appliances with calculations verifying sufficiency of gas supply line to meet maximum demand. A copy of Gas Fitters License (if applicable) must accompany permit application. At final inspection a copy of a completed Gas Check form will be required.
- **Smoke/Carbon Monoxide** – Location of smoke and carbon monoxide detectors
- **Fire suppression** – Location of sprinkler heads, tanks
- **Energy/ Insulation** - List of all R-Values for floors, walls, ceilings, crawl spaces, attics, ductwork, etc. Prior to issuance of a Certificate of Occupancy, the approved Certification of Energy Code Compliance and Approved EC-1 form from the New Hampshire Public Utilities Commission is required and must be site specific listing the address of the project.
- **Contractor Licenses** - Copies of all contractor licenses (i.e. plumbers, electrician, gas fitter, septic installer, modular home installer) must be on file prior to any work being performed. All contractors must be licensed in the State of New Hampshire.
- **Electrical Installation by Homeowners** – Homeowners intending to perform electrical installations on their own single-family, owner-occupied residence must submit a signed form stating this intent. Form is available from the Building Department and must accompany Building Permit application.
- **Plot** – Plot plan showing structure, utilities, septic, etc.
- **Septic Design Required** –
  - If proposed work expands or alters living space or changes the footprint of the structure, a septic design with valid NHDES Construction and Operational Approval number, which is less than 20 years old, must be on file with the Town of Amherst prior to building permit issuance. Lots over five acres in size are exempt.
  - If renovations include the addition of a bedroom, a new septic design reflecting proposed total bedrooms must be submitted and approved for construction by the Town of Amherst and NHDES prior to issuance of a building permit. Lots over five acres in size are exempt.
- **Projects utilizing engineered structural products (beam, truss, LVL, etc.) must submit the following:**
  - Manufacturer product and installation specifications for engineered beams (LVL, micro-lam, etc.)
  - If the structure is to be built using an engineered system (engineered beams and joists) the drawings will require review by a licensed New Hampshire structural engineer.
  - Roof Trusses - manufacturer product and installation specifications including permanent bracing requirements and snow load/wind load design specifications.
  - Floor Trusses - Manufacturer product and installation specifications including live load/dead load design specifications.
- For one and two family structures, prior to Certificate of Occupancy, one set of “As-built” plans, *bound or stapled* (Minimum size 11” x 17”. Maximum size 30” x 42”) *or* one in PDF format must be submitted to the Building Department.

## **Accessory Structures and Outbuildings**

Foundation requirements for structures less than 600 SF will be determined by the Building Inspector. Detached structures require the same documentation as new construction.

Completed Building Permit application must accompany all plan submittals. Allow a **minimum of ten (10) business days for initial review of completed plan packets**. Plan packets must include the following information:

One (1) set of building plans, bound or stapled or in PDF format, if applicable (Minimum size 11" x 17". Maximum size 30" x 42"). All plans must be to scale (Minimum scale is 1/4" per foot). The plans must be in compliance with the New Hampshire State Building Code and reflect any Planning Board and/or Zoning Board approvals and stipulations. Each plan set must include the following *when applicable*:

- Architectural – Floor plans, exterior elevations
- Structural – Size, spacing and maximum span of floor joists, wall studs, roof rafters, structural beams, header, etc shall be depicted on plan and listed on a separate spec sheet
  - Example: Floor Joists - 2"x10", 16" O.C., Max Span 10'5"
  - Roof Rafters - 2"x10", 16" O.C., Max Span 12'0"
  - Headers - Triple 2"x10", Max Span 3'10"
- A sketch including proposed location of accessory structure on lot and distance to property lines.

## **Pre-Manufactured Items**

For installation of pre-manufactured items, i.e. solar panels, sheds, fireplace inserts, etc., manufacturer's specifications and installation sheets are required with permit application.

## **Above ground and in ground pools**

Completed Building Permit application must accompany all plan submittals. Allow a **minimum of ten (10) business days for initial review of completed plan packets**. Plan packets must include the following information:

Two (2) sets of building plans, bound or stapled or in PDF format, if applicable (Minimum size 11" x 17". Maximum size 30" x 42"). All plans must be to scale (Minimum scale is 1/4" per foot). The plans must be in compliance with the New Hampshire State Building Code and reflect any Planning Board and/or Zoning Board approvals and stipulations. Each plan set must include the following *when applicable*:

- Plot – Plot plan showing property lines, pool, structure, utilities, septic, etc.
- All pool wiring and bonding must comply with the 2011 National Electrical Code.
- All safety equipment including fences, gates, and alarms must be noted on the application.
- At a minimum, plans sets must note exterior dimensions of pool and average depth(s).

## **Decks and Porches**

Completed Building Permit application must accompany all plan submittals. Allow a **minimum of ten (10) business days for initial review of completed plan packets**. Plan packets must include the following information:

Two (2) sets of building plans, bound or stapled or in PDF format, if applicable (Minimum size 11" x 17". Maximum size 30" x 42"). All plans must be to scale (Minimum scale is 1/4" per foot). The plans must be in compliance with the New Hampshire State Building Code and reflect any Planning Board and/or Zoning Board approvals and stipulations. Each plan set must include the following *when applicable*:

- Architectural & Plot Plan – Floor plans, exterior elevations and plot plan showing set back distances
- Structural – Describe method of deck ledger attachment to structure. Size, spacing and maximum span of floor joists, beams and support posts must be clearly marked on plans and listed on specification sheet.

Example: Floor Joists - 2"x10", 16" O.C., Max Span 10'5"

Roof Rafters - 2"x10", 16" O.C., Max Span 12'0"

Headers - Triple 2"x10", Max Span 3'10"

- Foundation - Location and diameter of all sonotubes or other proposed support system (minimum 48" depth)

## **Generators**

All standby generator installations require a service-rated disconnect. Completed Building Permit application must accompany all plan submittals. Allow a **minimum of ten business days for initial review of completed plan packets**. Plan packets must include the following information:

- Gas piping –A plan showing existing and proposed gas lines for tanks and gas fueled appliances with calculations verifying sufficiency of gas supply line to meet maximum demand. A copy of Gas Fitters License and Corrugated Stainless Steel Tubing (CSST) Certification Card (if applicable) must accompany permit application. At final inspection a copy of a completed gas check form will be required.
- A sketch including proposed location of generator outlining distances to existing structures, propane tanks, and property lines.

## **Demolition**

A Complete Building Permit application must accompany all plan submittals. Applications must include the following information:

- Sign-off from all utilities: Eversource, Verizon, gas/oil suppliers etc.
- Details and Certifications pertaining to: Underground tanks, asbestos and lead as necessary

Requirements for all Residential and Non-Residential demolition permits will be handled on a case-by-case basis. The Building Official may, at his or her discretion, modify requirements based on site conditions, property location, or public safety concerns.

## **Modular Homes**

A copy of the Modular Home Installer's License must be on file with the Town of Amherst at the time of permit application. Refer to "New Building" section for plan submittal requirements.

## **Solar/ Photovoltaic (PV) Systems**

Completed Building Permit application must accompany all plan submittals. Allow a **minimum of ten (10) business days for initial review of completed plan packets**. Plan packets must include the following information:

*One* (1) set of building plans, *bound or stapled* or in PDF format, if applicable (Minimum size 8.5" x 11". Maximum size 30" x 42"). All plans must be to scale (Minimum scale is 1/4" per foot). The plans must be in compliance with the New Hampshire State Building Code and reflect any Planning Board and/or Zoning Board approvals and stipulations. Each plan set must include the following *when applicable*:

- Structural components— Size, spacing and maximum span of rafters, structural beams, headers, posts etc. which must be depicted on plan and listed on a spec sheet. Engineered review and stamp required for attachment onto existing structures.
- A plan including proposed location of PV structure on lot and distance to property lines
- Size and type of array to be installed- including number of panels and types of inverters to be installed, a manufacturer's specifications and installation sheet is required with permit application.
- UL listing for all components
- Electrical specifications of utility tie-in, if applicable
- Electrical specifications of battery system, if applicable

# Building Fee Schedule

Approved by Board of Selectmen April 8, 2013

Effective May 1, 2013

Residential Permits		
	Administrative Fee	\$30
	Construction/Alteration	\$30 + \$0.35/sf
	Non-heated structure	\$30 + \$0.15/sf
	Certificate of Occupancy	\$0
Commercial / Industrial Permits		
	Administrative Fee	\$100
	Construction/Alteration	\$100 + \$0.30/sf
	Non-heated structure	\$100 + \$0.15/sf
	Tenant Fit-Up*	\$100
	Certificate of Occupancy	\$0
Other Permits		
	Plumbing	\$30 or \$100 + \$45
	Electrical	\$30 or \$100 + \$45
	Mechanical	\$30 or \$100 + \$45
	Other Mechanical (gas piping, storage tanks, fuel burning equipment)	See Fire Department Fee Schedule
	Swimming Pools: Inground	\$100
	Above ground	\$70
	Signs: 1-15 sf	\$60
	16-30 sf	\$75
	30+ sf	\$100
	Home Occupation Permit	\$100
	Septic System (new or replacement)	\$100
	Septic Tank only	\$65
Refunds & Penalties		
	Refunds	Total fee less 20%
	Penalty for work without permits	+50%
	Reinspection Fee	\$50
Copy & Scan Fees		
	Plan Copies (24"x36")	\$10 first page, \$4 for additional pages
	Scan Copies of Plans	\$3
	8" x11" Copies	\$1
	11"x17" Copies	\$1
	Scans via email	free
	* No fees will be charged for applications with * if the applicant has applied for a Building Permit as well. Fees apply only for independent applications.	