

~TOWN OF AMHERST, NEW HAMPSHIRE~

BUILDING PERMIT AND PLAN SUBMITTAL REQUIREMENTS 2015



Commercial, Industrial, and Multi-Family Structures (All Projects Other than One and Two Family Dwellings)

PROJECTS REQUIRING PERMITS

- New construction and additions, **Certificate of Occupancy required.**
[\(Submittal requirements page 2\)](#)
- Any work associated with changing the occupancy or use of a building **Certificate of Occupancy required.** [\(Submittal requirements page 2\)](#)
- Remodel or alteration of any existing building or building system **Certificate of Occupancy required.** [\(Submittal requirements page 3\)](#)
- Demolition of any building or portion of any building.
- Accessory buildings. Site/plot plan and structural plan required.
- Plumbing work on any building where additional lines or fixtures are added or replaced.
(License required)
- Electrical work that includes service change, load increase, additional circuits, temporary special events or any other work beyond maintenance of existing systems (License required)
- Signs. [\(Submittal requirements page 4\)](#)
- Any site grade/fill work or site clearing. (Stormwater application and check list is required)
- New or replacement heating and air conditioning systems.
- Gas Piping and appliances (License required). [\(Submittal requirements Page 5\)](#)

Adopted Codes Enforced For All Commercial, Industrial and Multi-Family Structures

Effective April 1, 2010: In accordance with New Hampshire RSA 155-A, the State of New Hampshire Building Code and Town of Amherst Zoning Ordinances land use regulations, the Amherst Building Department enforces the following codes and ordinances:

1. For all *Commercial, Industrial, and Multi-Family* construction, including renovations, alterations and additions:
 - a. **The International Building Code (IBC) 2009 Edition** with N.H. Amendments.
 - b. **The International Energy Conservation Code (IECC) 2009 Edition** with N.H. Amendments.
 - d. **International Existing Building Code (IEBC) – 2009 Edition** (or per the latest edition and Amendments as adopted by the State of New Hampshire).
 - e. **New Hampshire Architectural Barrier Free Design Code – 2010 standards** (or per the latest edition and Amendments adopted by the State of New Hampshire).
 - g. **The State of New Hampshire Fire Code.**
 - h. **The Town of Amherst, New Hampshire Zoning Ordinance.**
 - i. **The Town of Amherst, New Hampshire land use regulations.**
2. For all *Plumbing* including renovations and alterations (License required):
 - a. The **International Plumbing Code (IPC) 2009 Edition** with N.H. Amendments.
3. For all *Mechanical* (HVAC and Ductwork) work:
 - a. The **International Mechanical Code (IMC) 2009 Edition** with N.H. Amendments.
4. For all **Natural and Propane** gas supply piping and appliances (License required):
 - a. **NFPA 54, National Fuel Gas Code 2003 Edition**
 - b. **NFPA 58, LP Gas Code 2004 Edition**
5. For all *Electrical* work including renovations and alterations and special events (License required):
 - a. The **National Electrical Code (NEC)/NFPA 70 2014 Edition** with N.H. Amendments.
 - a. NFPA 101 - Life Safety Code – 2009 Edition (or per the latest edition and Amendments as adopted by the State of New Hampshire)
 - b. 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)
 - c. International Residential Code for One and Two Family Dwellings (ICC) – 2009 Edition (or per the latest edition and Amendments as adopted by the State of New Hampshire)
6. Other codes enforced as applicable.

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.

Licenses: A copy of all contractor's licenses (i.e. plumbers, electricians, gas fitters, septic installers etc.) for all individuals performing work on site must be on file with the Town of Amherst prior to any work being preformed. All contractors must be licensed in the State of New Hampshire.

NEW BUILDING ~ ADDITION OR CHANGE OF USE

Completed Building Permit application ***MUST*** accompany all plan submittals. Allow a ***minimum of fourteen (14) business days for review of completed plan packets and permit issuance.*** Omission of any required information may cause delay with plan review and permit issuance.

Applicant to submit the following:

- ***Two (2)*** sets of scaled building plans, ***Minimum scale is 1/4" per foot***, bound *or stapled* and in PDF format, if applicable (Minimum size 11" x 17". Maximum size 30" x 42") to include two (2) sets of building material and equipment device specifications and one (1) set of structural calculations. The plans must be in compliance with the New Hampshire Building Code and reflect any Planning Board and/or Zoning Board approvals and stipulations. Each plan set must include:
 - Architectural
 - Structural
 - Plumbing
 - Electrical
 - Mechanical/HVAC
 - Gas Piping (If Applicable)
 - Fire Alarm (If Applicable)
 - Fire Suppression (If Applicable)
- Projects requiring an architect's stamp are listed below. The architect must state compliance with the New Hampshire Energy Code and submit calculations (COMcheck).
 - New commercial construction, alterations, or change of use to places of assembly (restaurants, nightclubs, bars, churches, etc.)
 - Multi-family dwellings (over two units)
 - Plans that add units to existing multi-family dwellings
 - All other projects as required by the architectural licensing law for the State of NH
- All design professionals must be licensed in the State of New Hampshire.
- A septic evaluation is required for all tenant fit-ups, changes of use or occupancy, increase in occupant load, or any other proposed increase or change to septic loading. The evaluation must be conducted by a New Hampshire licensed Septic System Designer.
- Projects utilizing engineered products (beam, truss, LVL, etc.) must submit the following:
 - Product specifications and drawings are required to be stamped by the design engineer.
 - Manufacturer product and installation specifications must be submitted for engineered lumber (truss, LVL, micro-lam, etc.)
- A Statement of Special Inspections (Refer to Chapter 17 of the IBC) must be completed for all plans required to be designed by a registered architect or engineer.
- Plans must be accompanied by a Code Evaluation Summary completed by a New Hampshire licensed design professional.
- Electrical, plumbing, and mechanical drawings require a stamp by a NH licensed engineer registered in the respective disciplines.
- 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 an approved third party agency.
- Prior to Certificate of Occupancy, one (1) set of "AS-BUILT" plans, *bound or stapled* in an appropriate order (Minimum size 11" x 17". Maximum size 30" x 42") ***and*** 1 Compact Disc in pdf format must be submitted to the Building Department.
- Proof of current State approved septic design.
- Sign permit(s), artwork and written approval of property owner if, different than applicant, must be submitted.

The code official may, at his or her discretion, waive specific requirements on a case-by-case basis.

INTERIOR FIT-UP ~ ALTERATION OR RENOVATION

Completed Building Permit application ***MUST*** accompany all plan submittals. Allow a ***minimum of fourteen (14) business days for review of completed plan packets and permit issuance.*** Omission of any required information may cause delay with plan review and permit issuance.

Applicant to submit the following:

- Written approval of property owner, if different than applicant.
- Two (2) sets of scaled building plans, Minimum scale is 1/4" per foot, bound or stapled and in PDF format, if applicable (Minimum size 8.5" x 11"). Include accessory areas (storage, electrical, etc.). When applicable, include two (2) sets of building material and equipment device specifications and one (1) set of structural calculations. The plans must be in compliance with the New Hampshire Building Code and reflect any Planning Board and/or Zoning Board approvals and stipulations. Specific requirements for new buildings or additions may also apply.

Each plan set must include the following when applicable:

- Architectural
 - Mechanical HVAC
 - Structural
 - Gas Piping
 - Plumbing
 - Fire Alarm
 - Electrical
 - Fire Suppression
- Projects requiring an architect's stamp are listed below. The architect must state compliance with the New Hampshire Energy Code and submit calculations ([COMcheck](#))
 - New commercial construction, alterations, or change of use to places of assembly (restaurants, nightclubs, bars, churches, etc.)
 - Multi-family dwellings (over two units)
 - Plans that add units to existing multi-family dwellings
 - All other projects as required by the architectural licensing law for the State of NH
 - As a minimum, plans sets must note:
 - Square footage of existing building; include number of stories
 - Use of existing and proposed space
 - Square footage of proposed area of work
 - Use of adjacent (each side, above, below) units (tenants) if applicable and required fire-rating
 - Type of existing and proposed construction materials
 - Occupancy load of proposed use
 - Means of egress and associated door size, hardware, etc.
 - Fire stopping materials (include UL system number if applicable)
 - Interior finishes (wall, floor, and ceiling ratings) if applicable
 - Door and window schedule (If applicable)
 - Locations of emergency backup fixtures (lighting, exit signage, etc.)
 - Presence of fire alarm system and location of fire alarm panel
 - Presence of sprinklers and riser location
 - Projects utilizing engineered products (beam, truss, LVL, etc.) must submit the following:
 - Product specifications and drawings are required to be stamped by the design engineer.
 - Manufacturer product and installation specifications must be submitted for engineered lumber (truss, LVL, micro-lam, etc.)
 - When applicable plans must be accompanied by a code evaluation summary completed by a New Hampshire licensed design professional.
 - 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 by an approved third party agency.
 - Sign permit(s), artwork and written approval of property owner, if different than applicant, must be submitted.

The code official may, at his or her discretion, waive specific requirements on a case-by-case basis.

SIGNS

Completed Sign Permit application ***MUST*** accompany all submittals. Allow a ***minimum*** of seven (7) business days for review of completed packets and permit issuance. Omission of any required information may cause delay with plan review and permit issuance.

Applicant to submit the following:

- Written approval of property owner, if different than applicant.
- Total area of the proposed sign(s) in square feet.
- Proposed support structure for the proposed sign(s).
- Proposed sign structure height.
- Setback(s) of the proposed sign(s) if applicable.
- Location of the proposed sign(s).
- Relationship of the proposed sign(s) to the property on which the proposed sign(s) is to be located and/or the building thereon.
- Photograph of existing signage, including dimensions drawn onto the photograph provided; however, for multi-unit properties, condominiums, and the like, the applicant need only submit a photograph detailing existing signage for the Applicant's particular unit.
- Material from which the proposed sign(s) is to be constructed.
- Design information such as illumination, animation, function and other essential characteristics of the proposed sign(s).

For the complete Town of Amherst Sign Ordinance please refer to Section 3.4 of the Town of Amherst, New Hampshire Zoning Ordinance.

GAS PIPE AND APPLIANCES

The following requirements shall apply to all Commercial Natural and Propane Gas pipe and new appliance installations.

Completed Gas Pipe Installation Permit application ***MUST*** accompany all plan submittals. Allow a ***minimum of fourteen (14) business days for review of completed plan packets and permit issuance.*** Omission of any required information may cause delay with plan review and permit issuance.

Applicant to submit the following:

- ***Two (2) sets of gas piping plans, bound or stapled, drawn to scale with dimensions. Plans must show piping material, location and piping sizes including branch lines (Minimum size 8.5" x 11". Maximum size 30" x 42").***
- Two (2) sets of appliance/equipment specifications.
- Two (2) sets of appliance gas load calculations in cubic feet per hour

The code official may, at his or her discretion, waive specific requirements on case-by-case basis.

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 scaled building plans, Minimum scale is 1/4" per foot, bound or stapled and 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 manufacturers 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.		