



# Town of Antrim

## NEW HAMPSHIRE

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# Building Permit Application Guide



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## Who is the building inspector and how can I contact him?

Dario Carrara: 547-0494, nhbuildinginspector@gmail.com. Please call or see web site for office hours.

## Can I view this guide on the Town's website?

Yes! This guide and all referenced examples and forms can be found at:

[http://www.antrimnh.org/Pages/AntrimNH\\_Building/index](http://www.antrimnh.org/Pages/AntrimNH_Building/index)

You can pick up a paper copy of this guide at the Town offices during normal business hours. The paper version contains all referenced examples and forms.

## Does the Town legally require property owners to get building permits?

Yes, the Town of Antrim, under RSA 674:51 has authorized the code enforcement officer to enforce the New Hampshire State Building Code. The RSA may be viewed at:

<http://www.gencourt.state.nh.us/rsa/html/LXIV/674/674-51.htm>

## When do I need a building permit?

A building permit is needed when the owner or authorized agent of a property:

- Constructs a new building. Buildings less than 200 square feet in area may not need a building permit, but still require a zoning permit; please refer to the **Zoning Permit Application** form.
- Constructs an addition to an existing building.
- Creates new habitable (living) space, even in an existing building.
- Makes alterations to a building that involve:
  - Structural changes.
  - Changes in the means of egress (exits) or emergency escapes.
  - The installation or alteration of a plumbing system.
  - The installation or alteration of an electrical system.
  - The installation or alteration of a fuel gas (propane) system or appliance.
  - Mechanical work, such as the installation of a water heaters, boiler, or furnace.
- Changes the use of a building, for example: Storage to Retail use or Business to Residential use.
- Installs or modifies a sprinkler system or fire alarm system.
- Constructs a fence higher than 6 feet.
- Constructs a retaining wall over 4 feet.
- Constructs a swimming pool deeper than 24 inches.

If you are not sure if you need a building permit, please call or email the building inspector. There is no charge for consultations.

## When do I need a demolition permit?

A demolition permit is required when you are demolishing a portion or all of a building. There is no fee for the permit and the information will be forwarded to the assessing department for tax purposes (all portions of a building that are standing on April 1st will be taxed for the year). Please refer to the [Demolition Permit Application](#) form.

## Do I need to contact the Fire Department about my building permit?

Most applicants will not need to contact the Fire Department. That said, new installations and modifications of the following systems must be approved by the Fire Department:

- Fire alarm systems.
- Sprinkler systems.
- Specialty fire extinguishing systems (commercial kitchen hoods and paint spray rooms are two examples).

The Fire Department will also perform inspections and witness acceptance tests of these systems. Fire Department fees may apply. The office phone is 588-2114.

## Should I be concerned about zoning and building site issues?

Yes, you probably will have zoning and building site concerns. All proposed work must comply with the Town's zoning regulations and State DES rules (Department of Environmental Services <http://des.nh.gov> ). Before a building permit can be issued, the building inspector will review the proposed work for zoning and site compliance using the [Zoning & Building Site - Review Checklist](#). For small projects and interior alterations most of the checklist items will not apply. However, for a new home or major project many of the checklist items will apply.

Some projects may require a variance or special exception from the ZBA. The Zoning Ordinance Manual may be viewed at: [http://www.antrimnh.org/Pages/AntrimNH\\_Zoning/index](http://www.antrimnh.org/Pages/AntrimNH_Zoning/index)

One more thing, some projects may require site plan review approval from the Planning Board. Site plan review is required for the development or expansion of non-residential uses and multi-family dwelling units (other than one and two family dwelling units and conversion apartments). These regulations also apply to any change of use, additions or alterations that change the outward appearance of a structure used for non-residential or multi-family purposes. The Planning Board's web page can be viewed at: [http://www.antrimnh.org/Pages/AntrimNH\\_Planning/index](http://www.antrimnh.org/Pages/AntrimNH_Planning/index)

## What is the current New Hampshire State building code?

The building code consists of:

- 2009 International Residential Code (one & two family dwellings & townhouses).
- 2014 National Electrical Code (NFPA 70).

- 2009 International Plumbing Code.
- 2009 International Mechanical Code.
- 2009 International Energy Conservation Code.
- 2009 International Building Code (commercial buildings only).
- 2009 International Existing Building Code (commercial buildings only).

The above listed codes (and a few New Hampshire amendments) can be viewed at:

<http://www.nh.gov/safety/boardsandcommissions/bldgcode/nhstatebldgcode.html>

## What are the local climate & geographic design criteria?

Even though we have a State building code, there are some local criteria that vary from town to town and region to region. Below are the Town's local building design criteria:

- Ground snow load of 80 pounds per square foot.
- Wind speed of 90 miles per hour.
- Seismic design class C.
- Weathering is severe.
- Frost line depth is 48 inches.
- Termite probability is slight to moderate.
- Flood hazard is based on the FEMA Flood Insurance Rate Maps.

## How do I get a building permit?

Follow these 5 steps:

### 1. Fill out the most appropriate building permit application.

There are 3 different applications:

- **Building Permit Application**
- **Building Permit Application – Single Trades Only**
- **Building Permit Application – Commercial**

All 3 applications are explained below and can be obtained on the Town's web site:

[http://www.antrimnh.org/Pages/AntrimNH\\_Building/index](http://www.antrimnh.org/Pages/AntrimNH_Building/index)

### Building Permit Application

This is the form that most applicants will use. This is a two page form that covers construction of, and additions and alterations to, one and two family homes and townhouses. All the proposed work and all the tradespeople (electricians, plumbers, and gas fitters) can be listed on this one application.

## Building Permit Application – Single Trade Only

This form is for tradespeople. This is a one page form and would be used when a tradesperson has a very specific job to do in your building. Some examples would be:

- An electrician is replacing the main electric panel.
- A plumber is replacing an oil furnace or boiler.
- A gas fitter installs a tank, piping and fuel gas appliance.

## Building Permit Application - Commercial

This form is only for commercial building projects that involve new and existing commercial buildings which will most likely require an architect or engineer. Please contact the building inspector as soon as possible to discuss your project.

### 2. Attach all the required submission documentation.

What documentation do I need? That really depends on what you are doing. Some applications may not need any additional documentation and some may need a lot. 'Appendix A' outlines the items you may need. Please contact the building inspector if you have any questions.

### 3. Deliver the application and documentation to the Town offices.

Applications may be dropped off at the Town office during normal business hours or mailed. Some paperwork may be emailed to the building inspector provided:

- The building inspector has agreed to in advance.
- The email contains no papers or documents larger than 11" x 17".

### 4. Allow time for the application to be reviewed and approved by the building inspector.

Simple projects can be reviewed and approved in days; large projects may take several weeks to process.

### What if there is something wrong with my application?

If there are any problems with the application, or something is missing, the building inspector will contact you immediately to resolve the issue and move the process forward.

### 5. Pay for and pick up the permit.

You pay for the permit when the application has been approved and is ready to be picked-up at the town office during normal business hours. Alternatively, you can submit a check with the application and the permit will be mailed to you; please verify the fee amount with the building inspector before you write the check.

Please see the [Fee Schedule](#) for details.

You will receive a Building Permit and a [Building Permit Inspection Sheet](#). Most likely, only some of the inspection items on the Inspection Sheet will apply to your project.

## Now I have my building permit, what do I do next?

### Do the work specified on the application.

This is the point where the work gets done and inspected.

### What if I need to change or modify my project?

Don't worry, this happens on occasion; contact the building inspector ASAP so that any adjustments can be made to the building permit. If the scope of the project expands, most often the work can be added to the current permit. The building inspector may require additional documentation be submitted or an additional fee may need to be paid.

### What if I need to change my electrician, plumber, or gas fitter?

No problem, have the new tradesperson contact the building inspector ASAP so that the work done by the first trades person can be inspected and the permit can be updated with the new tradesperson's license number.

### Call for inspections.

Once the building permit has been issued, calling for inspections is THE MOST IMPORTANT thing to do. Anyone can call for an inspection, the owner, permit applicant, or tradesperson. Please, please, please, call early to set up an inspection! Again, see the [Building Permit Inspection Sheet](#) which outlines the typical inspection items. Depending on your project, some or many of the inspection items will apply. Commercial buildings and projects will have different inspection items. Please contact the building inspector if you have any questions.

## When is the building permit process finished?

A Certificate of Occupancy (or CO) will be issued when all of the following items have been successfully completed (please note that some items may not apply to your project):

- All permitted work has been completed.
- All required inspections have been approved by the building inspector.
- All required inspections have been approved by the Fire Department.
- Building or driveway entrance numbered for E911 purposes.
- Proof of potable water for a private well.
- Septic system 'Approval For Operation' by NH DES.
- Water and sewer connections or alterations inspected by the Water & Sewer Department.
- Final inspection of the driveway by the Public Works Department.
- Compliance with any Zoning Board of Adjustment and Planning Board approvals.

## APPENDIX A – Submission Documentation.

This appendix is meant to help you determine what documentation is needed in addition to your completed building permit application.

### Submission items:

Below is the list of items, many of which coincide with the [Zoning & Building Site - Review Checklist](#). Please remember that some of these items may not be needed for your project.

- All required ZBA and Planning Board approvals.
- All required State DES permits, such as Alteration of Terrain, Shoreland, and Wetland.
- A site plan showing (for new buildings and additions):
  - The lot and its boundaries.
  - The size and location of new buildings, existing buildings, and additions to existing buildings.
  - All distances from buildings to property lines (setbacks), wetlands, wetland buffers and shorelands.
  - Septic system or Town sewer connection.
  - Well location or Town water connection.
  - Driveways and proposed parking areas and their distances to property lines.

The building inspector may require the site plan to be certified by a licensed NH surveyor if the building setbacks are close or cannot be easily verified. Please refer to the [Example Site Plan](#).

- One complete set of construction plans showing:
  - A floor plan for each story, including basements. The plan should show all interior partitions, stairways, rooms, bedrooms & required emergency escapes, baths, and kitchen. Please refer to the [Example Floor Plan](#).
  - An elevation (cross-section) plan. Please refer to the [Example Elevation Plan](#).
  - Insulation: completed NH Residential Energy Code Application (EC-1 Form) available on-line at: <http://www.puc.nh.gov/EnergyCodes/Form%20EC-1.pdf> . Please note that submitting this form to the State is optional, to the Town is required.
  - Sprinkler plans (other than one and two family dwellings).
  - Fire alarm system plans (other than one and two family dwellings).

Please see the next section about construction plan details.

- Septic system design 'Approval For Construction' by the NH DES, or Town sewer connection approved by the Water & Sewer Department.
- Driveway permit approved by the Department of Public Works, or NH Department of Transportation for State highways.
- Class VI Highway 'Agreement and Release' for new buildings on class IV roads.

## Construction plan details:

### Foundation

- Footing widths, heights, depth below finished grade, and grades.
- Wall thicknesses.
- Rebar sizes and locations. Rebar is needed in some walls depending on the height of the wall and whether the backfill is on both sides, or on one side such as a typical basement.
- Monolithic slabs, up to 600 square feet, can be used for some standalone accessory buildings of light construction. The footing and slab must be poured at the same time and some rebar is required. Please refer to the [Example Monolithic Slab Plan](#).
- Footing drains, including type of pipe, crushed stone, filter fabric, direction of flow, and where the drains will terminate.
- Damp-proofing methods.
- Pier sizes and heights, or pre-cast piers.
- Anchor bolt locations (spacing) on the top of all slabs, walls and piers.
- Location of basement bulkheads, door openings, window openings, and emergency escape and rescue openings.

### Framing

- Types and sizes of supporting columns.
- Girder and beam sizes, materials, and spacing between supports. Lumber should be continuous from column to column and not break in the middle.
- Floor joist sizes, spacing on center, span distances, and materials. If engineered floor trusses or I-joists are to be used, a Data Sheet from the truss manufacturer or lumber yard must be submitted for each type of product.
- Sub-flooring materials types and thicknesses.
- Exterior wall heights, stud sizes, stud spacing on center, sheathing materials. Interior structural wall stud sizes and spacing on center.
- Window and door locations with header size details. Distances from finished floors to bottom of window openings. Sleeping rooms shall have at least one emergency egress/rescue opening directly to the outside with a minimum net clear opening of 5 square feet on the grade level and 5.7 square feet for all other locations. The sill height shall not be more than 44" above the finished floor level.
- Wall bracing methods for wind bracing.
- Stairway width, headroom, riser height, and tread depth.

- Ceiling joist sizes, spacing on center, span distances, and materials.
- Rafter sizes, spacing on center, spans, roof pitches, and materials. Ridge board sizes and materials. Cathedral ceiling ridge beam sizes, spans, and materials. If engineered roof trusses are to be used, a Data Sheet from the truss manufacturer must be submitted for each type of truss.
- Roof sheathing material types and thicknesses.
- All engineered wood products, such as LVLs and TJIs shall have a load calculation Data Sheet which is available from the supplier.

### Electrical

- Location of meter sockets, disconnects, panels, and grounding electrode system.
- Location of hard-wired, interconnected smoke and carbon monoxide alarms. These are required for new construction and also for alterations! Yes, alterations too! This is the only building and fire code item that must be upgraded to meet new code even in existing buildings. View the safety bulletins from the State Fire Marshal's office at:  
<http://www.nh.gov/safety/divisions/firesafety/bulletins/index.html>
- All branch circuits, including: overcurrent device size, wire size, and loads & devices on the circuit.
- Locations of receptacles, switches, and outlets (lights).
- Circuits and devices protected by GFCI and AFCI protection.

### Plumbing

- Location, sizes, and materials of all drain, waste, and vent piping.
- Location, sizes, and materials of all water supply piping.
- Location and type of all fixtures: sinks, lavatories, water closets, tubs.

### Fuel Gas

- Please also submit the **Additional Fuel Gas Details** form.

### Energy Code (Insulation)

- Please submit the first two pages of the NH Residential Energy Code Application (EC-1 Form).

### Swimming Pools (with a depth of 24 inches or greater)

- Location of swimming pool and existing structures on site plan and distances to property lines.
- Location of all filters, pumps, heaters, GFCI electrical receptacles, and lights in and around pool.
- Height and material of all proposed fencing, gates and barriers.
- Electrical bonding plan, including all metal parts, rebar, and equipment such as heaters and filters.

## Generators

- Please also submit the **Additional Generator Details** form.

## Other Details

- Stairway riser, tread depth, head room, guard and handrail details.
- Locations of all heating systems, furnaces, boilers, electric heaters, geo-thermal equipment, wood or pellet stoves, and ductwork.
- Locations of all chimneys and fireplaces.
- Attic access location with a minimum dimension of 22 x 30 inches, if required.
- Details of attic ventilation.
- Garage and living space fire separation details.
- Dwelling unit separation details, if more than one dwelling or apartment.