

TOWN OF CARROLL BUILDING DEPARTMENT

Procedure for Permit Application & Building Inspections

Application for a permit and payment of the permit fee does not grant approval to proceed. No work shall begin until approval is received. If work is begun before the building permit is issued, it will not be inspected and a certificate of occupancy will not be issued. ALL FEES WILL DOUBLE IF WORK HAS BEGUN BEFORE A PERMIT IS ISSUED.

Fees:

Residential Building	.002 x value (Minimum \$150)
Renovations	.002 x value (Minimum \$75)
Commercial/Industrial	.002 x value (Minimum \$200)

****Any re-inspections will be subject to an additional \$50 fee****
(Fees are Subject to Change)

Applicant Must:

1. Obtain:
 - A. State Approval for construction of a Septic System.
 - B. Water hookup permit if serviced by Town Water.
2. Obtain a driveway permit from the Town of Carroll or State of NH as applicable. Driveway profiles to be indicated on all application and drawings for State Septic Approvals.
3. Show Town of Carroll tax map identification on All Permit Applications.
(This information can be found on www.townofcarroll.org)
4. Complete the application in full. If "not applicable" write "N/A" on the form.
5. Expansion of foot print, provide 2 copies of certified surveyed plot plan with placement of structures, driveways and all setbacks as well as 2 copies of blue prints for project to include foundation plans, floor plans, framing, elevation and thru sections.

6. Identify all plans with Owners names, dates and tax maps.
7. If you **DO NOT** own the property that the permit is being applied for, you **MUST** include a letter from the property owner authorizing you to act as their agent on their behalf.
8. Provide a photo copy of NH Master Electrician license **AND** a copy of NH Master Plumber license **AND** a NH Gas License.
9. The property owner of a single-family dwelling occupied by the owner as their **primary** domicile with no other living units in the structure may do their own electrical and plumbing work, but the work must comply with the applicable codes. Typically work done by an unlicensed tradesman will be inspected with a State Electrical or State Mechanical Inspector in conjunction with the Building Inspector.

INSPECTION REQUIREMENTS

**** 24 HOUR NOTICE MUST BE MADE PRIOR TO EACH INSPECTION
YOU MUST CALL 603-846-5754 TO SCHEDULE****

1. Foundation locations for **NEW Dwellings** must be certified and **must be received in office prior to foundation inspection.**
 - 1A. Foundation footings and walls must be inspected before concrete is placed.
 - 1B. Foundation must be stripped with all drainage in place and damp proofed (Footings and foundations must be installed to a minimum of 4' below grade).
 - 1C. Any underground Plumbing or Electric shall be inspected and or tested before backfill.
2. Temporary Electrical Service.
3. Rough Stage – all rough wiring, rough plumbing, HVAC, rough gas piping, masonry in place and rough framing completed.
Building shall be weather tight with all doors, windows and siding installed.
Meter sockets installed and grounded with the main breaker in place.
All fire separations of party walls visible.
Plumbing systems required to be pressure tested with 5 lbs. of air pressure or filled to the roof with water.

4. Insulation completed and visible with vapor barrier installed.
5. **Final Inspection / Certificate of Occupancy –
PROPERTY MUST BE VACANT AND WITHOUT FURNITURE**
 - a. Oil/Gas Burner & Sprinkler / Cistern approved by the Fire Chief prior to requesting final inspection by Building Inspector.
 - b. **All permits** up to date and in file (building, septic, well, plumbing, electrical, chimney, oil/gas burner).
 - c. Completed well information sheet, signed by the well driller.
 - d. State Approval to **operate** the Septic System.
 - e. Signed Certification of compliance to NH Energy Code.
 - f. If applicable, the Fire Department must sign the Certificate of Occupancy prior to the Code Enforcement Office.

Currently Adopted Codes

The Town of Carroll follows and enforces the State of NH List of Adopted Building and Fire Codes. See attachment.



STATE OF NEW HAMPSHIRE DEPARTMENT OF SAFETY

Robert L. Quinn, Commissioner

**Division of Fire Safety
Office of the State Fire Marshal
Paul J. Parisi, State Fire Marshal**



Office: 110 Smokey Bear Blvd., Concord, NH
Mailing Address: 33 Hazen Drive, Concord, NH 03305
PHONE 603-223-4289, FAX 603-223-4294 or 603-223-4295
TDD Access: Relay NH 1-800-735-2964 ARSON HOTLINE 1-800-400-3526

State of New Hampshire List of Adopted Building and Fire Codes

All Occupancies:

- 2015 NFPA 1, Fire Code as amended by Saf-C 6000
- 2015 NFPA 101, Life Safety Code as amended by Saf-C 6000 and applicable referenced publications in Chapter 2
- 2013 NFPA 13, Standard for the Installation of Sprinkler Systems
- 2013 NFPA 13R, Standard for the Installation of Sprinkler Systems for Low-Rise Residential Occupancies
- 2014 NFPA 25, Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems
- 2015 NFPA 30, Flammable and Combustible Liquids Code
- 2015 NFPA 30A, Code for Motor Fuel Dispensing Facilities and Repair Garages as amended by Saf-C 6000
- 2011 NFPA 31, Standard for Installation of Oil-Burning Equipment
- 2015 NFPA 54, National Fuel Gas Code as amended by Saf-C 6000
- 2014 NFPA 58, Liquefied Petroleum Gas Code as amended by Saf-C 6000
- 2017 NFPA 70, National Electrical Code (NEC) with NH Amendments
- 2013 NFPA 72, National Fire Alarm and Signaling Code
- 2014 NFPA 96, Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations
- 2013 NFPA 211, Standard for Chimneys, Fireplaces, Vents, and Solid Fuel-Burning Appliances
- 2015 NFPA 720, Standard for the Installation of Carbon Monoxide (CO) Detection and Warning Equipment as amended by Saf-C 6000
- 2010 NFPA 914, Code for Fire Protection of Historic Structures
- 2015 International Building Code (IBC) with NH Amendments
- 2015 International Residential Building Code (IRC) with NH Amendments
- 2015 International Energy Conservation Code (IEC) with NH Amendments
- 2015 International Existing Building Codes (IEBC) with NH Amendments
- 2015 International Mechanical Code (IMC) with NH Amendments
- 2015 International Plumbing Code (IPC) with NH Amendments
- 2015 International Swimming Pool & Spa Code (ISPSC) with NH Amendments
- 2009 ICC A117.1 and FHA/UFAS as applicable

NOTE: This is a partial list of the adopted codes. The list is provided as a resource for some of the most frequently used codes. Refer to Chapter 2 of NFPA 1 for complete list.

Reference:

RSA 153:1 VI-a. "New Hampshire fire code" or "state fire code" means the adoption by reference of the Life Safety Code 2015 edition and the Uniform Fire Code NFPA 1, 2015 edition, as published by the National Fire Protection Association and as amended by the state board of fire control and ratified by the general court pursuant to RSA 153:5. The provisions of any other national code, model code, or standard referred to within a code listed in this definition shall be included in the state fire code unless amended in accordance with RSA 153:5.

<http://www.gencourt.state.nh.us/rsa/html/XII/153/153-1.htm>

**2015 edition of NFPA 1 effective September 8, 2019

Saf-C 6001.13 "State Fire Code" means the compilation of all rules inclusive in Saf-C 6000.

http://www.gencourt.state.nh.us/rules/state_agencies/saf-c6000.html

Board of Fire Control Amendments

<https://www.nh.gov/safety/divisions/firesafety/boardscomm/firecontrol/exhibits.html>

RSA 155-A:1 IV. "New Hampshire building code" or "state building code" means the adoption by reference of the International Building Code 2015, the International Existing Building Code 2015, the International Plumbing Code 2015, the International Mechanical Code 2015, the International Energy Conservation Code 2015, the International Swimming Pool and Spa Code 2015, and the International Residential Code 2015, as published by the International Code Council, and the National Electrical Code 2017, as amended by the state building code review board and ratified by the legislature in accordance with RSA 155-A:10. The provisions of any other national code or model code referred to within a code listed in this definition shall not be included in the state building code unless specifically included in the codes listed in this definition.

<http://www.gencourt.state.nh.us/rsa/html/XII/155-A/155-A-1.htm>

**2015 editions of ICC codes effective September 15, 2019

Building Code Review Board Amendments

<https://www.nh.gov/safety/boardsandcommissions/bldgcode/bldgexhibits.html>

Electrician's Board

<https://www.oplc.nh.gov/electricians/index.htm>

Mechanical Board

https://www.nh.gov/safety/divisions/firesafety/building/mechanical/mechanical_inspectors.html

**Town of Carroll
92 School Street
PO Box 146
Twin Mountain, NH 03595
603-846-5754**

Date Received : _____

Office Use Only:

By: _____

Permit # _____ Value: _____

Date: _____ Fee: _____

**APPLICATION FOR A PERMIT TO BUILD
RESIDENTIAL / COMMERCIAL**

WORK LOCATION / PROPERTY PHYSICAL ADDRESS : _____

Map / Lot # _____ **Project Cost:** _____

Owner of Record	Street Address	City / Town	State	Phone #
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General Contractor	Street Address	City / Town	State	Phone #
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Architect/Engineer	Street Address	City / Town	State	Phone #
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DETAILED DESCRIPTION OF WORK TO BE PERFORMED: _____

New Construction Remodeling

DEBRIS FORM:

A condition of the Building Permit is that the debris resulting from this work shall be disposed of in a properly licensed solid waste disposal facility. The Debris will be disposed of in:

PROPERTY:

Existing use: _____ Proposed use: _____ If dwelling
No. of families _____

Building Setbacks

From property line: Existing: Front _____ Side _____ Rear _____

Proposed: Front _____ Side _____ Rear _____

Is the property in Current Use? _____

Is any part of the property affected by the NH Shoreland Protection Act ? _____

Is the property subject to private or class VI road? _____

Is this a change of use? _____

Is any part of the property located in a flood plain? _____

PLANS / DETAILS / SPECIFICATIONS

Any plans will be submitted in duplicate. We will retain one copy and return a field copy with any notes or comments, along with the permit card. All plans to be dated.

In all cases, any Field Copies will be retained on site for the duration of the project.

Construction Control Affidavit required, if in excess of 35,000 square feet.

(Third Party Controller)

INSURANCE CERTIFICATES MUST BE SUBMITTED WITH THE APPLICATION, IF APPLICABLE.

Please be advised: You may be required to obtain additional permits from other State/Federal governmental entities.

I/We acknowledge that I/We may be required to obtain other permits from other State or Federal entities and I/We understand that issuance of the Building Permit does not release Me/Us from these requirements.

Owner(s) Signature (required)

Date

Owner(s) Signature (required)

Date

By signing this document:

- I/We understand that the information given is true and correct to the best of my knowledge and belief.
- I/We understand that this permit is valid only for the work noted and expires 12 months from the date of issuance.
- I/We understand that all construction will be done in accordance with Town, State and Building Regulations and that compliance is the sole responsibility of the applicant.
- I/We certify that all requirements specified in the Zoning Ordinance shall be met and that all structures shall comply with setback requirements as stated therein.
- I/We understand that the proposed work shall be done in accordance with the plans, sketch and specification submitted. I/We further understand that no changes to the permit shall be made without written notification to the Town and that changes may result in the need for additional approvals.
- I/We understand that the building permit card shall be posted so as to be visible from the street.
- I/We understand that violation of the terms of Zoning Ordinance, including beginning construction without a building permit, will result in an immediate cease and desist order, fees will double and I/We may be subject to fines outlined in RSA 676:17.
- I/We hereby agree the Building Inspector and/or his/her authorized agents have the authority to enter to inspect the premises at any time.

Owner(s) signature (required)

Date

Agent(s) Signature (required)

Date

Municipal Use Only

Code Enforcement Officer

Date

Town of Carroll, Fire Chief

Date