

# **TOWN OF FRANCESTOWN**

## **BUILDING/CODE ENFORCEMENT**

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## **Building Permit Application Guide**

### **CURRENT CODES**

The Town of Francetown has authorized the Code Enforcement Officer to enforce the current New Hampshire State Building Code which consists of: the International Building Code, International Residential Code for One and Two Family Dwellings, International Plumbing Code, International Mechanical Code, International Energy Conservation Code, National Electrical Code (NFPA 70) and the Life Safety Code (NFPA 101) – relative to means of egress.

### **BUILDING PERMIT APPLICATIONS**

Completed applications for building permits are processed in the order in which they are received. Applications are reviewed for Building, Zoning, Site Plan and Subdivision Code requirements and will be processed as quickly as possible. If the application or submittal documentation is incomplete the applicant will be notified so the permit can be processed in a timely manner. Per RSA 676:13-III the Building Inspector shall act to approve or deny a building permit within 30 days; provided, however, that nonresidential applications or residential applications encompassing more than 10 dwelling units shall be approved or denied within 60 days.

### **WHEN A BUILDING PERMIT IS NEEDED**

A Zoning Compliance Permit is required for all proposed non-residential structures not greater than 200 square feet; however, these structures do not require a Building Permit.

Proposals to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, or replace any electrical, gas, mechanical or plumbing system as provided for in Section 105.1 of the International Building Code and the International Residential Code for One and Two Family Dwellings shall first make application and obtain a building permit prior to start of work.

Ordinary repairs do not require a permit or any notification to the Building Official as provided for in Section 105.2.2 of the International Building Code and International Residential Codes. However, ordinary repairs do not include the:

- Cutting away of any wall, partition or portion thereof.
- Removal of any structural beam of load bearing support.
- Removal or change of any required means of egress, or rearrangement of parts of a structure affecting the egress requirements.
- Addition to, alteration of, replacement or relocation of any standpipe, water supply, sewer, drainage, drain leader, gas piping, soil waste, vent or similar piping, electric wiring or mechanical work (water heaters, boilers, and furnaces) and affecting public health or general safety.

Work that is exempt from obtaining a building permit is provided for in Section 105.2 of the International Building Code and the International Residential Code for One and Two Family Dwellings and includes:

- One-story non-residential structures that do not exceed 200 sq/ft. (Zoning Compliance Permit required).
- Fences not over 6 feet in height.
- Retaining walls that are not over 4 feet in height.
- Painting, papering, tiling, carpeting, cabinets, countertops and similar finish work.
- Prefabricated swimming pools that are less than 24 inches deep.

### **TERMS OF PERMIT**

Every permit issued shall become invalid unless work authorized by such permit is commenced within 180 days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated. In no case will a permit be extended for more than a two year time period, commencing with the first date of issuing the permit.

### **Standards**

#### **A. Climatic and Geographic Design Criteria Values:**

1. Ground Snow Load: 75 lbs per square foot
2. Wind speed: 115 mph
3. Seismic Design Class: C
4. Weathering: Severe
5. Frost Line Depth: 48"
6. Termite Probability: Slight to Moderate
7. Flood Hazard: Flood Insurance Rate Maps

#### **B. Certificate of Occupancy:** The Code Enforcement Officer shall not issue a Certificate of Occupancy until the applicant has satisfied the Code Enforcement Officer that all of the work has been completed in compliance with the Code, the septic system meets the requirements of the New Hampshire Department of Environmental Services Subsurface Bureau and local regulations, the driveway entrance has been approved by the Franconia Highway Department and/or the New Hampshire Department of Transportation, and the proper representative of the Fire Department has reviewed the work and finds no violations of any state or local laws within the jurisdiction of the Fire Department.

#### **C. Dwelling Unit Area:** Every dwelling unit to be used by a single family shall have a minimum living space to include living, sleeping, eating, cooking, and sanitation. In compliance with RSA 674:31 and 674:32, manufactured housing may have a minimum of 320 square feet.

**BUILDING PERMIT SUBMISSION DOCUMENTATION**  
**BY TYPE OF BUILDING PERMIT**

**One & Two Family structures including detached structures (R-3 Use Group)**

- Completed application.
- Two (2) complete sets of construction plans.
- Septic System design approved by the NHDES Subsurface System Bureau (if applicable).
- Driveway Permit approved by the Francestown Highway Department or New Hampshire Department of Transportation on State highways.
- Site Plan showing the size and location of new construction, existing structures on the site, septic system, driveway, proposed parking areas and their distances to property lines on an approved building lot.
- Completed Certificate of Compliance energy compliance form with calculations (Forms available upon request or contact the NH Public Utilities Commission at 271-6306).
- Permit fee (see fee schedule).

**Additions or remodeling of One & Two Family structures**

- Completed application.
- Two (2) complete sets of construction plans showing structure before remodel or addition and after remodel or addition.
- Site Plan showing the size and location of new additions, existing structures on the site, septic system (if applicable) and their distances to property lines.
- Completed Certificate of Compliance energy compliance form with calculations (Forms available upon request or contact the NH Public Utilities Commission at 271-6306).
- Permit fee (see fee schedule).

**Swimming Pools (with a depth that is 24 inches or greater)**

- Completed application.
- Site plan showing the swimming pool, existing structures on the site, septic system and their distances to property lines.
- Plan of pool showing proposed location of GFCI electrical receptacles, light locations, and describe construction type (if applicable).
- Proposed fencing details.
- Permit fee (see fee schedule).

**Other than One & Two Family structures (Other than R-3 Use Group)**

- Completed application.
- Two (2) complete sets of construction plans with all required Life Safety devices including, but not limited to: exit signs, emergency lighting, emergency pull stations, horns, strobes, and sprinkler plans as applicable (sprinkler plans to be approved by Fire Department prior to submission and installation).

- Septic System design approved by the NHDES Subsurface System Bureau.
- Driveway Permit approved by the Francestown Highway Department or the New Hampshire Department of Transportation on State highways (if applicable).
- Approved Site Plan signed by the Planning Board (if applicable).
- Completed Certificate of Compliance energy compliance form with calculations (Forms available upon request or contact the NH Public Utilities Commission at 271-6306).
- Fire Department approval.
- Permit fee (see fee schedule).

**Additions or remodeling of structures that are Other than One & Two Family (Other than R-3 Use Group)**

- Completed application.
- Two (2) complete sets of construction plans showing structure before remodel or addition and after remodel or addition with all required life safety devices, including but not limited to: exit signs, emergency lighting, emergency pull stations, horns, strobes and sprinkler plans as applicable (sprinkler plans to be approved by Fire Department prior to submission and installation).
- Completed Certificate of Compliance energy compliance form with calculations (Forms available upon request or contact the NH Public Utilities Commission at 271-6306).
- Approved Site Plan signed by the Planning Board (if applicable).
- Septic System design approved by the NHDES Subsurfaces System Bureau (if applicable).
- Fire Department approval.
- Permit fee (see fee schedule).

**Complete sets of construction plans shall include, but not limited to the following:**

**Foundation**

- Footing size (width and height) and depth below grade.
- Footing drains if required.
- Method of damp proofing.
- Foundation wall thickness or pier size, height, and anchor bolt spacing.

**Framing**

- Type and size of supporting columns.
- Manufactured lumber such as, but not limited to, TJI's LVL's, PSL's. Micro-Lams shall have a computer-generated load calculation printout, which is normally available through the supplier to be provided for any proposed manufactured lumber.
- Girder size, material and spacing between supports.
- Floor and ceiling joist size, spacing, span and lumber type and grade.
- Sub-flooring details.
- Exterior wall stud size, grade, spacing, sheathing type, lumber grade and type.
- Manufacturers engineered roof and or floor truss plans to be provided for any proposed trusses.
- Cathedral ceiling designs to show size, type, span of ridge beam with supports to foundation.
- Ridge board size.
- Roof covering.
- Framing cross sections as needed to describe construction details.

### **Other Details**

- Floor plans of each story.
- Location of hard-wired smoke detectors.
- Insulation details including R-Values for floor or foundation, walls and ceiling or roof.
- Minimum finished ceiling heights.
- Stairway width, headroom, riser height, treads depth and handrail details required on interior or exterior stairways with two or more risers.
- Window locations and clear opening sizes to be shown. Sleeping rooms shall have at least one operable window or door for an emergency egress/rescue directly to the outside. An emergency egress/rescue window shall have a minimum net clear opening of 5 square feet on the grade level and 5.7 square feet for all other locations, and shall have a minimum height of 24" and width of 20". The sill height shall not be more than 44" above the finished floor level.
- Details of attic ventilation.
- Attached or under garages to include fire separation details.

Neither the review of applications or plans by Officials of the Town, nor any subsequent inspection of the premises, should be relied upon as an assurance of conformity to legal requirements or responsibilities of the permit applicant. The applicant remains fully responsible for complying with all applicable United States, State of New Hampshire or Town laws, ordinances, regulations or conditions of other Town Officials or Town Boards.

## **SCHEDULE OF REQUIRED INSPECTIONS**

The inspections listed below are intended to inform the applicant of their obligation to inform the Code Official at different stages of the construction project. In some cases this office may require additional inspections to ensure compliance with the Town's Building and Land Use Codes. Please be advised that a list of inspections shall be enclosed with the building permit and it shall be the duty of the permit holder or their agent to notify the Code Official that such work is ready for inspection prior to covering. The Code Official must be able to see all parts of construction required to be inspected, and normally 24 to 48 hours or advance notice is required. Should an inspection find that some of the work does not conform to approved application, plans, or applicable Codes then the Code Official will advise and possibly issue a notice for corrections that will normally require a re-inspection.

### **Building Location**

- Proposed building location must be staked prior to filing a Building Permit Application. Please note that all setbacks are to be verified at this time. Please have corner bounds/property lines clearly marked for the inspection to prevent delays. The applicant must be able to demonstrate to the satisfaction of the Code Enforcement Officer that the proposed construction will meet all applicable setbacks, otherwise a delineation of the applicable boundary lines, prepared by a NH Licensed Land Surveyor, will be required prior to approval of the proposed construction.

### **Foundation**

- Footings prior to pouring walls.
- Sanitary facilities (restroom) must be provided on site at this time.
- Prior to backfilling walls, damp proofing, perimeter drains, filter fabric to be in place. Please note that any defects in the foundation walls shall be brought to the attention of this office as soon as possible so that they can be evaluated prior to damp proofing.
- Concrete piers (sono tubes) location and depth prior to pouring concrete with steel in place (if applicable).

### **Framing**

- Framing inspection to be made prior to covering of structural elements.

### **Fireplace**

- Throat inspection prior to setting of tiles.

### **Rough Plumbing**

- Testing of Drainage/Vent system and water supply to be performed in accordance with Section 312 of the International Plumbing Code.
- All nail plates to be in place where required in accordance with Section 305.8 of the International Plumbing Code.

### **Rough Electrical**

- Structure to be weather-tight prior to electrical installation.
- All nail plates to be in place where required in accordance with Section 300.4 of the National Electrical Code.

## **Fuel Gas**

- Interior lines to be air tested with equipment valves and caps in place and shall be performed in accordance with section G2417 of the International Residential Code.

## **Insulation**

- Prior to applying a vapor retarded to the warm side or the walls, the installer is to ensure that the stud bays are full to the front face of the studs. Insulation should not be compressed behind wiring and plumbing and shall be cut-to-fit to insure the appropriate R-values are maintained in the walls.
- All plumbing, electrical and tub/shower penetrations located in the building envelope between conditioned (heated) space and unconditioned space and the outside are to be appropriately caulked and sealed in accordance with Section 502.1.4.2 of the International Energy Conservation Code.
- Inspection markers to be installed in roof/ceiling insulation that are blown or sprayed in at least every 300 square feet with markers facing the attic access in accordance with Section 102.5.1.1 of the International Energy Conservation Code.

## **Final Inspection for Certificate of Occupancy**

- Final inspection of construction and acceptance by Building Official.
- Final inspection of construction and acceptance by Fire Department (signature required).
- Final inspection of driveway and acceptance by the Francestown Highway Department or State of New Hampshire Department of Transportation (signature required).
- Septic Systems Approval for Operation by NHDES Subsurface System Bureau to be provided (if applicable).
- Copy of Potable Water Test to be provided for private wells.
- Driveway entrance numbered (numbers 4" in height) in accordance with Driveway Regulations for the Town.
- Compliance with Zoning Board of Adjustment and Planning Board approvals (if applicable).
- A certificate of energy compliance shall be permanently posted in or on the electrical distribution panel.