

TOWN OF ATKINSON
21 Academy Avenue
Building Office – (603) 362-5761

TO: PERMIT APPLICANTS

DATE: May 1, 2008

The following list of construction projects necessitate the issuance of an appropriate "Permit":

1. New construction - addition or alterations.
2. Decks including rebuild of existing.
3. Re-roof.
4. Siding
5. Pools - inground or above ground.
6. Sheds/outer buildings (over 120 sq.ft).
7. Any type of heating equipment, i.e. wood, coal, oil, gas.
8. Installation of above ground or below ground fuel tanks.
9. Removal of underground fuel tanks.
10. Any type electrical service.
11. Any type of plumbing service or gas piping.
12. Driveways, new & existing for work in the town right of way.

****Building Permit Exemptions:** Construction of small accessory buildings not used for living purposes (under 120 sq.ft.) together with minor alterations, repairs and general upkeep of existing buildings shall be exempt.

Applicants Responsibilities:

1. If not the Applicant, Letter of authorization by owner with a detailed description of specific work or project.
2. Application must be accompanied by a sketch or plan showing the location of the building's foundation and its relationship in terms of distance to all lot lines, well and septic (see attached). All wetland on the site or within 100' must be shown. The building inspector may require a survey in order to assure compliance with all ordinance, subdivision, site plan and building regulations. Foundation applications must be accompanied by a completed insulation certification
3. Application shall be accompanied by a signed statement of the intended use of the building upon completion of construction.
4. All proposals for additions, which propose an additional bedroom or home business, must be reviewed and approved by the Health Officer.

610:1 All conventionally-constructed buildings shall conform to and comply with the New Hampshire State Building Codes. International Building Code; National Electric Code; International Plumbing Code; International Mechanical Code;

State Energy Code; International One and Two Family Dwelling Code; and International Fire Code.

BUILDING PLANS MUST BE AVAILABLE ON SITE AT TIME OF FRAMING INSPECTION. IF NOT ON SITE, ADDITIONAL INSPECTION FEE WILL BE CHARGED.

New Construction Requirements:

****Impact Fees required for New Construction (does not apply to demolition and rebuild of existing single family dwelling). Includes New Construction on older existing lots of record per Zoning Article XVI, Section 1600:3j.**

1. Provide Septic **State Approval for Construction.**
2. **Requirements for Foundation Permit:**
 - Foundation and House Plans w/location on lot.
 - Completed NH Energy Code Package. (Copy of this package must be on site and available for the building inspector.)
 - Completed Driveway Application.

Inspections – 3 required

- Pre-footing
- Footing
- Foundation & drains, prior to backfilling.

NOTE: Cluster project dwellings will be required to be sprinklered should they be located more than 1,000 feet from a hydrant and/or if dwellings are closer than 50 feet (wood to wood) distance from one another.

3. **Requirements for Building Permit:**
 - Provide **Foundation Certification**
 - Owners letter of authorization to build if applicant is not owner of record.
 - Complete building plans must be submitted at the time of foundation permit. Dwelling height is not to exceed 35'. If driveway exceeds 150' from the edge of a public road, it's width must be improved to 20' of unobstructed width (NFPA 3-5.1 Fire Lanes) or the dwelling must be sprinklered. See attached for specific plan requirements.
 - Building applications will be reviewed and signed by all inspectors.
 - Completed building applications will be available within three days of application if all requirements have been satisfied. Checks are payable to the Town of Atkinson.

NOTE: Commercial application plan reviews may take longer.

Contractors Must:

1. Electrical Permits will be issued with building permit but will be held in the office for Electrical Contractors completion. Contractors should be prepared to show all applicable licenses with expiration dates.
2. Plumbing and Gas permits must be presented to the subcontractors for their completion. Such sub-contractors must return the completed permit to the

ATKINSON BUILDING DEPARTMENT
PERMIT INFORMATION – Page 3

Code Enforcement Office in person prior to any inspections. Be prepared to show all applicable licenses with expiration dates.

3. **Provide clear and safe access to property for inspections.**
4. Provide 48 hour notice for all inspectors - call applicable inspector's voice mail, leave all pertinent information.
5. **Post building permit and have available for signatures.**
Reinspection fee will be charged if building permit is not posted and available for inspectors.

NOTE: Major project debris should be disposed of by the contractor. Should the home owner have debris from a small project, arrangements should be made with the Town Trash Contractor (Call Selectmen's Office (603) 362-5266 for contact). Call to request instructions for pickup.

Inspections are required by:

1. Electrical inspector for all electrical work.
 2. Road Agent (Ted Stewart) for driveways.
 3. Plumbing inspector for plumbing and gas work.
 4. Fire inspector for heating appliances (including woodstoves), chimneys, garages, buried tank installation and/or removal, life safety items and sprinklers.
 5. All above inspections must be completed prior to the final inspection by the building inspector.
 6. The following documents must be available (on file) for the building inspector prior to the issuance of a Certificate of Occupancy:
 - a) Certification of Energy Code Compliance.
 - b) Well and Septic Permits.
 - c) Well test
 - d) State Approval for Septic Operation.
 - e) **House number posted as per Town Street Numbering Ordinance.**
 - f) Building permit card complete with signatures, i.e. Electrical final, Plumbing/Gas final; Road Agent for driveway (Ted Stewart – 362-4010)
 - g) Fire Inspector final.
5. All inspections must be satisfactorily completed prior to the use of Pools. Temporary fencing must be in place with permanent fencing installed and completed within 30 days. . **(Pool fencing information is available upon request.)** A Temporary Occupancy will be issued for the pool with temporary fencing. If permanent fencing is not installed within 30 days, the owner will be subject to a \$10.00 a day fine.

Any inspector upon finding a violation will issue a "Field Correction Order" defining the problem and noting the specific code along with the requirement for any reinspection fee applicable. All such fees will be noted on the back of the Building Permit card and collected at the final inspection by the Building

Inspector. **Impact Fees where applicable are also collected prior to or at the time of Certificate of Occupancy.** A separate check made payable to the Town of Atkinson for the amount of the Impact Fee.

Special Notice:

NO USE OR OCCUPANCY OF A DWELLING, POOL, ADDITION OR OUTER BUILDING FOR WHICH A PERMIT WAS ISSUED MAY OCCUR, WITHOUT PRIOR ISSUANCE OF A “CERTIFICATE OF OCCUPANCY” BY THE BUILDING INSPECTOR AND SUCH USE MAY BE SUBJECT TO A FINE.

House numbers must be posted as required under the House Numbering Ordinance.

It is recommended that final payment to the contractor for building projects be held until owner receives Use and Occupancy or Completion Certificate.

Building Permits must be exercised within six months from date of issue. If no inspections are accomplished for a period of six months, the building inspector **may** void the permit. Such notice will be placed on file that the project is incomplete and final occupancy permit was never issued.

The above noted Building Permit information is intended as a guide and does not constitute all requirements in their entirety.

I _____ have read and understand the above special notice to Atkinson Building Permit holders.

_____ Date

Property Address: _____

Map/Lot _____