



TOWN OF
PETERBOROUGH

OFFICE OF
COMMUNITY DEVELOPMENT

One Grove Street
Peterborough, NH 03458
(603) 924-8000 x118
CEO.PeterboroughNH.Gov

Building Permit Application Guide

CURRENT CODES

The Town of Peterborough has authorized the Code Enforcement Officer to enforce the New Hampshire State Building Code, which consists of the:

- International Building Code (2009 edition)
- International Residential Code for One and Two Family Dwellings (2009 edition)
- International Plumbing Code (2009 edition)
- International Mechanical Code (2009 edition)
- International Energy Conservation Code (2009 edition)
- National Electrical Code (NFPA 70) (2017 edition)
- Life Safety Code (NFPA 101) - relative to means of egress (2015)

The following are local amendments to these codes that are provided for in §207 of the Building Ordinance of the Town of Peterborough.

§ 207-5. Term of permit.

A permit under which no work is started within six (6) months after issuance will expire by limitation. If an excavation has been wholly or partially completed or the foundation walls have been erected and the project is terminated, the parties granted the permit will be required to bring the excavation back to grade within six (6) months after the date of the permit. Failure to carry construction beyond first-floor flooring within six (6) months or to complete exterior structural details as specified in filed plans and specifications within twelve (12) months after the start of work will be considered evidence of termination of the project for which the permit was issued. A building permit for a new structure or for alterations to an existing structure shall expire two (2) years after the date issued. If any work has not been completed which is covered by the permit, a new permit shall be required unless the Code Enforcement Officer has previously approved a schedule for construction which runs past the expiration date of the permit.

§ 207-6 Standards

A. Climatic and Geographic Design Criteria Values:

- (1) Ground Snow Load: 75 lbs/sq.ft.
- (2) Wind speed: 90 mph
- (3) Seismic Design Class: C
- (4) Weathering: Severe
- (5) Frost Line Depth: 48 inches
- (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 Public Works Department 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. If the property is serviced by town water and/or town sewer, then the contractor and/or applicant must also establish to the satisfaction of the Code Enforcement Officer that all work has been completed in compliance with the requirements of the Water Department and/or the Sewer Department.

- C. **Dwelling Unit Area:** Every dwelling unit to be used by a single family shall have a minimum of 600 square feet of living area, except efficiency or one-bedroom units, which shall have 400 square feet. In compliance with RSA 674:31 and 674:32, manufactured housing may have a minimum of 320 square feet.

D. **Sprinkler Systems:**

- (1) Every new building of more than five thousand (5,000) gross square feet in area or substantial improvement of a non-residential building of more than five thousand (5,000) square feet in floor area, and any addition of more than five thousand (5,000) square feet in floor area shall be protected throughout with an automatic fire sprinkler system in accordance with the applicable provisions of the National Fire Protection Association Sprinkler Standards; provided that in the case of additions, an automatic sprinkler system will be required in the addition only.
 - a) Agricultural buildings up to 12,000 gross square feet in area are exempt from this provision.
 - b) One and two family homes are also exempt.
- (2) Sprinkler systems shall not be required in open air parking structures, defined as; buildings, structures, or portions thereof, used for parking motor vehicles and having not less than twenty-five (25) percent of the total wall area open to atmosphere at each level, utilizing at least two sides of the structure.
- (3) For purposes of this section, the gross square foot area of a building or addition shall include the sum total of the floor area for all the floor levels and basements, measured from outside walls irrespective of the existence of interior fire resistive walls, floors, and ceilings.
- (4) Working sprinkler plans and documentation shall be prepared and signed by a design professional. Such design professional, at a minimum, shall be currently certified by the National Institute of Certifying Engineering Technicians (NICET). Such certification shall be a minimum of NICET Level III for sprinkler systems complying with NFPA 13 or 13 R, and NICET Level II for sprinkler systems complying with NFPA 13D.
- (5) Two sets of sprinkler plans shall be submitted, one set to the Fire Department for approval and the other set to the Code Enforcement Office, prior to installation.

WHEN DO I NEED A BUILDING PERMIT

Proposals that intend 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 of the International Building Code, International Residential Codes. However, ordinary repairs do not include:

- Cutting away of any wall, partition or portion thereof .
- Removal of any structural beam or 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 shall include:

- One-story detached accessory structures provided the floor area does not exceed 200 square feet.
- Fences not over 6 feet in height.
- Retain walls that are not over 4 feet in height.
- Painting, siding, re-roofing, tiling, carpeting, flooring, cabinets, countertops and similar finish work.
- Prefabricated swimming pools that are less than 24 inches deep.

BUILDING PERMIT APPLICATIONS

Completed applications for building permits are processed in the order that they are received. Applications are reviewed for Building, Zoning, Site Plan and Subdivision Code requirements and shall be processed as quickly as possible. If the application or submittal documentation is incomplete the applicant shall be notified so that the permit can be processed in a timely manner. Please be advised that as 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 that 10 dwelling units shall be approved or denied within 60 days.

BUILDING PERMIT SUBMISSION DOCUMENTATION
BY
TYPE OF BUILDING PERMIT

New - One- & Two-Family structures including detached accessory structures

- Completed application.
- One complete set of construction plans (must fold into 8.5" x 11" or smaller).
- Septic System design approved by the NHDES Subsurface System Bureau or Town sewer connection approved by the Department of Public Works.
- Driveway Permit approved by the Department of Public Works or NH 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 and their distances to property lines on an approved building lot.
- Completed Certificate of Compliance energy compliance form EC-1 (Form is available on-line from the NH Public Utilities Commission www.puc.nh.gov). Please note that a **permanent certificate** listing the R-values of insulation installed in ceiling/roof, walls, foundation walls, and ducts outside condition space along with U-values for glazing is to be posted on or near the electrical distribution panel per N1101.9 of the IRC.
- Permit fee (see Building Official for fee schedule).
- One & two family structures over 5,000 square feet in area require sprinkler working plans approved by the Fire Department and shall be submitted to the Code Enforcement Office prior to installation of sprinkler system.

Additions or remodeling of One- & Two-Family structures

- Completed application.
- A complete set 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 of the site, septic system (if applicable) and their distances to property lines.
- Completed Certificate of Compliance energy compliance form with calculations (If applicable. Forms are available upon request or contact the NH Public Utilities Commission at 271-6306).
- Septic System design approved by the NHDES Subsurface System Bureau (if applicable).
- Permit fee(see fee schedule).

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

- Completed application.
- Site Plan showing location of swimming pool, existing structures of the site, and their distances to property lines.
- Plan of pool showing proposed location of all filters, pumps, heaters, GFCI electrical receptacles, and lights in and around pool.
- Proposed fencing, gates and barrier details in compliance with section AG105 of the IRC.
- Electrical bonding plan, including all metal parts, rebar, and equipment.

- Permit fee (see fee schedule).

New - Other than One- and Two Family structures (Other than R-3 Use Group)

- Completed application.
- A complete set 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 or Town sewer connection approved by the Department of Public Works.
- Driveway Permit approved by the Department of Public Works or NH 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 are available upon request or contact the NH Public Utilities Commission at 271-6306).
- For buildings over 5,000 square feet in area require sprinkler working plans approved by the Fire Department shall be submitted to the Code Enforcement Office prior to installation of sprinkler system.
- Fire Department plan review approval.
- Permit fee (see fee schedule).

Additions or remodeling of structures Other than One and Two Family (Other than R-3 Use Group)

- Completed application.
- A complete set 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 (If applicable. Forms are 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 Subsurface System Bureau (if applicable).
- Fire Department approval.
- Permit fee (see fee schedule).

Complete construction plans shall include but are not limited to the following:

Foundation

- Footing size (width and height) and depth below grade.
- Rebar sizes and locations.
- Footing drains if required.
- Method of damp-proofing.

- Foundation wall thickness or pier size, height, and anchor bolt spacing.
- Location of **Emergency Escape and Rescue Opening** to be shown in accordance with R310.

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 and header details for all windows and door openings.
- Wall bracing methods to be described per R602.10.
- Rafter sizes, spacing, spans, roof pitches, 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 or ridge beam 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 for new construction and additions or alterations per R313.2.1.
- Insulation details including R-Values for floor or foundation, walls and ceiling or roof.
- Minimum finished ceiling heights.
- Stairway width, headroom, riser height, tread depth and handrail details required on interior or exterior stairways.
- 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. Please note that **window openings** must be a minimum of 24 inches above finished floor if the opening is more than 72 inches above finished grade (R612.2).
- Attic access location with a minimum dimension of 22 x 30 inches, if required.
- Details of attic ventilation.
- Garage and dwelling fire separation details to be provided in accordance with R302.6.

Please be advised that the review of applications or plans by Officials of the Town of Peterborough, 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 shall remain fully responsible for complying with all applicable United States, State of New Hampshire or Town of Peterborough laws, ordinances, regulations or conditions of other Town Officials or Town Boards.

FEE SCHEDULE

Please refer to Chapter 202 – Fees.

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 Towns 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 of advance notice is required. Should an inspection find that some of the work does not conform to approved application, plans, or code then the Code Official will advise and possibly issue a notice for corrections that will normally require a re-inspection.

Foundation

- Footings prior to pouring concrete. Please note that all setbacks are to be verified at this time. Please have corner bounds/property lines clearly marked for inspection to prevent delay of pouring walls. The applicant must be able to demonstrate to the satisfaction of the Code Enforcement Officer that the proposed construction meets all applicable setbacks, otherwise a certified plot plan of the applicable boundary lines, prepared by a licensed surveyor, will be required prior to approval of the proposed construction.
- Sanitary facilities (rest room) 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).

Water and Sewer Connections

- Inspections of water and sewer connections to structures to be inspected and approved by the *Public Works Department*. Please call 924-8000 ext 100 for inspections.

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 P2503 of the IRC and/or section 107 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.

Sprinkler Systems

- Inspection and approval of sprinkler system to be made by the *Fire Department*. Please call 924-8090 for inspections.

Insulation

- Prior to applying a vapor retarder 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 300square 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 (if required).
- Final inspection of driveway and acceptance by Public Works Department (if required).
- Septic Systems Approval for Operation by NHDES Subsurface System Bureau to be provided (if applicable).

- Water and sewer connections or alterations approved by the Public Works Department (if required).
- Copy of Potable water test to be provided for private wells.
- Driveway entrance numbered in both directions. The numbers and letters must be in contrast with the background, a minimum of 4 inches in height and 1/2" stroke, in accordance with section 239-5 K of the Driveway Regulations.
- Compliance with Zoning Board of Adjustments and Planning Board approvals (if applicable).