

Residential Building Permit Application Process

Town of Franconia

PO Box 900, Franconia, NH 03580
Selectmen's Office 603.823.7752

Building Permit Required:

A Building Permit is required for the following:

R105.1 Required. Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to the Town and obtain the required permit.

R105.2 Work exempt from permit. Permits shall not be required for the following. Exemption from permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances.

Building:

1. One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area does not exceed 200 square feet.
2. Fences not over 6 feet high.
3. Retaining walls that are not over 4 feet in height measured from the bottom of the footing to the top of the wall.
4. Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2 to 1.
5. Sidewalks and driveway repairs.
6. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
7. Prefabricated swimming pools that are less than 24 inches deep.
8. Swings and other playground equipment.
9. Window awnings supported by an exterior wall which do not project more than 54 inches from the exterior wall and do not require additional support.
10. Decks not exceeding 200 square feet in area, that are not more than 30 inches above grade at any point, are not attached to a dwelling and do not serve as the required exit door.

Electrical:

1. Listed cord-and-plug connected temporary decorative lighting.
2. Reinstallation of attachment plug receptacles but not the outlets therefor.
3. Replacement of branch circuit overcurrent devices of the required capacity in the same location.
4. Electrical wiring, devices, appliances, apparatus or equipment operating at less than 25 volts and not capable of supplying more than 50 watts of energy.
5. Minor repair work, including the replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles.

Gas:

1. Portable heating, cooking or clothes drying appliances.
2. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.
3. Portable-fuel-cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.

Mechanical:

1. Portable heating appliances.
2. Portable ventilation appliances.
3. Portable cooling units.
4. Steam, hot or chilled water piping within any heating or cooling equipment regulated by this code.
5. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.
6. Portable evaporative coolers.
7. Self-contained refrigeration systems containing 10 pounds or less of refrigerant or that are actuated by motors of 1 horsepower or less.
8. Portable-fuel-cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.

The stopping of leaks in drains, water, soil, waste or vent pipe; provided, however, that if any concealed trap, drainpipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and a permit shall be obtained and inspection made as provided in this code.

The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, and the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.

Application Requirements:

The following items must be included with the application including the application fee.

- Street Address and Tax Map and Lot number.
- Complete contact information for both the Property owner and the Contractor including email addresses and telephone numbers.
- A site sketch or drawing accurately showing the size of the lot, the property lines, and the setbacks to the structure that demonstrates compliance with zoning setback requirements.
- Dimensioned floor plans for all floor levels specifying each room with its intended use.
- Dimensioned exterior elevation plans for new construction or work that will change the roofline. See the Zoning Ordinance for height requirements.
- A State Septic Approval for Construction number for the system designed for the use that is being proposed. The Town needs to review septic design before submission to NH DES for approval.

- Driveway permits as required. Driveway permits are required on State and Town roads. For Town roads contact the Town Office at 603-823-7752. For State Driveway Permits contact DES at 603-788-4641.
- Renovation or Demolition projects: Evidence of required inspections for asbestos and lead. Information is available from DES at <http://www.des.nh.gov>. Evaluation of asbestos and lead containing materials is necessary prior to demolition or renovation of any structure.
- Certified approved Energy Code number from NH Public Utilities Commission as required. Information is available at <http://www.puc.state.nh.us>.

Note: All plans, drawings and narratives submitted with the application or additionally required will be permanent records kept on file at the Franconia Town Office.

Items Needed To Obtain a Residential Occupancy Permit:

- A Town approved building permit.
- A State Approval to operate a septic system.
- Required Town of Franconia building inspections, at the appropriate point in the construction process and a final inspection. See below for a list of required inspections.
- Certification that the building complies with the State Energy Code.

Inspections Required by the Town of Franconia:

1. **Review of Plans:** Review of plans at time of Building Permit Application.
2. **Pre-Foundation & Site Disturbance Inspection:** After Site Disturbance, after any required excavation, and after forms have been erected with any required reinforcing steel in place and before pouring concrete.
3. **Flood Plain Inspection** (where applicable): Flood plain construction requires the submission of certification prepared by a registered professional engineer or land surveyor of the elevation of the lowest floor. The inspection will occur once the elevation of the lowest floor has been determined at the site and prior to any construction being initiated.
4. **Frame and Mechanical Inspection:** After roof, all framing, fire stopping, draft stopping, and bracing are in place and **after** rough plumbing, mechanical, gas and electrical have been installed, but **before** insulation and sheetrock, plaster or other interior finishes are installed.
5. **Final Inspection:** After permitted work is complete and prior to occupancy. Should a re-inspection be required a fee of \$50 must be paid in advance prior to the inspection.

It is the responsibility of the contractor to arrange for inspections at the appropriate stage of the work.

Code Compliancy Requirements:

The State Building Code is a statewide code and State Law requires compliance with the State Building Code. All construction must comply with the State Building Code, State Fire Code and the Town of Franconia Zoning Ordinance. The current codes and the applicable versions are as follows:

- International Residential Code 2009 (residential)
- International Building Code 2009 (commercial)
- International Energy Conservation Code 2009
- International Plumbing Code 2009
- National Electric Code 2017 as of 1.1.2018
- National Fire Protection Association – NFPA 101 (Life Safety) Version 2015
- National Fire Protection Code – NFPA 1 (Fire Protection) Version 2009

The State Building Code and State Fire Code reference these codes, but have been amended. All applicable building codes with amendments can be reviewed on line at no cost <https://www.nh.gov/safety/boardsandcommissions/bldgcode/nhstatebldgcode.html>

Please note:

1. Any Electrical work must be completed by a licensed electrician per RSA 319-C:1.
2. Any plumbing work must be completed by a licensed plumber per RSA 329-A.
3. Any gas work must be completed by a licensed gas fitter per RSA 153:28
4. 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 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.

Key components of the design criteria for all residential work is the following:

1. Frost Depth is 60" and the bottom of footings to the grade level must be 60" the entire perimeter of the foundation.
2. The design wind speed is 90 mph.
3. The snow ground load at 1,700 feet elevation is 95 psf which is modified by 2.1 psf feet for each 100 feet either above or below elevation 1,700.
4. Decks must comply with the State Building Code and often are built incorrectly.
5. Headers in wall openings in load bearing walls must comply with the code which requires double and in some case triple jacks. The jacks are to be continuous from the sill to the header.

6. The Building Inspector is available to assist with any questions or with assistance in interpreting the code.

Building Permit Fees: Building permit application fees are in addition to the permit fee which is based on the square footage of what is being built. The square footage used for the calculation of the fee includes any space that could be occupied such as basements, garages, decks and porches. It would not include attics or crawl spaces. The application fee must accompany the application. The permit fee will be calculated by the Building Inspector and must be paid in full at the time the building permit is issued. The minimum permit fee excludes the application fee.

<u>TYPE OF PERMIT</u>	<u>APPLICATION FEE</u>	<u>SQUARE FOOT COST</u>	<u>MINIMUM PERMIT FEE</u>
SINGLE FAMILY HOME	\$150	15 CENTS	\$350
ADDITIONS INCLUDING PORCHES AND GARAGES THAT ALTER THE FOOTPRINT	\$50	15 CENTS	\$200
DECKS, OUTBUILDINGS	\$50	NONE	\$100
INTERIOR RENOVATIONS (RESIDENTIAL)	\$50	NONE	\$200
MANUFACTURED HOMES	\$50	NONE	\$100
DEMOLITION PERMIT	\$50	NONE	\$100
SOLAR PANEL INSTALLATION	\$100	NONE	\$300
MULTI-FAMILY	\$200	18 CENTS	\$600
COMMERCIAL (NEW OR RENOVATIONS)	\$200	18 CENTS	\$600
GENERATOR INSTALLATION	\$50	NONE	\$100

Operations not begun within twelve (12) months from the date of issuance of the permit must seek a renewal permit at a cost of \$100.

RSA 676:17 provides that any individual failing to secure a Building Permit shall be subject to a civil penalty of \$275 per day for every day in violation for the first offence and \$550 per day for every day in violation for a second offence. v. 10.07.2017

