

Building Office Information

These instructions will assist you to complete the building permit application, to familiarize you with Goffstown building codes, and to help you through the construction successfully.

CODES BEING ENFORCED IN THE TOWN OF GOFFSTOWN

NON-RESIDENTIAL CONSTRUCTION

State Codes apply to all Non-Residential construction and Residential construction over three stories high. State Codes adopted by the Town of Goffstown by reference are from the International Codes Family and include:

- **The International Building Code 2009**
- **The International Plumbing Code 2009**
- **The International Mechanical Code 2009**
- **The International Energy Conservation Code 2009**
- **The Electrical Code is the NFPA 70 National Electrical Code 2008**

RESIDENTIAL CONSTRUCTION

These codes apply for all detached one and two family dwellings and multiple single family dwellings (town houses) not more than three stories in height with separate means of egress and their accessory structures.

- **International Residential Code 2009**
- **International Plumbing Code 2009**
- **NFPA 70 National Electrical Code 2008**
- **NH Residential Energy Code (a State Code)**
- **Fire Dept. NFPA, Life Safety**

REQUIREMENTS FOR BUILDING PERMITS

All Forms are Available On-Line

BUILDING PERMIT APPLICATIONS SHALL CONSIST OF THE FOLLOWING CONSTRUCTION DOCUMENTS:

- **Application For Building Permit.** May be obtained in the Building Department or on line. Application must be signed by owner.

For All Non-Residential and Residential 3 Stories or more

- Three complete sets of plans stamped by an architect or engineer. Plans shall include Plumbing, Mechanical and Electrical layouts.
- Certification for Energy Code Compliance.

Residential

- Two complete sets of plans. Plans shall include the following:
- **Plot Plan.** The plot plan shall show the lot with dimensions of all lot lines. The building enveloped (zoning and wetland conservation District Setbacks). Location of the proposed foundation. Exact driveway location and driveway profile with elevations starting from edge

of road to the finish grade at the proposed house/garage location. Driveways over 300 feet in length shall meet all applicable NFPA requirements. Driveways longer than 300 feet in length and or driveways having a slope greater than 5% shall have the driveway plan designed and certified by a licensed surveyor or engineer. **A copy of the plot plan shall be forwarded to the town engineer for approval prior to building permit being issued.**

- **Floor Plans** (identify all rooms); Elevations showing Front, Sides and Rear elevations; a Typical Section showing cross section of construction details including stairs; and
- Completed NH Residential Energy Code form.

BEFORE A BUILDING PERMIT is issued for new construction:

- **A Driveway Permit** must be issued by the Department of Public Works
- **Property must be posted Map & Lot** prior to obtaining Driveway permit.
- A **Municipal Sewer** connection approval by the Sewer Department on lots where sewer is available OR a **Septic System Design** approved by the Town of Goffstown and the State Department of Environmental Services, Water Supply and Pollution Control Division where public sewer is not available.
- **Approval of Certificate of Energy Compliance - this is a State form which is mandatory by state law and must be completed.** It is included with the building permit application packet and comes with instructions provided by the State. Applicant may download the state Energy Code Application, instructions, and NHCHECK Software (a simplified version) from www.puc.state.nh.us.

SCHEDULE OF INSPECTIONS

1. FOUNDATION INSPECTION

Non-Residential: When rebar is in place prior to placing concrete in footing. When rebar is in place in foundation prior to pouring concrete in foundation. When foundation is ready for backfill.

Residential: When foundation is coated, foundation drains are installed and ready to backfill.

2. CERTIFIED FOOTING/FOUNDATION PLAN INCLUDING WELL LOCATION MARKER:

Must be submitted to the Building Department prior to continuing work. No further inspections will be done without it.

3. FRAME INSPECTION:

When frame is completely done including roof covering.

4. PLUMBING INSPECTION:

When rough Plumbing is done, testing may be done with water or air. Licensed Plumber must obtain plumbing permit

5. ELECTRICAL INSPECTION:

When rough Electrical is done. Licensed Electrician must obtain Electrical permit

6. MECHANICAL INSPECTION:

When mechanical work is rough in. All heating equipment including oil and gas burners, fireplaces, (wood burning, coal and gas) and all other heating equipment is under the Fire Department jurisdiction and must be inspected by the fire department. For inspection on these items call (497-8287).

7. INSULATION INSPECTION:

When insulation is done. Insulation shall not be in place until all inspections listed above have been made and all work passed inspection.

- 8. FINAL INSPECTION:** When all work is completed. This includes all interior work. All exterior work including steps, rails and all other work connected with the construction shown on plans. In the event that final grading cannot be completed due to weather conditions or other conditions and is agreeable to the seller and the owner, a minimum of rough grading starting at the foundation and sloping away from the foundation a minimum slope according to code will be required prior to a Certificate of Occupancy being issued.

In a single family dwelling, it is permitted for a homeowner to do his own work excluding plumbing provided he obtains permits for the work to be done and the work passes inspections.

REQUIREMENTS FOR CERTIFICATE OF OCCUPANCY

- Final driveway approval and release from the Department of Public Works.
- Final inspection and release from the Fire Department.
- Final inspection by the Building Department. All work must be completed according to building codes to pass inspection.
- Final approval and release from the Sewer Department or approval to operate septic system from DES Water Supply and Pollution Control Division.
- Well water test (free of all bacteria). All well radius of 75 feet must be totally on the lot.
- All fees including re-inspection fees, sewer fees, impact fees, current use taxes and or other fees taxes or charges owed the town shall be paid prior to a Certificate of Occupancy being issued

Marc Tessier
Building Inspector, Building Code Enforcement Officer
Health Officer