



Town of Enfield

Residential & Agricultural Building Permit Procedure

This is to inform you of the process of obtaining a Building Permit and subsequently a Certificate of Occupancy. The purpose of building codes is to provide minimum standards for the protection of life, limb, health, property and environment and for the safety and welfare of the consumer and general public. A building permit is required before you begin construction, alterations or repairs, other than ordinary repairs.

1. Submit an application for Building Permit accompanied by:
 - a. Three (3) copies of your Site Plan: a site plan is a plot plan of the lot, to scale, showing proposed and existing structure/s, including distances from the proposed structure to all lot lines, streams, lake, pond or wetlands. (aerial view)
 - b. Three (3) complete set of Building Plans and Specifications: a list of all materials to be used in the construction. (examples: joists, bedroom window sizes to meet emergency escape requirements, handrails and guard rails, insulations and R-value, foundation drainage, etc.)
 - c. Total square footage of building: basement, first floor, second floor, third floor, etc.
2. Three (3) separate permit applications for electrical, plumbing, mechanical and oil or gas heating systems may be required. A demolition permit is required before removal of any structure. **Approval must be obtained and taxes must be paid prior to moving a mobile home off its lot.** Please contact the Building Inspector for details.
3. Submit an application for a Driveway Access Permit, if applicable, to the Planning/Zoning Administrator. Driveways connecting to State roads need State approval. (Call N.H. Dept. of Transportation, District #2 Office at 603-448-2654)
4. Obtain specifications and a list of fees for Municipal Water and Sewer services, if applicable, from the Department of Public Works, 603-632-4605 or email at kdaniels@enfield.nh.us.

When you have completed steps 1 through 4, submit your application and plans and pay applicable fees. Please see section entitled **Building Permit Fees** for details.

Your building permit will be issued per IRC 2006 Sec. R105.3.1 Action on Application. An additional inspection fee, based on the type and square footage of the building project is due at this time. The permit will be VOID if you have not started work within twelve (12) months of the date of approval. The permit expires one (1) year from the date of approval.

NOTE: *You must provide employees with sanitary facilities during construction of the project.*

Construction and demolition debris is not accepted at the Enfield Transfer Station and Recycling Center, but must be disposed of at the Lebanon, NH or Hartford, VT Landfills.

CODE COMPLIANCE INSPECTIONS: When construction BEGINS, the following code compliance inspections MUST BE REQUESTED IN ADVANCE:

- a. Foundation footings, forms and reinforcement, if applicable. Lot pins must be in place at this inspection to assure the set back requirements are met. If the pins are not there, or they can not be verified, the construction will not be approved or allowed to continue.
DO NOT POUR CONCRETE UNTIL THE ABOVE HAS BEEN APPROVED.
- b. Foundation - insulation, waterproofing and drainage, prior to back-filling.
- c. Structural - rough frame, electrical and plumbing prior to covering.
- d. Inspection of the heating systems and/or wood burning stove. All under-ground fuel tanks and piping must be inspected prior to back-filling.
- e. Final inspection.

CERTIFICATE OF OCCUPANCY: You may not use or occupy a building or structure, in whole or in part, until a Certificate of Occupancy has been issued. You must apply to the Building Inspection Department for a Certificate of Occupancy, in writing, ten (10) days prior to issuance. NO OCCUPANCY WILL BE ALLOWED WITHOUT AN APPROVAL FOR OPERATION FROM THE STATE OF NEW HAMPSHIRE FOR THE SEPTIC SYSTEM.

If you have any questions, or wish to phone any of the above mentioned departments, please call:

- ◆ Building Inspection Department 632-4343 Ext. 5426
Hours: Monday—Thursday 8:00 am.—1:00 pm. pneily@enfield.nh.us
- ◆ Planning/Zoning Administrator 632-4067 Ext. 5427
Hours: Monday—Thursday 8:00 am.—1:00 pm. jtaylor@enfield.nh.us
- ◆ Conservation Commission 632-5026
conservation@enfield.nh.us
- ◆ Public Works Department (Inc. Highway, Water & Sewer Depts.) 632-4605 Ext. 5417
Hours: Monday - Friday 8 am.—3 pm. kdaniels@enfield.nh.us

The Town is presently using the 2006 International Residential Code/applicable State Codes. Copies are available for viewing at the Enfield Public Library. If you have any questions regarding the permit process or building codes, please contact the Building Inspection Department.

Building Permit Fees

The Building Permit **Processing Fee** is payable upon submission of the permit application. This fee is non-refundable.

The Building Permit **Inspection Fee** is payable upon approval of the application and issuance of the permit. This fee is refundable per the IBC 2006 Building Code. In the event your project is not undertaken or completed, a request for refund should be submitted to the Building Inspector, in writing.

Other fees including, but not limited to, fees for Water and Sewer inspections may apply.

Building Permit Fee Schedule Effective May 1, 2003

Permit Type	Processing Fee	+	Inspection Fee (per Square Foot)
*Single Family Homes (stick built, double wide, modular)	\$40.00	+	12¢
*Mobile Homes (single wide)	\$25.00	+	8¢
*Garages & Barns	\$25.00	+	8¢
Additions & Renovations	\$35.00	+	12¢
Storage Buildings, Decks & *Pools (storage buildings, no entry of vehicle)	\$25.00	+	6¢
*Multi-Family & Condominiums	\$100.00	+	15¢
*Commercial	\$100.00	+	15¢
Demolition	\$10.00	+	No Fee
Plumbing & Electrical (Included in above project packages*, fee only if applying as separate project.)	\$25.00	+	No Fee
Mechanical (Included in above project packages*, fee only if applying as separate project.) REMINDER: OIL BURNER PERMIT OR LP GAS PERMIT <u>MUST BE</u> COMPLETED.	\$25.00	+	No Fee
Reinspection Fee (If inspection is called for and project is not ready, or if project fails 2 times, fee will be charged.)	\$15.00		
Renewal (Only allowed to renew 2 times and must be done before permit period expires.)	50% of Original Permit Processing Fee		
The processing fee is payable upon submission of application. This fee is non-refundable.			
The inspection fee is payable upon approval of application and issuance of permit.			
Work must proceed within the 12 month period that the permit was originally issued.			
Inspection fees for projects not under-taken are refundable per IBC 2000 code, this request must be done in writing to the Building Inspector within the current year of the permit.			

Wetlands

The definition of a wetland has been expanded in recent years. Wetlands are now stringently protected by State of New Hampshire RSA 482A and their Code of Administrative Rules, the Federal Government, and by the Enfield Zoning Ordinance. A permit is required from the New Hampshire Wetlands Bureau (NHWB) for any construction, excavation, removal, filling, dredging in wetlands, prior to altering your land in any way.

Wetlands are determined by soil type (Poorly and Very Poorly Drained according to the Soil Conservation Survey), by water content in those soils and vegetation type. Most wetlands are obvious, some are not. Wetlands may be a seasonal phenomenon. Seasonal streams, swales, flood plains, ponds, bogs, streams, meadow wetlands can all be considered wetlands.

Some examples of situations where a permit is needed:

- alterations of stream beds and disturbing of stream bankings;
- installation, repair or replacement of culverts in wetlands;
- dredging, filling, building or repair of structure in bodies of water, including beaches, docks, retaining walls or breakwaters;
- alteration of any pre-existing natural or manmade drainage pattern, including diverting runoff for a house site or backyard drainage system;
- driveway access through a wetland to an upland building site;
- filling of wetlands for a road, house site, septic system or other purpose;
- construction of backyard ponds.

It is strongly recommended that if you have doubts or questions regarding a possible wetland on your property that you contact either the Enfield Conservation Commission Chairman (603-632-5026 or conservation@enfield.nh.us) or the New Hampshire Wetlands Bureau (603-271-2147). Applications can be obtained from the Enfield Town Clerk or the New Hampshire Wetlands Bureau.

New Hampshire Department of Environmental Services (DES) Minimum Shoreland Protection Standards, RSA 483-B

LIMITS WITHIN THE PROTECTED SHORELAND

Prohibited Uses (RSA 483-B:9, II):

250 ft

- ◆ Establishment/expansion of salt storage yards, auto junk yards, solid waste & hazardous waste facilities.
- ◆ Use low phosphate, slow release nitrogen fertilizer from 250 feet to 25 feet.

Uses Requiring State Permits:

- ◆ Public water supply facilities (RSA 483-B:9, III)
- ◆ Public water & sewage treatment facilities (RSA 483-B:9, IV)
- ◆ Public utility lines (RSA 483-B:9, IV-b)
- ◆ Existing solid waste facilities (RSA 483-B:9, IV-c)
- ◆ All activities regulated by the DES Wetlands Bureau per RSA 482-A (RSA 483-B:9, II (c))

Other Restricted Uses:

- ◆ All new lots, including those in excess of 5 acres, are subject to subdivision approval by DES. (RSA 483-B:9, V (b) (1))
- ◆ Setback requirements for all new septic systems are determined by soil characteristics. (RSA 483-B:9, V (b) (2))
- ◆ Minimum lot size in areas dependent on septic systems determined by soil type. (RSA 483-B:9, V (e) (1))
- ◆ Alteration of Terrain Permit standards reduced from 100,000 sq. ft. to 50,000 sq. ft. (RSA 483-B:6, I (d))
- ◆ Total number of residential units in areas dependent on on-site sewage & septic systems, not to exceed 1 unit per 150 feet of shoreland frontage. (RSA 483-B:9, V (e) (2))

NATURAL WOODLAND BUFFER RESTRICTIONS (RSA 483-B:9, V (a))

150 ft

- ◆ Where existing, a natural woodland buffer must be maintained.
- ◆ Tree cutting limited to 50% of the basal area of trees, and 50% of the total number of saplings in a 20 year period. A healthy, well-distributed stand of trees, saplings, shrubs, and ground covers must be maintained.
- ◆ Stumps and their root systems must remain intact in the ground within 50 feet of the reference line.
- ◆ The opening for building construction is limited to 25 feet outward from the building, septic system, and driveway.
- ◆ The opening for accessory structures is limited to 10 feet outward from the footprint.

NEW SEPTIC SYSTEM LEACHFIELD SETBACKS (RSA 483-b:9, V (b) (2))

- ◆ 125 feet where soil down gradient of leachfield is porous sand & gravel. 125 ft
- ◆ 100 feet where soil maps indicate presence of soils with restrictive layers within 18 inches of natural soil surface. 100 ft
- ◆ 75 feet where soil map indicates presence of all other soil types. 75 ft
- ◆ 75 feet minimum setback from rivers.

PRIMARY BUILDING LINE*

- ◆ Primary structure setback 50 feet from the reference line. (RSA 483-B:9, II (B)) 50 ft
- ◆ Fertilizer use is prohibited within 25 feet of reference line. (RSA 483-B:9, II (d)) 25 ft
- ◆ Accessory structure setback 20 feet from the reference line. (EnvWs 1405.04) 20 ft

REFERENCE LINE (RSA 483-B:4, XVII)

- ◆ For coastal waters = highest observable tide line.
- ◆ For rivers = ordinary high water mark.
- ◆ For natural fresh waterbodies = natural mean high water level.
- ◆ For artificially impounded fresh waterbodies = water line at full pond.

* If a municipality establishes a shoreland setback for primary buildings, whether greater or lesser than 50 feet, that defines the Primary Building Line for that municipality.