



Town of Enfield

BUILDING PERMIT PROCEDURE

RESIDENTIAL DWELLINGS AND ACCESSORY USES

This is to inform you of the procedure for obtaining a Building Permit and subsequently a Certificate of Occupancy. The purpose of Building Inspection Departments is to ensure minimum standards for the protection of life, health, property, and the environment. A Building Permit is required before you begin new construction, alterations, additions, demolition, or repairs other than ordinary maintenance. "The construction, design, structure, maintenance, and use of all buildings or structures to be erected and the alteration, renovation, rehabilitation, repair, removal or demolition of all buildings and structures previously erected shall be governed by the provisions of the state building code." (NH-RSA 155-A:2)

1. Submit a Building Permit application accompanied by these Construction Documents:
 - a. One (1) copy of your Site Plan: a Site Plan is an aerial “birds-eye” view of the lot drawn to scale; or with distances marked from an outline of the proposed structure to: property lines, roads, existing structures, and all water including lakes, ponds, streams, and wetlands.
 - b. One (1) set of Building Plans: a Building Plan includes Structural Elements: beam sizes and spans, joist sizes and spans, rafter sizes and spans, post sizes and heights; and Life Safety Features: guardrail heights, bedroom window sizes, second story window sill heights, and locations of required tempered glass for windows adjacent to stairs, doors, showers/tubs, and hot tubs/spas.
 - c. One (1) completed NH Residential Energy Code Application
 - d. NHDES Approval for Construction of Individual Sewage Disposal System, if applicable.
 - e. NHDES Wetlands Bureau permit, if applicable.
2. Three (3) separate permit applications for Electrical, Plumbing, and Mechanical systems may be required to sufficiently describe the project. NH License numbers are required for contractors.
3. A Demolition Permit is required before the removal of any structure. Approval must be obtained and taxes must be paid prior to moving a mobile home off its lot. An Asbestos Containing Materials Survey, performed by a qualified contractor, must be included with the Demolition Permit for any structure built prior to 1980.
4. Submit an application for a Driveway Access Permit to the Public Works Department. Driveways connecting to State roads need State approval—call NH Department of Transportation, District #2 Office at 603-448-2654.
5. Obtain specifications and a list of fees for Municipal Water and Sewer services, if applicable, from the Public Works Department.

When you have completed steps 1-5, submit your application and construction documents to the Building Inspection Department. The Building Permit Fee Schedule will be used for cost calculation based on project type and square footage. Permits will be processed per IRC 2015 Sec. 105, and expire one (1) year from approval date. Permit renewals must be approved prior to date of expiration.

All permit holders are requested to contact the Building Inspector at 603-442-5426, inspector@enfield.nh.us for assistance with any uncertainty regarding NH State Building Code compliant materials and methods of construction prior to performing the work.

CODE COMPLIANCE INSPECTIONS: State law requires the following inspections prior to concealment of the work, and must be requested at least 24 hours in advance:

FOUNDATION INSPECTION: Setbacks, footing depth, reinforcement, sill anchors, footing drains, foundation damp-proofing. **Note:** Concrete encased electrical grounding is required for new construction. **DO NOT PLACE CONCRETE PRIOR TO APPROVAL!**

UNDERSLAB INSPECTION: Plumbing, electrical, mechanical. Sand bedding to be used for piping. **DO NOT COVER PRIOR TO APPROVAL!**

ROUGH-IN INSPECTION: Plumbing, electrical, mechanical, fuel gas, structural framing, truss bracing, firestopping. **DO NOT INSULATE OR COVER PRIOR TO APPROVAL!**

FINAL INSPECTION: Building is substantially complete and ready to be used as intended; all Life Safety Features are in place; no Fire Code violations exist; all heating, electrical, hot water and sanitation systems are approved; all previously required corrections completed, 911 address displayed, only minor work remaining.

Note: Final Inspection must be completed for the Town to issue a Certificate of Occupancy.

CERTIFICATE OF OCCUPANCY:

It is illegal to occupy the building, in whole or in part, until a Certificate of Occupancy has been issued. You must apply to the Building Inspector, in writing, ten (10) days prior to issuance.

Note: No occupancy will be allowed without an approval for operation from the State of NH for the septic system.

The NH State Building Code is available to the public, and may be found on the Enfield website at <http://www.enfield.nh.us> under Building Inspection; Current Building Codes