



Town of Enfield
Building Inspection, Fire Designee, and Health Officer
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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. When you have completed steps A & B, submit your application and construction documents to the Building Inspection Department. The Building Permit Fee will be calculated based on project type and square footage. Permit applications will be reviewed for compliance with New Hampshire adopted codes and amendments. Approved permits expire one (1) year from approval date. Permit renewal applications must be submitted for expired projects. All residents and contractors are encouraged to contact the Building Inspector for information regarding NH State Building Code compliant construction.

- A. Complete and sign the Building Permit Application form. NH Master License numbers are required for contractors performing Electrical, Plumbing, or Propane Gasfitting work.
- B. Provide the following (5) five Documents along with the Building Permit Application:
 - 1. ISDS Approval for Construction of the septic system by NHDES, or Town Sewer connection. Specifications and a list of fees for Municipal Water and Sewer services, if applicable, can be obtained from the Public Works Department 603-632-4605.
 - 2. NHDES Shorelands or Wetlands Bureau permit approval, if applicable.
 - 3. Site Plan: The purpose of the Site Plan is to ensure the proposed construction is in conformance with Enfield Zoning requirements for setback distances to: property lines, roads, existing structures, and all water including lakes, ponds, streams, and wetlands. NHDES approved plans (#s 1 and 2 above) will usually provide sufficient information.
 - 4. Building Plan Drawings: The purpose of the Building Plans is to provide Structural and Life Safety information for code review. STRUCTURAL information includes: beam sizes and spans, joist sizes and spans, rafter sizes and spans, roof truss snow load design 85psf, post sizes and heights. LIFE SAFETY information includes: guardrail heights, egress window sizes, second story window sill heights, and notations of tempered glass for windows adjacent to stairs, doors, showers/tubs, and hot tubs/spas.
 - 5. NH Residential Energy Code Application form EC-1, or REScheck calculations.

The purpose of the Building Inspector and Permit Process is to ensure minimum standards for the protection of life, health, property, and the environment: “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)

REQUIRED CODE COMPLIANCE INSPECTIONS: NH Building Code specifies the following inspections. All inspections should be requested at least 24 hours in advance:

FOOTING AND FOUNDATION WALL INSPECTION: Zoning setback distances, footing dimensions, foundation wall reinforcement, sill anchors, ventilation and access openings, footing drains. **PLEASE NOTE:** Concrete encased electrical grounding is required to be placed in the footing forms for all new foundations. **DO NOT PLACE CONCRETE PRIOR TO INSPECTION.**

UNDERSLAB INSPECTION: Plumbing, electrical, mechanical. Radiant heating requires additional insulation per NH Energy Code. Radon piping is not required by NH Building Code but is recommended. **DO NOT COVER PRIOR TO INSPECTION.**

FRAMING: Structural framing, truss bracing, connections.

ROUGH-IN INSPECTION: Plumbing, electrical, mechanical, fuel gas.

FINAL INSPECTION: Building is substantially complete and ready to be used as intended with only minor work remaining. Any previous code violations corrected. Operational approval from NHDES for septic systems is needed. Well water must be tested for contaminants. Smoke and Carbon Monoxide Detectors are to be operational and interconnected. Heating system functional. Electrical service panel labeled. Hot water temperature to be set less than 140 degrees. Handrails and guards in place. 911 address posted and visible from the roadway from either travel direction.

PLEASE NOTE: Final Inspection must be completed for the Town to issue a Certificate of Occupancy. It is illegal to occupy the building, in whole or in part, until a Certificate of Occupancy has been issued.

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