

Building Permit Requirements

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 2021**
- **The International Plumbing Code 2021**
- **The International Mechanical Code 2021**
- **The International Energy Conservation Code 2021**
- **The Electrical Code is the NFPA National Electrical Code 2023**
- **The International Existing Building Code 2021**

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 2021**
- **International Plumbing Code 2021**
- **NFPA National Electrical Code 2023**
- **NH Residential Energy Code (a State Code)**
- **Mechanical Code also includes Fire Dept. NFPA, Life Safety**

BUILDING PERMIT FOR NEW CONSTRUCTION

****All Forms are Available at Town Hall or On-Line and must be signed by the owner****

BUILDING PERMIT APPLICATIONS SHALL INCLUDE THE FOLLOWING DOCUMENTS:

For All Non-Residential and Residential 3 Stories or more

- Three complete sets of plans stamped by an architect or engineer licensed in the State of New Hampshire. Plans shall include Plumbing, Mechanical and Electrical layouts.
- A Driveway Permit must be issued by the Department of Public Works. Contact DPW for details at (603) 497-3617.
- 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.

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 with front, sides and rear setbacks and elevations.
- A Driveway Permit must be issued by the Department of Public Works. Contact DPW for details at (603) 497-3617.
- Property must be posted by 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 where public sewer is not available.
- Completed NH Residential Energy Code form. 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. or complete the EC-1 Form.

Miscellaneous Building, Plumbing or Electrical Permits

Description of work to take place and include all related information such as: floor plans, dimensions, materials, plot plan, elevations, energy codes etc.

SCHEDULE OF INSPECTIONS

1. FOUNDATION INSPECTION

Non-Residential:

- When rebar is in place within foundation and prior to pouring concrete into the foundation.
- When foundation is ready – forms removed and before backfill.
- **CERTIFIED FOUNDATION CERTIFICATE** must be submitted to the Building Department **prior to continuing work.** **No further inspections will be done without it.**

Residential:

- When rebar is in place and prior to placing concrete in the footing forms. ICC IRC R403.1
- When foundation is coated, foundation drains, stone and fabric are installed and ready to backfill.
- **CERTIFIED FOUNDATION PLAN** must be submitted to the Building Department **prior to continuing work.** **No further inspections will be done without it.**

2. FRAME INSPECTION: When frame is completely done including roof covering.

3. **PLUMBING INSPECTION:** When rough Plumbing is done, testing may be done with water or air. Licensed Plumber must obtain plumbing permit.
4. **ELECTRICAL INSPECTION:** When rough Electrical is done. Licensed Electrician must obtain Electrical permit
5. **MECHANICAL INSPECTION:** When mechanical work is roughed 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).
6. **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.
7. **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.

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 Quality Test Results – Ordinance available at Town Hall

NOTICE: Effective March 23, 2018 – A current water quality report from a laboratory accredited under the NH Environmental Laboratory Accreditation Program which shows the associated private well meets minimum Department of Environmental Services drinking water quality standards for the following contaminants: Bacteria, Chloride, Sodium, Iron, Manganese, ph, Hardness, Fluoride, Nitrate/Nitrite, Lead, Arsenic, Volatile Organic Compounds (VOC), and Radon.

All test results shall be submitted to the Building Official and meet the minimum water quality standards prior to the issuance of a Certificate of Occupancy.

- Entire well radius of 75 feet must be totally on the lot.
- Blower Door test results and Duct Work test results (for duct work located in unconditioned space) to confirm compliance with the State of New Hampshire Energy code.
- 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.

Adopted 2018 International Building, Plumbing, Mechanical, International Energy Conservation Codes and International Residential Codes 2009 on 07/11/2022 and NEC 2020 on 01/01/2023.