



CONCORD
NEW HAMPSHIRE

37 Green Street
Concord, NH 03301
Office: (603) 225-8580

Residential Building Permit Application Guide

For the following:

- New One & Two Family Homes
- Additions
- Renovations
- Accessory Buildings
- Garages, Decks & Pools, Solar Arrays



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Who are the building inspectors and how can I contact them?

Dario Carrara, Chief Building Inspector, commercial projects 230-3639, dcarrara@concordnh.gov

Pedro Avila, Building Inspector, residential projects: 230-4753, pavila@concordnh.gov

Please call or [visit our website](#) for office hours.
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Can I view this guide on the City's website?

Yes! This guide and all referenced examples and forms can be found on the City's [Building Safety webpage](#).

You can pick up a paper copy of this guide and all referenced examples and forms at the Code Administration offices during normal business hours.

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Does the City of Concord legally require property owners to get building permits?

Yes, the City of Concord, under [RSA 674:51](#) has authorized the Code Administrator to enforce the New Hampshire State Building Code, as amended.

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When do I need a building permit?

Permits are required for:

- Constructing, altering, repairing, moving, demolishing, or changing the occupancy type of any building or part of a building. This includes any structural changes.
- Installing, altering, or repairing any electrical, plumbing, gas, or mechanical systems.
- Creating new habitable living space, even in an existing building.
- Any changes in the means of egress (exits).
- Replacing kitchen cabinets or countertops.
- Above ground or in-ground pools.
- Decks, porches, sheds and garages.
- Generators and solar arrays.

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Permits are NOT required for:

Accessory structures and sheds no larger than 60 square feet

Retaining walls not over 4 feet in height

Painting, papering, tiling, carpeting, and similar finish work

Swimming pools less than 24 inches deep

Window awnings supported by exterior wall that do not project more than 54 inches from exterior wall and do not require additional support

Nonstructural roof coverings and nonstructural exterior building siding.

Replacement windows, siding
Fences up to 7 feet tall

If you are not sure if you need a building permit, please call or email the building inspector. There is no charge for consultations.

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Should I be concerned about zoning and building site issues?

Yes, you may have some zoning and building site concerns. All proposed work must comply with the [City's Zoning Ordinance Article 28](#), and [State DES \(Department of Environmental Services\)](#) rules. Before a building permit can be issued, the building inspector will review the proposed work for zoning and site compliance.

Projects that cannot fully comply with the city's Zoning Ordinance due to a hardship, as defined in NHRSA 674:33, may seek relief from the Zoning Board of Adjustment.

Historical District – All exterior work will require a Building Permit

Some projects may require site plan review approval from the Planning Board. Site plan review is required for the development or expansion of non-residential uses and multi-family dwelling units (other than one and two family dwelling units and conversion apartments). These regulations also apply to any change of use, additions or alterations that change the outward appearance of a structure used for non-residential or multi-family purposes.

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Accessory buildings, including but not limited to tool sheds and greenhouses, and accessory facilities, including but not limited to swimming pools, or tennis courts, *shall be located in the side or rear yard of lot.*

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Do I Need a Permit for Demolition?

A demolition permit may be required based on City of Concord Article 26-9. Please note that a Demolition Permit may take up to 49 days to process and get approved.

Criteria:

Any building or part of a building in the City of Concord will fall under the terms of this article where:

- (a) The proposed demolition is greater than five hundred (500) square feet of gross floor area; and
- (b) The building was constructed more than fifty (50) years before the date of application for demolition permit; and
- (c) The building is visible from the adjacent public right-of-way or public lands.

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Will a Building Permit Change my Tax Assessment?

It may, the Building Department does not determine the assessed value of your property; it only notifies the City's assessing office that a permit has been issued. We are only concerned with the safety and structural integrity of any project and look forward to working with you to meet all current City and State codes.

Will a Building Permit Change my Current Use Classification?

It may. If you have land in Current Use and you change the classification of all or part of the land, it may make a substantial impact on your total Current Use classification, and thus your tax assessment. The Code Administration Division does not manage properties in Current Use. Please see the City's Assessing Department if you have specific questions.

What are the current New Hampshire State building codes?

The [State Building Codes](#) consists of:

- 2015 International Residential Code
- 2017 National Electrical Code (NFPA 70)
- 2015 International Plumbing Code
- 2015 International Mechanical Code
- 2015 International Energy Conservation Code
- 2015 International Existing Building Code

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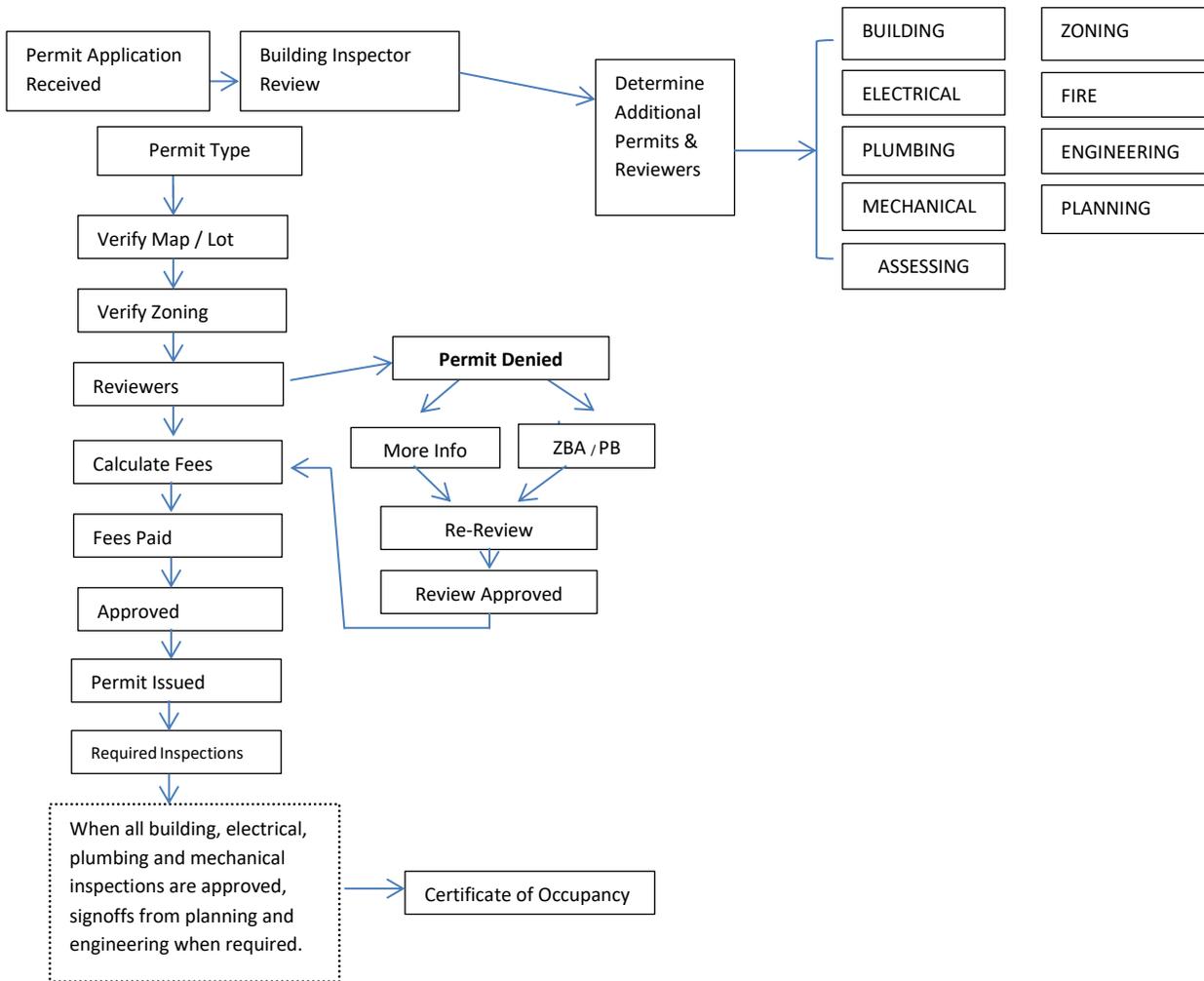
What are the local climate & geographic design criteria?

Even though we have a State building code, there are some local criteria that vary from town to town. Below are the City of Concord's local building design criteria:

- Ground snow load of 70 pounds per square foot.
- Wind speed of 90 miles per hour.
- Seismic design Class B.
- Weathering is severe.
- Frost line depth is 48 inches.
- Termite probability is slight to moderate.
- Flood hazard is based on the FEMA Flood Insurance Rate Maps.

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PERMIT PROCESSING FLOW CHART



How do I get a building permit?

Follow these 5 steps:

1. Fill out the Building Permit Application.

2. Attach all the required submission documentation.

What documentation do I need? That really depends on what you are doing. Some applications may not need any additional documentation and some may need a lot. 'Appendix A' outlines the items you may need. Please contact the Building Inspector if you have any questions.

3. Deliver the completed, signed application and documentation to the Code Administration Office.

4. Allow time for the application to be reviewed and approved by the Building Inspector and reviewers.

Simple projects can be reviewed and approved in days; large projects may take several weeks to process. *Once the review is completed, you will be notified of the cost of the permit.*

What if there is something wrong with my application?

If there are any problems with the application, or something is missing, the Code Administration office will contact you immediately to resolve the issue and move the process forward.

5. Pay for the permit.

Once payment is received, final processing of the permit will be accomplished. Once the permit is processed you can have the permit mailed or pick it up during normal business hours.

Please see the [Fee Schedule](#) for details.

You will receive a Building Permit and a Building Permit Inspection Sheet. Most likely, only some of the inspection items on the Inspection Sheet will apply to your project. Please do not begin construction until the building permit fee has been paid.

Please be aware that separate trades permits are required for: Electrical, Plumbing & Mechanical. If you have any questions, please give us a call.

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Now I have my Building Permit, what do I do next?

Do the work specified on the application.

This is the point where the work gets done and inspected.

What if I need to change or modify my project?

Don't worry, this happens on occasion; contact the Building Inspector ASAP so that any adjustments can be made to the Building Permit. If the scope of the project expands, most often the work can be added to the current permit. The Building Inspector may require additional documentation be submitted or an additional fee may need to be paid.

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What if I need to change my contractor, electrician, plumber, or gas fitter?

Please call the Code Administration Office so we may help you with this.

Call for inspections: (603) 225-8580

Once the Building Permit has been issued, calling for inspections is **THE MOST IMPORTANT** thing to do. ***Inspections are the responsibility of the applicant.***

Building related inspections should be directed to the Building Inspectors, (Pedro or Dario at 225-8580).

Electrical inspections must be scheduled with the Electrical Inspector, George Newton, 230-3644.

Plumbing and Mechanical inspections must be scheduled with Dan Clark, 230-3642.

The number and type of inspections may vary with each project. The General Contractor should call to schedule all building inspections. The licensed tradesperson should call for their respective mechanical, electrical, or plumbing inspections; tradespeople should be prepared to be on-site during their inspections.

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When is the building permit process finished?

A Certificate of Occupancy (or CO) will be issued when all of the following items have been successfully completed (please note that some items may not apply to your project):

- All permitted work has been completed.
- All required inspections have been approved by the Building Inspector.
- Electrical, Plumbing, Mechanical inspections have been approved by the assigned inspectors.
- Building or driveway entrance numbered for E911 purposes.
- Proof of potable water for a private well.
- Septic system 'Approval For Operation' by NH DES.
- Water and sewer connections or alterations inspected by the General Services Department.
- Final inspection of the driveway by Engineering.
- Compliance with any Zoning Board of Adjustment approvals.

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APPENDIX A – Submission Documentation.

This appendix is meant to help you determine what documentation is needed in addition to your completed Building Permit application.

Submission items:

Please provide the following information when you apply for a building permit.
(Some of these items may not be needed for your project.)

- All required ZBA and Planning Board approvals.
- All required State DES permits, such as Alteration of Terrain, Shoreland, and Wetland permits.

A completed, signed, and dated Building Permit Application.

Full scale drawings (1/4" = 1 foot) including:

- *Floor plans for: basement, each story, and habitable attics, with rooms identified by use, and all door and window locations.
 - *Foundation plans showing: footings, wall heights, wall thicknesses, rebar size and locations with anchor bolt locations. For projects using concrete piers, provide pier details and locations.
 - *Elevations showing basement, stories, roof, doors, windows, exterior stairs, bulkheads and decks.
 - *Framing and structural plans and details showing: floors, walls, ceilings, roofs, beams, headers, and engineered products such as trusses, TJIs, and LVLs.
 - *All egress doors and sizes, emergency escapes (egress sized windows), stairs, exterior landings, bulkheads and pull-down ladders.
 - *Plans showing compliance with smoke alarm devices and with carbon monoxide devices.
 - *If additional bedrooms are being created and the building is on private septic system, provide a copy of the septic system approval to show the system is capable of handling the additional load.
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NEW BUILDINGS AND ADDITIONS:

A plot plan showing:

- The locations on the lot of new buildings, additions to existing buildings, and new accessory buildings, in order to verify zoning building setbacks.
- Distances from buildings and additions to front, side and rear property lines.
- Driveway location, new driveways will need a Driveway Permit Application.
- All distances from buildings to property lines (setbacks, wetlands, wetland buffers and shoreland).
- For in-ground pools please show fence or barrier location.

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Construction plan details:

Foundation

- Footing widths, heights, depth below finished grade, and grades.
- Wall thicknesses.
- Rebar sizes and locations. Rebar is needed in some walls depending on the height of the wall and whether the backfill is on both sides, or on one side such as a typical basement.
- Monolithic slabs, up to 600 square feet, can be used for some standalone accessory buildings of light construction. The footing and slab must be poured at the same time and some rebar is required. Please refer to the Example Monolithic Slab Plan.
- Footing drains, including type of pipe, crushed stone, filter fabric, direction of flow, and where the drains will terminate.
- Damp-proofing methods.
- Pier sizes and heights, or pre-cast piers.
- Anchor bolt locations (spacing) on the top of all slabs, walls and piers.
- Location of basement bulkheads, door openings, window openings, and emergency escape and rescue openings. [Return to table of contents.](#)

Framing

- Types and sizes of supporting columns.
- Girder and beam sizes, materials, and spacing between supports. Lumber should be continuous from column to column and not break in the middle.
- Floor joist sizes, spacing on center, span distances, and materials. If engineered floor trusses or I-joists are to be used, a Data Sheet from the truss manufacturer or lumber yard must be submitted for each type of product.
- Sub-flooring materials types and thicknesses.
- Exterior wall heights, stud sizes, stud spacing on center, sheathing materials. Interior structural wall stud sizes and spacing on center.
- Window and door locations with header size details. Distances from finished floors to bottom of window openings. Sleeping rooms shall have at least one emergency egress/rescue opening directly to the outside with a minimum net clear opening of 5 square feet on the grade level and 5.7 square feet for all other locations. The sill height shall not be more than 44" above the finished floor level.
- Wall bracing methods for wind bracing.
- Stairway width, headroom, riser height, and tread depth.
- Ceiling joist sizes, spacing on center, span distances, and materials.

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- Rafter sizes, spacing on center, spans, roof pitches, and materials. Ridge board sizes and materials. Cathedral ceiling ridge beam sizes, spans, and materials. If engineered roof trusses are to be used, a Data Sheet from the truss manufacturer must be submitted for each type of truss.
- Roof sheathing material types and thicknesses.
All engineered wood products, such as LVLs and TJIs shall have a load calculation Data Sheet which is available from the supplier.
- Please submit the first two pages of the NH Residential Energy Code Application (EC-1 Form).

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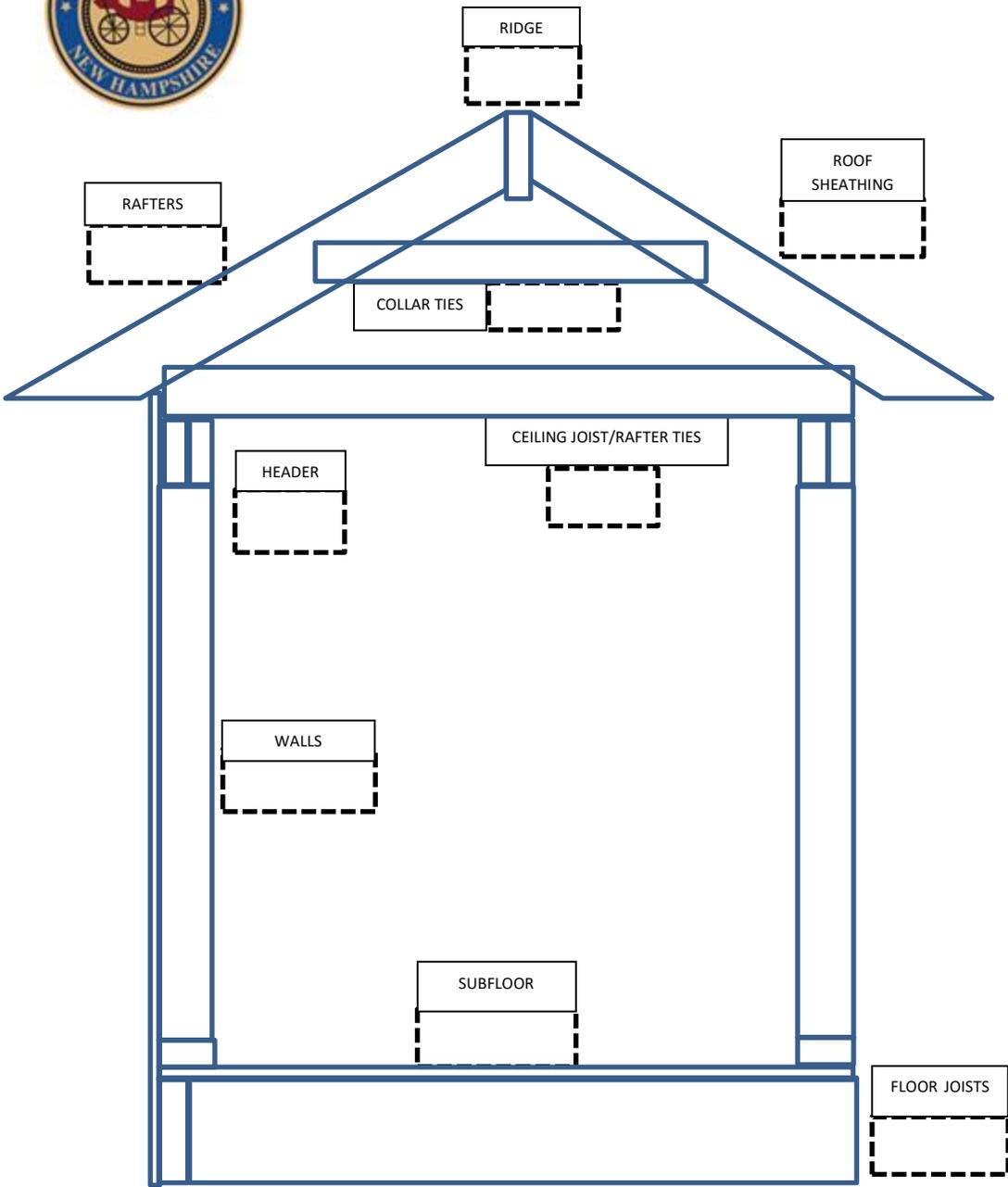
Other Details

- Stairway riser, tread depth, head room, guard and handrail details.
- Locations of all heating systems, furnaces, boilers, electric heaters, geo-thermal equipment, wood or pellet stoves, and ductwork.
- Locations of all chimneys and fireplaces.
- Attic access location with a minimum dimension of 22 x 30 inches, if required.
- Details of attic ventilation.
- Garage and living space fire separation details.
- Dwelling unit separation details, if more than one dwelling or apartment.

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TYPICAL SHED WORKSHEET GUIDE



Shed size:
Length: _____ Width: _____ Height: _____

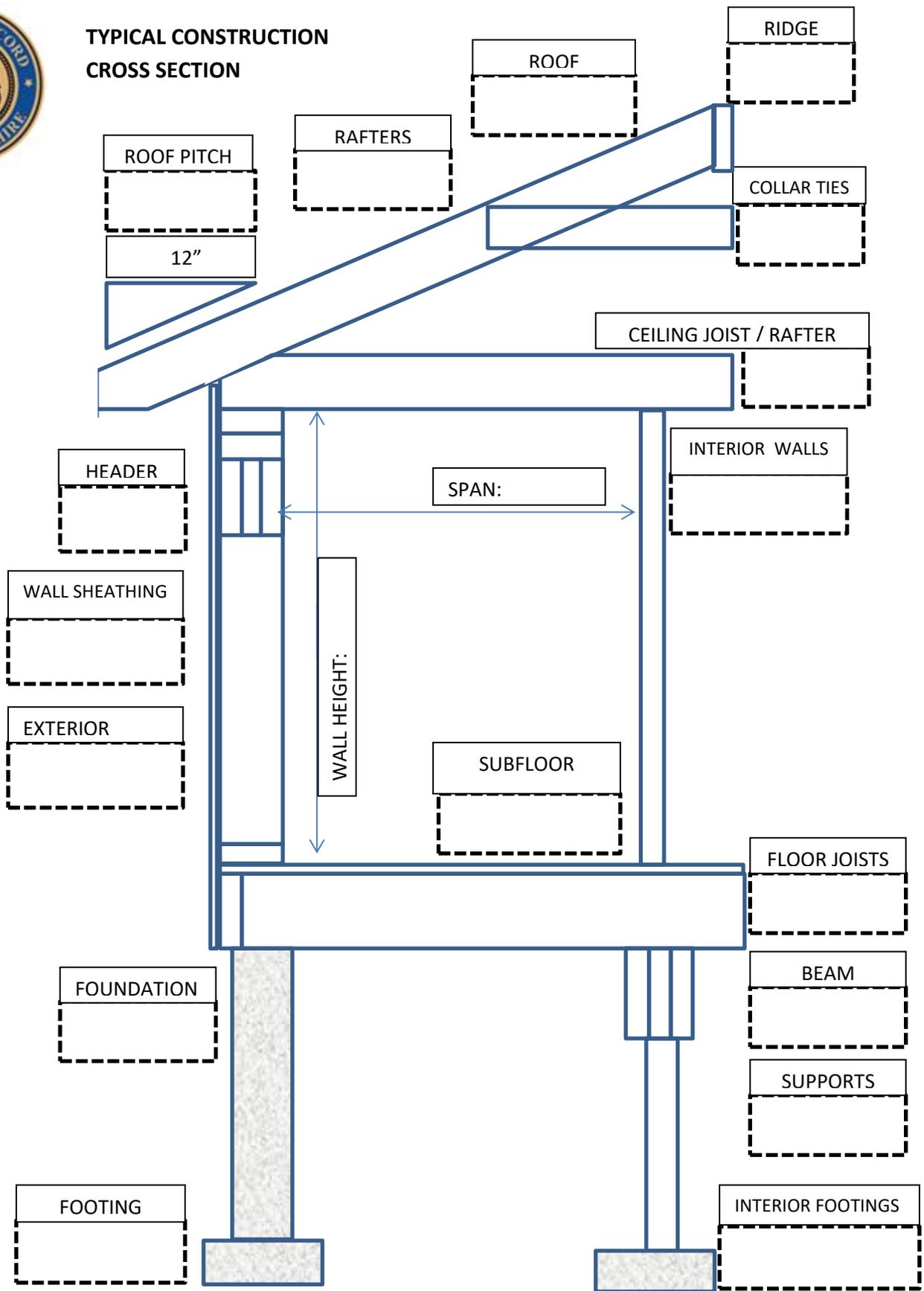
Pre-Fab Delivered:

Built on site:

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TYPICAL CONSTRUCTION CROSS SECTION



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Figure 600-3 Slab Specifications

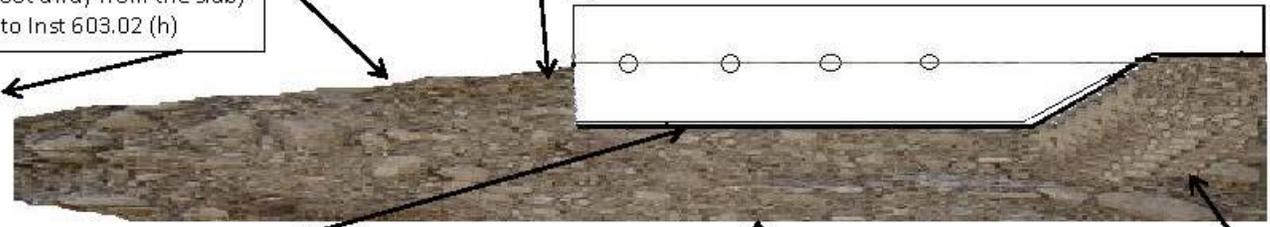


MANUFACTURED HOMES SLAB SPECIFICATIONS

Slab to be monolithic concrete with Fibermix, 3000 psi minimum reinforced with 4 rows of rebar spaced equally in the first 4ft of the outer edge with a bull float finish pursuant to Inst 603.09(b) (1)

Minimum negative slope of 10' around perimeter of slab area. (Note a minimum of one-half inch per foot away from the slab) pursuant to Inst 603.02 (h)

Fill a minimum of 3" up along the perimeter of slab pursuant to Inst 603.09 (b) (1) (a)

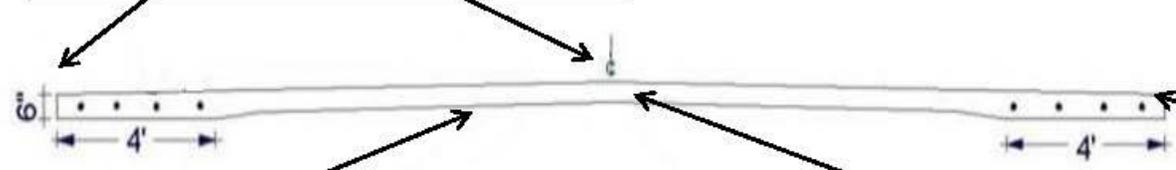


A moisture retarder (6 mil polyethylene) under the entire slab overlap any joints by 12" and tape pursuant to Inst 603.02 (i)

REMOVE TOP SOIL AND ALL ORGANIC SOILS FROM UNDER SLAB AREA PURSUANT TO Inst 603.09 (b) (3)

Minimum of 12" to 14" of Sand or Gravel Compacted pursuant to Inst 603.09 (b) (4)

Center to be raised 1 1/2" to 2" Longitudinal along slab pursuant to Inst 603.02 (g)



NOTE: GRAVEL TO BE USED TO RAISE THE SLAB AREA TO BE WELL DRAINED, GRAVEL TO BE COMPACTED TO HAVE LOAD BEARING CPACITY OF 3000 P.S.F. Pursuant to Inst 603.09 (b) (1)

NO LESS THAN 4" THICKNESS THROUGH CENTER pursuant to Inst 603.03 (f)

6" THICKNESS ON EDGE IN THE FIRST 4FT pursuant to Inst 603.02 (f)



RESIDENTIAL BUILDING INSPECTIONS//24 HOUR NOTICE REQUIRED

REQ	INSPECTION	REQUIRED WHEN	COMMENTS	DATE	STATUS
	Footing	Before pouring	Footing forms/rebar		
	Foundation	Before pouring	Walls formed/rebar / electrical bonding		
	Footing Drains	Before backfill			
	Damp Proofing	Before backfill			
	Framing	Before Insulation			
	Fire Caulking//Blocking	Before Insulation/concealment			
	Insulation	Before Wall covering			
	Final Building Insp (for CO)	Building is ready to move into			
	Final Electrical Insp (for CO)	Building is ready to move into			
	Final Plumbing Insp (for CO)	Building is ready to move into			
	Final Mechanical Insp (for CO)	Building is ready to move into			
	Ceiling Grid	Prior to flooding the tiles			
	Masonry Chimney/Fireplace	Footing Insp, Throat Insp, Final			
	Life Safeyt Aspects	Address identification	Smoke, CO2 detectors, etc.		
Please call 230-4753 or 230-3639 to schedule. Be sure to have your PERMIT NUMBER available.					
	Additional Inspections by other disciplines:				
	Electrical Trench	Before backfill			
	Temporary Electrical	When ready for meter			
	Rough Electrical	Before Insulation/concealment			
	Rough Plumbing	Before Insulation/concealment			
	Rough Sprinkler (by Fire Dept)	Before Framing Inspection			
	Interior Gas	Before Framing Inspection			
	Final Sprinkler (by Fire Dept)	Before Final			
	Final Gas	Before CO			
	Certificate of Occupancy:				
When all building, electrical, plumbing and mechanical inspections are approved and Fire, Planning, Engineering, Health Depts sign off.					

	Visible address number				
	Handrails where required				
	Self-closing door from house to garage				

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INSPECTION
ITEMS
(Not all inclusive)

ATTICS AND CRAWLSPACES

ACCESS SIZE	MINIMUM ATTIC ACCESS OPENING OF 22" X 30"
HEADROOM	MINIMUM 30" HEADROOM WHERE ACCESS OPENS INTO ATTIC
VENTILATION	MINIMUM 1-SQ FT OPENING PER 150 SQ FT OF ATTIC SPACE MUST BE CORROSION RESISTENT MESH WITH OPENINGS BETWEEN 1/8" AND 1/4"
OPENINGS	
EAVES VENT	MINIMUM OF 1" CLEARANCE BETWEEN INSULATION AND ROOF SHEATHING
HVAC	TRUSSES MUST BE ENGINEERED TO SUPPORT HVAC SYSTEM
EAVE SIZE	MAXIMUM OVERHANG OF 12" AT GABLE TRUSS, 48" AT EAVE

CRAWLSPACES

ACCESS SIZE	MINIMUM OF ONE ACCESS NOT LESS THAN 18" X 24"
VENTILATION	MINIMUM 1 SQ FT OPENING PER 150 SQ FT OF UNDER FLOOR SPACE 1 VENT MUST BE LOCATED WITHIN 3 FEET OF EACH CORNER OF THE BUILDING
LOCATION	

SMOKE / CO2 DETECTORS

WHERE REQUIRED	SMOKE DETECTOR - 1 IN EACH SLEEPING ROOM CO2 DETECTOR - OUTSIDE EACH SLEEPING AREA (IN IMMEDIATE VICINITY) SMOKE DETECTOR ON EACH STORY OF THE DWELLING HEAT DETECTOR INSTALLED IN GARAGE
POWER	SMOKE DETECTORS MUST BE HARDWIRED AND HAVE A BATTERY BACKUP
WIRING	SMOKE/CO2 DETECTORS MUST BE INTERCONNECTED TO ACTIVATE ALL DETECTORS AT ONCE

GARAGE / CARPORT

TYPE	SOLID WOOD NOT LESS THAN 1 3/8" THICK SOLID OR HONEYCOMB METAL DOOR NOT LESS THAN 1 3/8" THICK 20-MINUTE FIRE DOOR
BEDROOMS	DOORS BETWEEN GARAGE AND RESIDENCE CANNOT OPEN INTO BEDROOMS CEILING / WALL FINISH
CEILING	MINIMUM 1/2" SHEETROCK BETWEEN GARAGE CEILING AND ATTIC
WALL	MINIMUM 1/2" SHEETROCK BETWEEN GARAGE AND RESIDENCE
UPPER FLOOR	MINIMUM 5/8" TYPE X FIRE RATED SHEETROCK ON GARAGE CEILING
RECEPTACLES	ALL GARAGE RECEPTACLES MUST BE G.F.C.I. PROTECTED

BRICK

AIR SPACE	MINIMUM 1-INCH CLEARANCE BETWEEN SHEATHING AND BRICK MAXIMUM SPACING 24" HORIZONTAL AND 24" VERTICAL (MAX 2.67 SQ FT WALL AREA)
TIES	WEATHER RESISTANT MEMBRANE (HOUSE WRAP, ETC.) REQUIRED OVER SHEATHING
FELT/WRAP	
FLASHING	BENEATH FIRST COURSE OF MASONRY ABOVE GRADE ABOVE FOUNDATION AT WINDOW SHELF ANGLES AT LINTELS

WEEPHOLES

LOCATED IMMEDIATELY ABOVE FLASHING
MAXIMUM SPACING 33-INCHES ON CENTER
MINIMUM DIAMETER OF 3/16 INCH

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TREAD DEPTH
RISER HEIGHT
HEADER CLEARANCE

STAIRS

10"
7 3/4" max
80"

CO CHECKLIST

HOUSE NUMBER
FINISH GRADING
PERIMETER DRAIN TO DAYLIGHT
SEALING OF ALL EXTERIOR
PENETRATIONS
DECK/HOUSE SUPPORT
CONNECTIONS
DRYER EXHAUST IN METAL TO
EXTERIOR
STAIR HEADROOM
STAIR RUN
STAIR RISE
STAIR WIDTH
LANDING
EMERGENCY ESCAPE AND RESCUE
OPENING
WINDOW SILL HEIGHT
GARAGE / DWELLING
SEPARATION
ATTIC ACCESS TO BE 22" X 30"
ATTIC AND SCUTTLE INSULATION
BASEMENT CEILING
HOT WATER PIPES
BASIC WATER TEST
ATTIC HATCHES AND DOORS
RAILINGS
ANTI TIP DEVICE INSTALLED ON
STOVE

CO CHECKLIST

VISIBLE FROM ROAD 1/2" X 4
6" SLOPE @ 10'

80"
10" MIN
7 3/4 MAX CLOSED RISER
36" MINIMUM
36" X 36" MINIMUM
5.7 SQ FT IN EVERY BEDROOM AND BASEMENTS OVER 200 SQ FT
(NOT THROUGH GARAGE)
24" MINIMUM

20 MINUTE SELF CLOSING DOOR, GWB 1/2" WITH 5/8" TYPE X ON CEILING
R38 MINIMUM
R30 MINIMUM
R4
E-COLI NEGATIVE
WEATHER STRIPPED AND INSULATED
ALL HANDRAILS TO BE ATTACHED AND ENDS RETURNED // HT 34" - 36"

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REQUIREMENTS TO FINISH A BASEMENT

WINDOWS and GLAZING

Basement rooms must have windows glazing area equal to 8% of the floor area. One-half of the required glazing area is required to be operable.

Where windows are not adequate to supply a space being finished with the required glazing area, then mechanical ventilation and artificial light must be provided as follows (Section R-303.1):

- a. Mechanical ventilation requirements of 0.35 air change per hour in the room or a whole house mechanical ventilation system capable of supplying outside air of 15 cubic feet per minute per bedroom
- b. Artificial light producing average illumination of 6 foot candles over the area of the room at a height of 30 inches above the floor

Bathrooms or toilet rooms shall have glazing area in windows of not less than 3 square feet, of which one-half must be operable. Bathroom windows are not required when artificial light and mechanical ventilation of 50 cfm for intermittent ventilation or 20 cfm for continuous ventilation. Ventilation from the bathroom space shall be exhausted directly to the outside as per Section R-303.3.

EMERGENCY ESCAPE and RESCUE OPENING

When an area is to be finished, emergency egress to the outside must be provided by a door or window with a net clear opening of 5 square feet (from one sash) having the minimum clear dimensions as required by Section R-310. A bulkhead door is acceptable provided it is maintained clear of ice and snow.

REQUIRED HEATING

All habitable spaces (sleeping, living, cooking, and dining areas) shall be provided with heating facilities capable of maintaining a room temperature of 68°F at a point 3 feet above the floor as per Section R-303.6.

REQUIRED INSULATION

The exterior walls above grade must have a minimum R-value of R-21 and exterior walls below grade must have a minimum R-value of R-11. Refer to State Energy Code.

COMBUSTION and VENTILATION AIR FOR FUEL

Provisions for combustion/ventilation air are required if the heating equipment is or will be located in a confined space. A confined space is one that has less volume than 50 cubic feet per 1,000 BTU's of all the

**BURNING
APPLIANCES**

appliances' input ratings. (See Chapter 17 for further details and particulars)

FRAMING LUMBER

Framing lumber in contact with concrete shall be pressure treated or a naturally durable species.

**MINIMUM CEILING
HEIGHTS**

Habitable rooms shall have a ceiling height of not less than 7 feet. Beams and girders spaced not less than 4 feet on center may project not more than 6 inches below the required ceiling height.

**BASEMENT
PLUMBING**

Basement plumbing fixtures may require a backwater valve if connected to a sewer. The backwater valve is required whenever the elevation of the manhole in the street is higher than the flood rim of the fixtures.

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PURCHASING PROPERTY TO BUILD ON

Checklist for purchasing property to build on:

1. Confirm zoning for what you want to build.
2. Obtain driveway permit. (If State road, will need State Driveway Permit Approval)
3. Confirm City Water / Sewer vs Well / Septic System required
4. Obtain Building Permit

A. Impact Fee will be assessed for new house units. Please see [Impact Fee schedule](#) here.

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BUILDING PERMIT FEE SCHEDULE

26-1-6 Building Permit Fees.

a. No permit as required by the Building Code shall be issued until the fee prescribed in Section (b) below shall have been paid. Nor shall an amendment to the permit be approved until the additional fee, if any, due to an increase in the estimated cost of the building or structure or as otherwise required by this Ordinance shall have been paid. The fee for said permit shall be payable to the City at the Code Administration Office at the time of application;

b. Computation of Permit Fee.

1. For a permit for construction or alteration of a building or structure the fee shall be the sum of the amounts calculated as follows:
 - (a) A thirty dollar (\$30.00) nonrefundable application fee;
 - (b) Seven dollars and sixty cents (\$7.60) per thousand dollars, or part thereof, of estimated cost;
 - (c) (\$0.10) per square foot of gross floor area calculated from the outside of the outside walls of each floor of the structure.
2. For a permit for the **relocation of a building or structure from one lot to another**, the fee shall consist of a thirty dollar (\$30.00) application fee plus seven dollars and sixty cents (\$7.60) per one thousand dollars, or part thereof, of the estimated cost of moving the building or structure, of new foundations, and of work necessary to put the building or structure in usable condition in its new location.
3. For a permit for the **DEMOLITION** of a building or structure, the fee shall consist of a thirty dollars (\$30.00) application fee, a thirty dollar (\$30.00) fee for review of demolition plans and ten dollars (\$10.00) per thousand dollars, or part thereof, of estimated cost of the demolition of the building or structure and of the disposal of the demolition materials.
4. Change of Occupancy Fee for application shall be fifty dollars (\$50.00).

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- c. In case of **abandonment or discontinuance**, the cost of work performed under a permit may be estimated, an adjustment of the fee made and the portion of the fee for uncompleted work returned to the permit holder, provided that no refund of the prescribed application fee listed in Section 26-1-6(b) shall be made. If such discontinuance is due to revocation of permit, a similar adjustment and return may be made, provided that no refund shall be made until all penalties and legal costs incurred or imposed by due authority have been collected.

Any request for a refund shall be made in writing. In no case shall a refund be made for a request submitted later than one year after the date of issuance of the permit, nor shall the amount exceed eighty percent (80%) of the original fee pad as calculated under Section 26-1-6(b). After such a refund has been paid, no work shall be resumed until a new application has been made and a new permit has been issued.

- d. The term "estimated cost", as used in this section, is subject to the approval of the Code Administrator and means the reasonable value, of all services, labor, materials, and equipment necessary for the prosecution and completion of the structure ready for occupancy. It shall include the value of all structural, electrical, mechanical, plumbing, life safety and fire protection work and equipment; all interior finishes; all normal site preparation, excavation and backfill directly related to the building; and all overhead and profit.

If work requiring a building permit under this Section is undertaken prior to the issuance of a permit, the fee shall be increased by twenty-five percent (25%) for a company's or individual's first such occurrence, by fifty percent (50%) for a second occurrence, and by one hundred percent (100%) for any subsequent occurrence.

**Implemented 7-1-17
4-10-17**

Passed by Council

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SWIMMING POOLS

PLEASE SEE MUNICIPAL CODE OF ORDINANCES 26-5-4 FOR FURTHER INFORMATION

Swimming Pools (with a depth of 18 inches or greater)

- Location of swimming pool and existing structures on site plan and distances to property lines.
- Location of all filters, pumps, heaters, GFCI electrical receptacles, and lights in and around pool.
- Height and material of all proposed fencing, gates and barriers.

Electrical bonding plan, including all metal parts, rebar, and equipment such as heaters and filters.

Pools used for swimming or bathing shall be in conformity with the following requirements:

- Fencing – Every outdoor swimming pool shall be completely surrounded by a fence or wall not less than four (4) feet in height, constructed as not to have any openings, holes, or gaps larger than four (4) inches in any dimension except for gates and doors. (A dwelling house or accessory building may be used as part of such enclosure.
- Gates – All gates or doors opening through such enclosures shall be equipped with a self-closing and self-latching device for keeping the gate or door securely closed at all times when not in actual use, except that the door of any dwelling which forms a part of the enclosure need not be so equipped.

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DECK DETAILS

FOR A ONE OR TWO-FAMILY
RESIDENTIAL STRUCTURE

APPLICANT: _____ ADDRESS: _____

NOTE: ANY TRUSSESS OR MANUFACTURED LUMBER MEMBERS MUST HAVE A COMPUTER-GENERATED LOAD CALCULATION PRINTOUT, WHICH IS NORMALLY AVAILABLE THROUGH THE SUPPLIER.

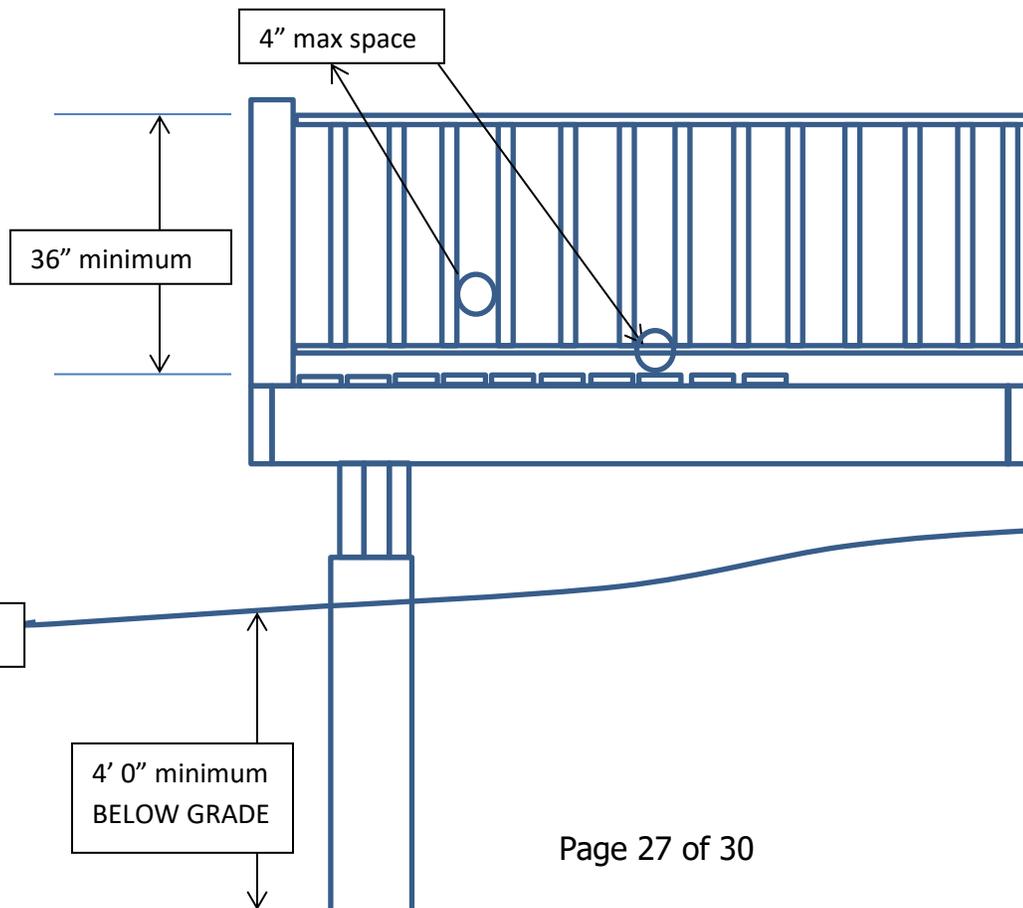
BEAM
 MATERIAL:
 SIZE:
 SPAN:

LEDGER ATTACHEMENT
 MATERIAL:
 SIZE:
 SPACING:

DECKING
 MATERIAL:
 SIZE:

JOISTS
 MATERIAL:
 SIZE:
 SPACING:

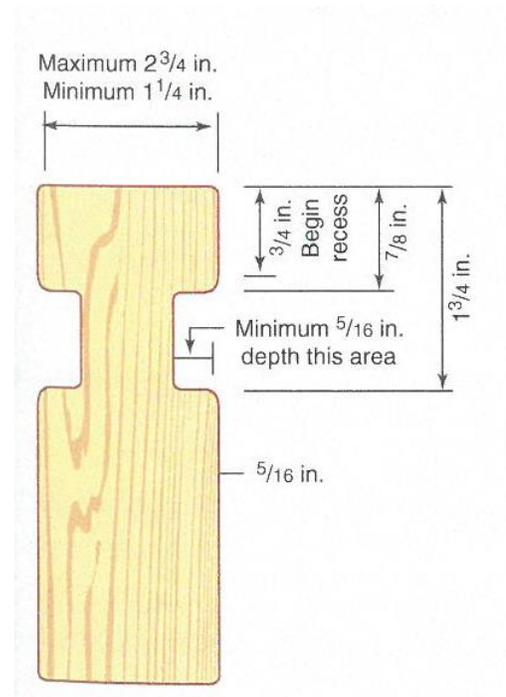
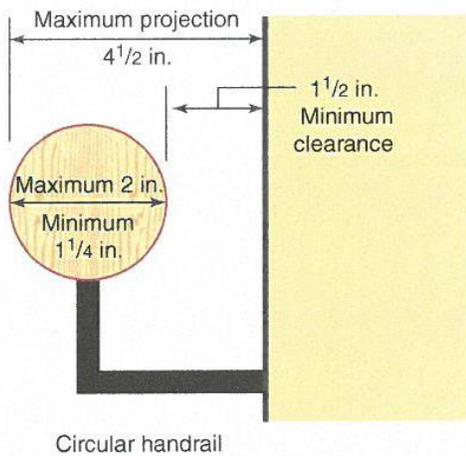
FOUNDATION / FOOTINGS
 MATERIAL:
 SIZE:

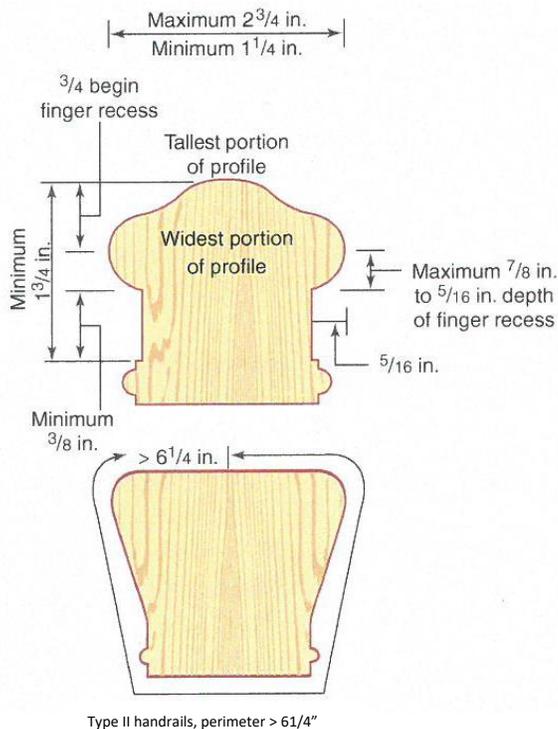




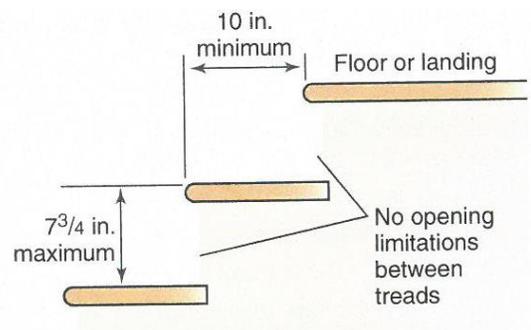
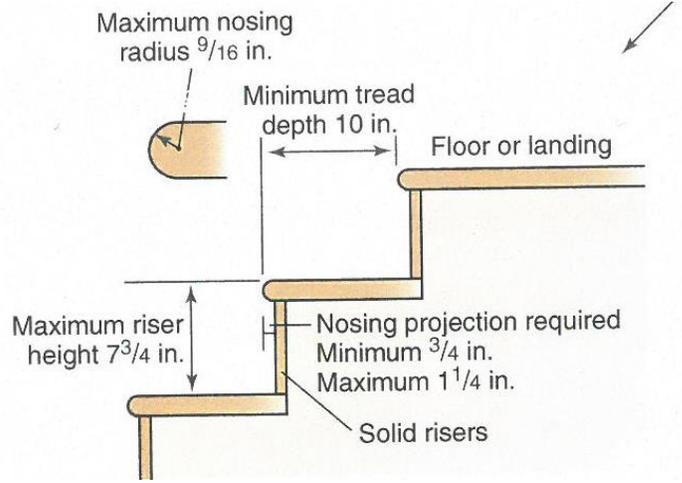
HANDRAIL, GUARDRAIL AND STAIR REQUIREMENTS

- 1) Handrail height shall not be less than 34" or more than 38" measured vertically above the stair tread nosings
Handrails shall return at each end.
- 2) The required handrail must be well anchored/secured and be made of graspable stock {i.e.: round stock with a diameter no less than 1 1/4" and no greater than 2"; or non-circular stock with a perimeter dimension of at least 4" but not greater than 6 1/4", with the largest cross sectional dimension not exceeding 2 1/4".
- 3) Open guards on decks more than 30" above grade or floor shall have members spaced so that a 4" sphere cannot pass through
- 4) Openings for required guards on the sides of stair treads shall not allow a 4 3/8" sphere to pass through

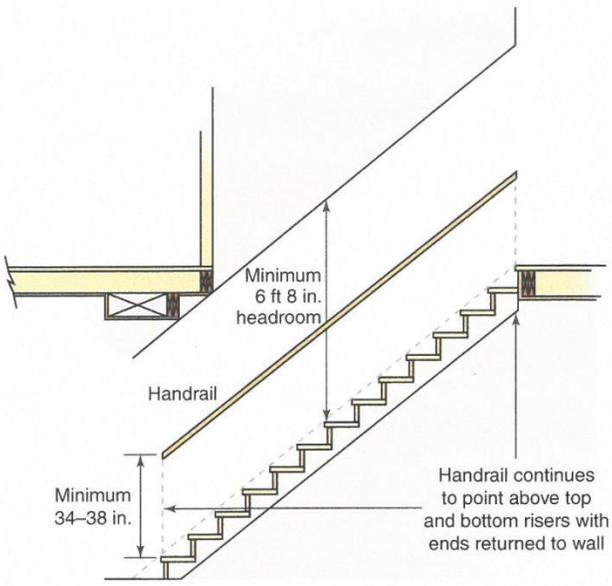




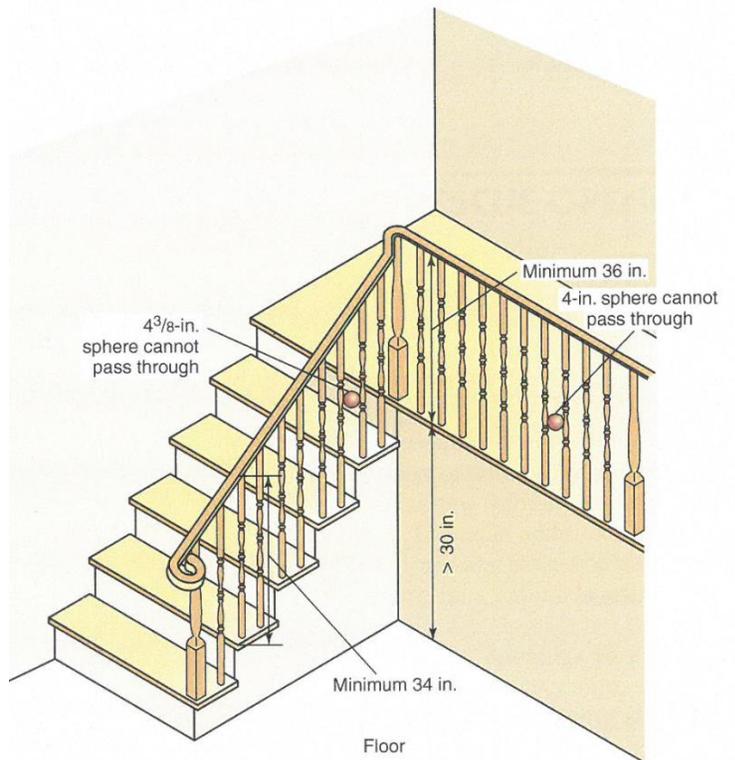
Type II handrails, perimeter $> 6\frac{1}{4}$ "

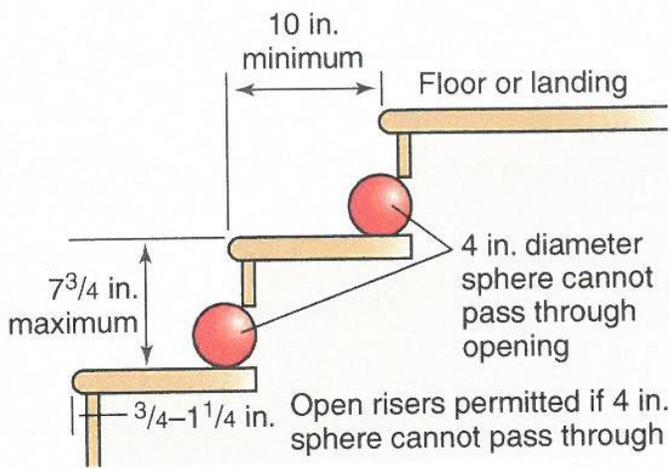


Stairway with total rise < 30 "



Stairway headroom and handrail height





Stairway with total rise > 30"

