



TOWN OF STRAFFORD

New Hampshire
03884

BUILDING DEPARTMENT

Building Inspectors
Dave Copeland
Bill Booth

Required with Permit Application

TOWN BUILDING
12 Mountain View Drive
TELEPHONE: (603) 664-2192
Extension 104

The following should be considered the minimum information required by this department for a thorough review of a Permit Application. The inspector may require additional documentation or details of the proposed work at his/her discretion. Only *complete* applications will be reviewed.

NEW CONSTRUCTION RESIDENTIAL:

- | | | |
|--|--|---------------------------------------|
| <input type="checkbox"/> Structural Plans | <input type="checkbox"/> Floor Plans & Elevations | <input type="checkbox"/> Plot Plan * |
| <input type="checkbox"/> ZBA approval (if required) | <input type="checkbox"/> Driveway Permit | <input type="checkbox"/> E-911 Number |
| <input type="checkbox"/> Planning Board Approval (if req'd) | <input type="checkbox"/> Town & State Approved Septic Design | |
| <input type="checkbox"/> Certificate of Compliance with NH State Energy Code | | <input type="checkbox"/> Copy of Deed |

ADDITIONS:

- | | | |
|--|--|--------------------------------------|
| <input type="checkbox"/> Structural Plans | <input type="checkbox"/> Floor Plans | <input type="checkbox"/> Plot Plan * |
| <input type="checkbox"/> ZBA approval (if req'd) | <input type="checkbox"/> Certificate of Compliance with NH State Energy Code | |

REMODEL:

- | | |
|--------------------------------------|---|
| <input type="checkbox"/> Floor Plans | <input type="checkbox"/> Structural Plans |
|--------------------------------------|---|

GARAGES:

- | | | |
|---|--|--------------------------------------|
| <input type="checkbox"/> Structural Plans | <input type="checkbox"/> Floor Plans (if room above) | <input type="checkbox"/> Plot Plan * |
|---|--|--------------------------------------|

PORCHES, DECKS and SUNROOMS:

- | | | |
|---|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Structural Plans | <input type="checkbox"/> Floor Plans | <input type="checkbox"/> Plot Plan * |
|---|--------------------------------------|--------------------------------------|

ACCESSORY APARTMENTS (under same roof as main residence):

- | | |
|---|--|
| <input type="checkbox"/> Floor Plans | <input type="checkbox"/> Structural Plans (if new structure) |
| <input type="checkbox"/> Plot Plan (if new structure) | <input type="checkbox"/> ZBA approval (if required) |

ALL OTHER RESIDENTIAL STRUCTURES:

- | | |
|---|--|
| <input type="checkbox"/> Floor Plans | <input type="checkbox"/> Structural Plans (if new structure) |
| <input type="checkbox"/> Plot Plan (if new structure) | <input type="checkbox"/> ZBA approval (if req'd) |

PERMIT FEE RATES:

RESIDENTIAL; \$0.20/SF Finished area, \$0.10/SF Unfinished area, \$50.00 Minimum
 COMMERCIAL; \$0.40/SF Finished area, \$0.20/SF Unfinished area, \$60.00 Minimum
 MECHANICAL, ELECTRICAL of PLUMBING (ea); \$50/1st 1500 SF, \$10/500 SF there after
 MISC.; \$0.20/SF Breezeways & Garages, \$0.10/SF Barns, Pools & Sheds over 100 SF, \$50 Minimum
 SEPTIC; \$50.00 Minimum DEMOLITION or MEP re-work; \$50.00 Minimum
 DECKS; \$50.00 Minimum or \$0.20/SF if Roofed, \$50.00 Minimum
 RENEWAL; \$50.00 if project is started but not completed within one (1) Year

** Permits for new homes will be issued in two parts. The first will authorize the construction of the foundation only. Once the foundation is completed, inspected, approved and a certified plot plan presented, a second permit will be issued for the continuance of any construction.*

Construction without permits and approval is subject to a fine of up to \$275 per day of violation and restitution of recoverable costs to the town (RSA 676:17). Additionally, one may be in violation of State laws such as Water Supply and Pollution Control and/or compliance with the State Energy Code.



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PERMIT RATE SCHEDULE

TOWN BUILDING
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The Town of Strafford Selectmen and Building Department announce that effective July 1, 2009 the following new rates shall apply to all permits.

The new minimum residential permit will be increased from \$30 to \$50 applied toward the previous square-foot rates of \$.20/square foot for finished spaces, and \$.10/square foot for unfinished spaces including barns, pools, sheds and basements. All septic drawings will also require the minimum \$50 review fee.

In addition to this, there will now be separate permit fees for Electrical, Mechanical and Plumbing; each one carrying a cost of \$50 for the first 1500 square feet, and \$10 for each additional 500 square feet.

As an example, a new 28' x 48' two story home with an unfinished basement will have its fees calculated as follows:

(2) finished floors each of 1344 SF = 2688 SF x \$.20/SF =	\$ 537.60
(1) unfinished floor of 1344 SF x \$.10/SF =	\$ 134.40
Mechanical= \$50 for the first 1500 SF + \$60 for the additional 2532 SF =	\$ 110.00
Electrical = \$50 for the first 1500 SF + \$60 for the additional 2532 SF =	\$ 110.00
Plumbing = \$50 for the first 1500 SF + \$60 for the additional 2532 SF =	\$ 110.00
Driveway Permit =	\$ 50.00
TOTAL Cost of Permit =	\$1052.00

Remember, permits are required for all new homes, additions, remodeling, renovations, demolition, sheds 100 SF or larger, swimming pools, decks and docks. If you question whether you need one for your project, don't hesitate to call the town office or one of the inspectors on their cell phones; Dave Copeland @ 942-8303 and Bill Booth @ 670-5539.

A complete break-down of requirements and fees is available at the Town Offices during normal business hours.



TOWN OF STRAFFORD
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Building Inspectors
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Bill Booth

REQUIRED CODE COMPLIANCE

TOWN BUILDING
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TELEPHONE: (603) 664-2192
Extension 104

The Town of Strafford has adopted the following construction codes as of January 1, 2009. All Permit applications received after this date shall be subject to review and approval based on these code editions. Copies of these are available for purchase from various sources including on-line retailers.

2006	International Building Code	2006	National Fuel Gas Code (NFPA 54-06)
2006	International Residential Code	2008	National Electric Code (NFPA 70-08)
2006	International Fire Code	2003	National Life Safety Code (NFPA 101-03)
2006	International Plumbing Code	Current	N.H. State Energy Code
2006	International Mechanical Code		

Building Permits are required for the following:

- New Construction; Residential, Commercial, Industrial
- Additions to existing structures; Residential, Commercial, Industrial
- Garages or Sheds; attached or detached, Decks and Docks
- Interior Alterations; Residential, Commercial, Industrial
- New or replacement Decks or Screened Porches
- Swimming Pools; Above or In-Ground
- Electrical – any electrical work shall be by owner or a NH Lic. Master Electrician
- Plumbing – any plumbing work shall be by owner or a NH Lic. Master Plumber
- Septic Systems; New or Replacement
- Chimneys (Require Fire Department Inspection)
- Razing (Demolition) of any structure
- Signs; New or Replacement

All New Construction must meet current set-back requirements for the Town, even though a lot may be grandfathered.

Septic Systems require State approval after pre-approval by Building Inspector, and State approved designs are required for any increase in usage.

Issuance of a Building Permit does not guarantee that all Federal, State and Local requirements have been met; it merely indicates that the application has been reviewed and no violations were apparent.



TOWN OF STRAFFORD
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CHECK LIST FINAL INSPECTION

TOWN BUILDING
12 Mountain View Drive
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All work must meet the requirements of Current International Building Code and ZBA conditions (if applicable) including but not limited to the following;

- Electrical, Plumbing, and Gas Finals signed off
- (If applicable) Fire Dept, Board of Health, and Water Dept Finals signed off
- (If applicable) Certified foundation as-built plot plan on file @ Building Dept.
- (If applicable) Certified height as-built plot plan on file @ Building Dept.
- House numbers in place (min 4"- highly visible)
- Proper grading (3" pitch @ 6' from foundation and min 8" below siding)
- Siding, trim, roofing, and caulking of all penetrations complete
- Two working unobstructed means of egress (remote locations)
- Exterior railings complete and secure
- All flooring complete including thresholds and all heat registers in place
- All electrical cover plates in place
- All bath fans operating and venting properly
- Dryer venting complete (25' max length)
- Doors between heated and unheated spaces to be weather stripped and have bottom sweep
- All finish work complete inc; doors, trim, baseboard, windows, etc.
- Proper handrail heights, tread depth, riser height, and baluster spacing @ stairs (all handrails to be returned @ top and bottom or terminate at a post or wall)
- Min 42" deep x 48" wide landings @ all exterior doors
- Proper clearances @ fireplaces and hearths
- Proper glazing @ hazardous locations (tempered)
- Proper garage separation (ie. doors, 5/8" FC sheetrock)
- Insulation in place and secured @ attic and basement (fire retardant caulking in place)
- Kitchen complete including counters, sink, and stove
- Rigid insulation cover above "pulldown" attic stairs
- Min 24" work platform @ HVAC unit in attic

Signed (Building Official)

Date

TOWN OF STRAFFORD BUILDING PERMIT POLICY – Effective 07/01/09

A BUILDING PERMIT IS REQUIRED FOR ALL NEW CONSTRUCTION, REMODELING, ADDITIONS, DECKS, DOCKS, POOLS, SHEDS (OVER 100 SQUARE FT.), REPAIRS TO SEPTIC SYSTEMS AND DEMOLITION OF EXISTING STRUCTURES. THE ONLY WORK NOT REQUIRING A PERMIT IS GENERAL REPAIRS OR MAINTENANCE OF YOUR EXISTING STRUCTURES.

ALL NEW CONSTRUCTION MUST MEET THE CURRENT SETBACK REQUIREMENTS FOR THE TOWN. ALTHOUGH AN EXISTING LOT MAY BE “GRANDFATHERED” AS TO THE SIZE, IT IS NOT EXEMPT FROM MEETING SETBACK REQUIREMENTS FOR BUILDING PURPOSES.

REGARDING SEPTIC SYSTEMS: STATE APPROVAL IS REQUIRED (*plan must be pre-approved by Building Inspector before submission to the State - \$50. review fee is applicable*). ALL SYSTEMS MUST BE DESIGNED TO HANDLE THE POTENTIAL BEDROOM CAPACITY OF THE BUILDING. A STATE APPROVED DESIGN WILL BE REQUIRED FOR ANY INCREASE IN USAGE OR FOR A CHANGE FROM SEASONAL TO YEAR-ROUND USAGE, BEFORE A PERMIT CAN BE CONSIDERED. **PLEASE NOTE:** *Systems must be in compliance with Wetland Buffer Areas/Restricted Use found on page 6 of this document.*

DISCLAIMER: ISSUANCE OF A BUILDING PERMIT DOES NOT GUARANTEE THAT ALL FEDERAL, STATE AND LOCAL REQUIREMENTS HAVE BEEN MET. IT MERELY INDICATES THAT THE APPLICATION HAS BEEN EXAMINED CAREFULLY AND NO VIOLATIONS WERE APPARENT.

VALIDITY OF BUILDING PERMITS: ALL PERMITS ISSUED ARE GOOD FOR ONE (1) YEAR FROM THE DATE OF ISSUE. THESE PERMITS ARE RENEWABLE FOR A FEE OF \$50.00 FOR ONE (1) ADDITIONAL YEAR. WORK MUST BE STARTED, BUT NOT COMPLETED DURING THE YEAR OF ISSUANCE IN ORDER TO APPLY FOR A RENEWAL. **IF YOU HAVE NOT COMPLETED YOUR CONSTRUCTION WITHIN THE FIRST YEAR OF ISSUANCE, YOU MUST APPLY FOR A RENEWAL OF THE PERMIT TO CONTINUE CONSTRUCTION.**

All applications for building permits **MUST BE COMPLETE AT THE TIME OF SUBMISSION.** All required information and supporting documentation

must be included, along with a fee of \$50. for a review of the application. This fee will be applied to the cost of the building permit, providing the Building Inspector considers the application to be complete when initially submitted. NO CONSIDERATION WILL BE GIVEN TO APPLICATIONS THAT ARE NOT COMPLETE. Requirement list follows.

NOTE: IF YOUR LAND IS UNDER CURRENT USE TAXATION you will be required to provide the Town with a detailed sketch (including dimensions) of the land you will be removing from current use taxation to accommodate your structure, driveway, well, entire septic system, outbuildings, riding rings, etc. For more information, please contact the Town Office.

NEW HOMES - The following list of steps must be completed before submitting your application form to the Building Inspector for consideration. All documentation must accompany your completed Application Form when submitted.

1. Driveway Permit approved by Road Agent (or State of NH if State Road). Note: You must have an approved driveway location before you can proceed to step 2. (See List of Fees.)
Note: If you are located on a Class VI Road or a Private Drive you must meet the of RSA 674:41 (info available at Town Office).
2. "E-911" Number (Contact Town Office when driveway location is established to provide information. The Town will then make application for your "E-911" number.)
3. Copy of State Approved Septic System
4. Plot Plan drawn to scale showing dimensions and location of proposed structure (noting the distances to all boundaries, existing structures, septic system, well, drainage or wet areas and abutting roads/streets/rights-of way) to verify compliance with setback requirements.
5. Construction Plans (include all elevations, floor plans, proposed finished areas, proposed unfinished areas and structural details- if not, work may or may not be approved as per Inspector's discretion)
6. Certificate of Compliance for the NH Energy Code (Contact Public Utility Commission at 271-6306 or on the Internet at www.puc.state.nh.us)
7. A copy of your Deed
8. FINALLY - A completed Application Form accompanied by all of the information requested above in items #1 through #7, **may now be filed with the Building Inspector for consideration.**

BUILDING PERMITS FOR NEW HOMES WILL BE ISSUED IN TWO PARTS. THE FIRST WILL AUTHORIZE THE CONSTRUCTION OF THE FOUNDATION ONLY.

AFTER THE FOUNDATION HAS BEEN INSPECTED AND A CERTIFIED PLOT PLAN SHOWING THE LOCATION OF FOUNDATION WITH RESPECT TO SETBACKS (note: in some situations wetlands will need to be addressed) HAS BEEN SUBMITTED TO THE BUILDING INSPECTOR/ASSISTANT BUILDING INSPECTOR, AND IS IN COMPLIANCE WITH TOWN SETBACK REQUIREMENTS, A SECOND PERMIT WILL BE ISSUED FOR CONTINUANCE OF ANY CONSTRUCTION.

OTHER CONSTRUCTION - The following list of steps must be completed before submitting your application to the Building Inspector for consideration. All documentation must accompany your Application Form when submitted.

1. Driveway Permit as described in above list (see item #1) if applicable.
2. "E-911" Number as described in above list (see item #2) if applicable..
3. Copy of Approved Septic System (if expansion of bedrooms and/or conversion to year round)
4. Plot Plan as described in above list (see item # 4)
5. Construction Plans as described in above list (see item #5), if appropriate. Check with Building Inspector for clarification if any question.
6. Certificate of Compliance for NH Energy Code as described in above list (see item #6), if appropriate. Check with Building Inspector for clarification if any question.
7. FINALLY - A completed Application Form accompanied by all of the applicable information as requested above in items #1 through #6, **may now be submitted to the Building Inspector for consideration.**

DEMOLITION - Please fill in the Application Form to identify owner, location and structure to be demolished. Under description of work to be done - indicate demolition. Attach copy of DEED.

PLEASE NOTE: IT IS THE RESPONSIBILITY OF THE PROPERTY OWNER / APPLICANT TO SEE THAT ALL FEES ARE PAID; ALL APPLICATIONS AND REQUIRED APPROVALS ARE OBTAINED (both Local and/or State) AND THAT THE BUILDING INSPECTOR IS NOTIFIED UPON COMPLETION OF THE FOLLOWING TO SCHEDULE AN INSPECTION:

1. All foundations require a Certified Plot Plan stamped by a **licensed surveyor**.
2. Rough Framing, Electrical and Plumbing (**before** insulation) when applicable.
3. Insulation (walls, ceilings, floors, etc., **before** sheetrock) when applicable.
4. Installation of Furnace – gas, oil or any other combustible based heating system (Note: This

must be approved by Fire Chief) when applicable.

5. Final Inspection for Certificate of Occupancy when applicable. *(911 Numbers must be in place).*

SCHEDULE OF BUILDING PERMIT and OTHER ASSOCIATED FEES:

DRIVEWAY PERMIT - Minimum fee is \$50.

RESIDENTIAL - Rate is 20 cents per square foot for “finished area” and 10 cents per square foot for unfinished. Minimum fee is \$50.

COMMERCIAL - Rate is 40 cents per square foot for “finished area” and 20 cents per square foot for unfinished space. Minimum fee is \$100..

MISCELLANEOUS - 20 cents per square foot for breezeways and garages, 10 cents per square foot for barns, sheds over 100 square feet and pools. Minimum fee is \$50.

SEPTIC INSTALLATION/AND OR REPAIR - Minimum fee is \$50.

ELECTRICAL PERMIT – \$50. for 1st 1500 Sq. Ft., \$10. for each additional 500 Sq. Ft.

PLUMBING PERMIT – \$50. for the 1st 1500 Sq. Ft., \$10. for each additional 500 Sq. Ft.

MECHANICAL/HEATING COMPONENTS CHANGED OR ALTERED – \$50. for 1st 500 Sq. Ft., \$10. for each additional 500 Sq. Ft.

DECK - Minimum fee is \$50., plus 10 cents per sq. ft. over 500 sq.ft., unless construction includes a roof and supports which would require a fee of 20 cents per square foot.

DOCK – Minimum fee is \$50. for a single dock, \$50. Minimum fee for any addition, alteration or repair of an existing dock. (NOTE: Some dock construction, additions or alterations require approval by State Wetlands Board)

DEMOLITION – Minimum fee is \$50. A demolition permit is required to remove existing building from your tax card.

RENEWAL PERMITS – Renewal permits for all of the above are subject to a Minimum fee of \$50. **All construction not completed within the first year of issuance does require a renewal permit to continue construction.**

NOTE: All Planning Board pre-conditions, Zoning Board of Adjustment conditions and/or any State or Federal permits must be completed to the satisfaction of the Building Inspector BEFORE a building permit can be issued.

ANY CHANGE IN STRUCTURE FROM THE ORIGINAL PERMIT DOES REQUIRE

APPROVAL FROM THE BUILDING INSPECTOR AND WHEN WARRANTED, THE PLANNING BOARD OR BOARD OF ADJUSTMENT, OTHERWISE THE PERMIT IS CONSIDERED "NULL AND VOID".

BUILDING PERMITS ARE TRANSFERABLE. APPLICATIONS FOR BUILDING PERMITS NOTE YET ISSUED ARE NOT.

CONSTRUCTION WITHOUT PERMITS AND APPROVAL IS SUBJECT TO A FINE OF UP TO \$275. FOR EACH DAY OF VIOLATION AND RESTITUTION OF RECOVERABLE COSTS TO TOWN (RSA 676:17). ADDITIONALLY, ONE MAY BE IN VIOLATION OF STATE LAWS SUCH AS WATER SUPPLY AND POLLUTION CONTROL AND/OR COMPLIANCE WITH THE NH ENERGY CODE.

COMMONLY FOUND CODE VIOLATIONS REQUIRING CORRECTIONS AND/OR SUBJECT TO FINES:

1. **SETBACKS - 40' FROM FRONT BOUNDARY AND/OR STREETS OR RIGHT-OF-WAYS; 25' FROM SIDE AND REAR BOUNDARIES; 50' FROM ANY ABUTTER'S STRUCTURE AND OR WETLANDS (FOR BUILDINGS)...NOTE: SEPTIC SYSTEMS MUST BE IN COMPLIANCE WITH THE WETLAND BUFFERS/RESTRICTIONS FOUND ON PAGE 6.**
2. **WINDOWS – ALL HABITABLE ROOMS MUST HAVE EGRESS. SECOND FLOOR BEDROOMS MUST HAVE AT LEAST ONE EGRESS WINDOW THAT MEETS THE LIFE SAFETY CODE.**
3. **STAIRS - ALL STAIRS MUST HAVE CONTINUOUS HAND RAILS AND/OR GUARDS; MINIMUM HEIGHT OF RISE IS 5", MAXIMUM HEIGHT OF RISE IS 8"; MINIMUM TREAD DEPTH IS 10", MINIMUM HEADROOM IS 6'8".**
4. **SMOKE DETECTORS - A SMOKE DETECTOR IS REQUIRED ON EVERY FLOOR AND IN EVERY BEDROOM; ALL SMOKE DETECTORS ARE TO BE HARD WIRED IN SERIES. THIS INCLUDES REMODELING.**
5. **MASONRY - MASONRY MUST CLEAR FRAMING BY AT LEAST 2" AND HAVE FIRE STOPS AT EACH FLOOR PENETRATION. ALSO A 2" LIP OR A SLOPED FLOOR MUST BE IN ANY STRUCTURE WITH A GARAGE UNDER, TO SEPARATE LIVING ARE FROM VEHICLE STORAGE AREA.**
6. **HEAT SYSTEMS - HEAT SYSTEMS MUST BE APPROVED BY THE TOWN FIRE CHIEF.**

NOTE: COMPLIANCE WITH THESE STATEMENTS DOES NOT NECESSARILY CONSTITUTE APPROVAL BY THE BUILDING INSPECTOR; THIS IS ONLY AN ATTEMPT TO COVER AREAS THAT COMMONLY HAVE PROBLEMS. IF YOU HAVE ANY QUESTIONS, PLEASE DO NOT HESITATE TO CALL THE BUILDING INSPECTOR AT (603)664-2192, Ext. 104 OR THE ASST. BUILDING INSPECTOR AT Ext. 112.

SECTION 3.0 RESTRICTED USES WITHIN THE WETLAND CONSERVATION DISTRICT

Wetland Buffer Areas: Within twenty-five (25) feet of vernal pools, perennial streams, or wetlands over 3000 square feet in area, there shall be no land disturbance or activities that may impact a wetland, unless a Conditional Use Permit has been granted by the Planning Board in accordance with Section 5.0 of this article, or unless exempt as stated in Section 6.0 of this article. These activities include, but are not limited to, construction, filling, dredging, re-grading, application of pesticides or fertilizer (other than limestone), and storage of hazardous chemicals or materials.

The following restricted use wetland buffers shall be observed in order to protect the integrity and functionality of the wetland resource. The Planning Board, in consultation with the Conservation Commission, may require larger buffers around a wetland if an assessment of its functions indicates that such an increase is warranted.

RESTRICTED USE WETLAND BUFFERS¹

Resource	Septic System Leachfield ^{2,3}	All Buildings or Structures and Non-Residential Parking Areas ²
Wetlands (Poorly Drained Soils)	75 feet	50 feet
Wetlands (Very Poorly Drained Soils)	100 feet	50 feet
Surface Waters or Wetlands Abutting Surface Waters (Abutting open surface water ⁴ (i.e., a lake, pond, river or perennial stream))	100 feet	50 feet
Vernal Pools	100 feet	75 feet
Designated Rivers ⁵ (Buffer from ordinary high water mark as defined in the NH Comprehensive Shoreland Protection Act.)	100 feet	75 feet

¹ Buffers derived from current New Hampshire town ordinances and scientific documents that identify the correlative health of wetlands with protective setbacks. Reference: Buffers for Wetland & Surface Water: A Guidebook for New Hampshire Municipalities, revised May 1997, Wetland Buffers: Use and Effectiveness, Washington State Department of Ecology, February 1992.

Buffers shall be measured on the horizontal plane.

² See Section 5.0 for Specific Exemptions.

³ Proposed septic systems with a design capacity in excess of 1,200 gallons per day shall either provide a water quality impact report prepared by a qualified New Hampshire licensed Professional Engineer or Certified Wetland Scientist, or increase the buffer to 150 feet from the edge of the wetland. The Planning Board reserves the right to increase the buffer size for such system designs in order to ensure the wetland or surface water quality is protected.

⁴ If abutting surface water is protected by the New Hampshire Comprehensive Shoreland Protection Act, the most restrictive buffer shall be applied.

⁵ Rivers designated for protection under the New Hampshire Rivers Management and Protection Program (i.e., Isinglass River).

REScheck Area-calc module. This tool will help you calculate the areas of ceilings, windows, doors, walls and floors. You can access Area-calc from REScheck by clicking on Tools.

ARCHITECT AND ENGINEER CERTIFICATION In addition to the requirements for a certification letter, published on the PUC websites, professional certification shall include a statement of the method used to determine compliance with the energy code.

NEW CONSTRUCTION

- **Ceiling R-Value.** If you want to list different R-values for different ceilings you may still do so using the REScheck software approach. Note that you may substitute R-38 ceiling insulation for R-49 if you maintain the full value of the insulation over the outside plates.
- **Insulation of Domestic Hot Water pipes.** Any domestic hot water pipes in unconditioned space must be insulated to a minimum of R-4.

THERMALLY ISOLATED SUNROOMS These are additions having greater than 40% glazing to wall and ceiling area.

- The floor area may not exceed 500 square feet.
- Thermal isolation must be maintained from the rest of the house. (The sunroom addition must be separated from the house by insulated walls, doors and/or windows.)
- If the area is to be heated, a separate heating system or zone with a thermostat must control the heat in the sunroom. (These features allow the occupant to isolate the room from the rest of the house and chose to heat or not heat that room.)
- A sunroom may not be used as either a kitchen or a sleeping room.

ADDITIONS, ALTERATIONS, RENOVATIONS OR REPAIRS TO A BUILDING

“...(s)hall conform to the provisions of this code as they relate to new construction without requiring the unaltered portions of the existing building or building system to comply with all of the requirements of this code.”

If you renovate or repair a portion of the building, *that portion* must be brought up to code standards. Use form EC-1 to document the planned renovations. Mark inapplicable boxes N/A and briefly note the conditions of the addition or renovation project such as “Adding on top of existing structure” or simply “Replacing windows”.

You need not seek code certification under the following conditions:

- New storm windows installed over existing windows or doors.
- Glass only replacement in an existing sash or frame.
- Existing ceiling, wall or floor cavities exposed during construction provided these cavities are already filled with insulation.
- Construction where the existing roof, wall or floor cavity is not exposed.

ONLINE COMPLIANCE

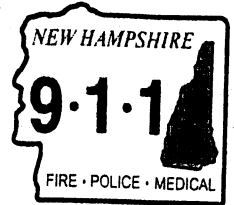
You may submit your application on-line. If you are using the New Hampshire Residential Energy Code Application (EC-1 Form) you may fill it out, sign it scan it and e-mail it to energycodes@puc.nh.gov.

If you are using REScheck you will need the following:

- **REScheck Software** completed for the project and saved as an '.rck' file. To download this software go to www.puc.nh.gov and click on energy codes.
- **Area Calc Module '.acx' file.** To use this module, access it through REScheck software tools and save it as a separate '.acx file'.
- **An electronic copy of your plan.** This may be a scanned plan saved with a standard format such as .jpg, .tif, or .gif.
- **E-mail your '.rck' '.acx' and your scanned plans to energycodes@puc.nh.gov**

Mail any remaining materials to the NH Public Utilities Commission, 21 South Fruit Street Ste 10, Concord NH 03301-2429.

Please send code related questions and requests for technical support for the REScheck software to energycodes@puc.nh.gov or by calling 603-271-6306.



New Address Assignment Form

Town Name:	SELECT TOWN NAME
Address Assignment By: (required)	<input type="radio"/> Town <input type="radio"/> E9-1-1
Town Assigned Address:	
Town Address Suffix: ?	
Prefix Directional: ?	
Street Name: (required)	
Street Suffix: ?	
Postfix Directional: ?	
Street Type: (required)	<input type="radio"/> Existing <input type="radio"/> New
Has a driveway been built? (required)	<input type="radio"/> Yes <input type="radio"/> No
Has an E9-1-1 flag been placed? (required)	<input type="radio"/> Yes <input type="radio"/> No
Closest Street Name:	
Numbering Parity: (required)	<input type="radio"/> Odd <input type="radio"/> Even <input type="radio"/> Unknown
Address between:	and
Type of Structure:	Residence
Property Owner: <i>Name & Address</i>	
Map and Lot or Permit #:	
Submitted By: (required)	
Title:	
Structure and Location Description:	