

TOWN OF GILMANTON

NEW HAMPSHIRE

BUILDING DEPARTMENT

Builder's Packet

| | |
|--------------------------|---------------------------|
| <i>Adopted as Policy</i> | <i>January 2004</i> |
| <i>Amended</i> | <i>March 28, 2005</i> |
| <i>Amended</i> | <i>July 25, 2005</i> |
| <i>Amended</i> | <i>March 06, 2006</i> |
| <i>Amended</i> | <i>March 2007</i> |
| <i>Amended</i> | <i>September 17, 2007</i> |
| <i>Updated</i> | <i>June 1, 2016</i> |
| <i>Updated</i> | <i>August 3, 2018</i> |

INTRODUCTION

This "Builder's Packet" has been prepared by the Gilmanton Building Department as a guide for property owners, contractors, builders, architects or anyone involved in the planning and construction of any residential or commercial building in the Town of Gilmanton.

This packet includes specific information regarding building in the Town of Gilmanton, however, it is not a building code and should not be substituted for one. Included in the packet is a list of contacts for Town and State Agencies, the adopted building and fire codes for the Town of Gilmanton and the State of New Hampshire, a schedule of permit fees, and the requirements for making application for a building permit.

It is the responsibility of the Property Owner/Builder to be familiar with the Building and Fire Codes as they apply to your particular project. It is the policy of the Gilmanton Building Department to assist the property owners and builders in the interpretation of the codes, to ensure that all construction and life safety conditions are inspected and meet the intent of the codes prior to issuing the Certificate of Occupancy.

- Building Permits are required for all new construction including manufactured housing, sheds, barns, outbuildings and any inhabited or uninhabited structures. Permits are also required for additions, alterations and renovations of existing structures. Building Permits are not required for normal maintenance.
- Building Permit Fees are **Non-Refundable**.
- Please read the instructions thoroughly. Applications submitted not in strict compliance will not be accepted. **Fill out the application completely per the list of requirements on pages 2 & 3.** All required information must be attached to be considered as a complete application and is the sole responsibility of the applicant.
- Any person starting construction prior to the issuance of a building permit may be subject to a fine of up to \$50.00 a day

In order to allow all Town boards the opportunity to review the application, there may be a twenty-one(21) calendar day approval period.

Requirements for Obtaining a Building Permit

1. Application:

Completed and signed by the Property Owner and Contractor.

2. Site Plan:*

Drawn to scale, indicating the size and location of all new & existing structures, & a North arrow.
Setback reference see Article IV Table 2 (attached)

_____ Distances from all four lot lines.

_____ Distances from right-of-ways.

_____ Road frontage.

_____ Distances from any water bodies, wetlands and streams in accordance with the current
Zoning Regulations.

***This information is required in all instances even if all setbacks are met.**

3. Septic System Approval:

For new construction and adding bedrooms:

_____ State of New Hampshire Department of Environment Services approved plans (full size
copy) and approval number less than 20 years old that supports existing and new loading.

For existing structures:

_____ If adding bathrooms, or converting to year round use

submit certified septic system evaluation that supports existing and new loading.

4. Driveway Permit:

_____ Issued by the Town of Gilmanton Road Agent or by the State of New Hampshire
Department of Transportation. Private roads in the Sawyer Lake area, contact the
Sawyer Lake Association.

5. Building Plans:* **Drawn to scale on no smaller than 11" x 17" paper, with details of all proposed construction (w/ scale and north arrow indicated on plan).**

_____ Foundation plans including steel in the footings and walls.

_____ Framing plans including all evaluation of framing, floors, halls, and roof
structures (90 lb. ground snow load).

_____ Insulation thickness and "R" values.

_____ Specification of materials.

_____ Detailed floor plans for each floor with all dimensions **identifying all rooms.**

_____ Dimensions of windows in bedrooms showing 5.7 sq. ft. minimum of clear
opening.

_____ NH Residential Energy Code Compliance Form

***This information is required for outbuildings as well as dwelling units.**

6. Copies of Plumber, Gas fitter, and Electrician unexpired NH State Licenses.

7. Lot and Building Compliance with all Town Ordinances:

The following approvals must be obtained, if applicable:

a. Zoning Variance or Special Exception

b. Recorded Subdivision

c. Recorded Site Plan Review or Conditional Use Permit

d. Historic District Commission approval

e. Recorded Notice of Limits of Municipal Responsibility and Liability for private roads

8. Proof of Ownership

9. Building Permit Fees

Building Permit Fee Calculation

| | | |
|---|-----------------------|----------|
| First Floor | _____ X _____ = _____ | sq. ft. |
| Second Floor | _____ X _____ = _____ | sq. ft. |
| Finished basement area | _____ X _____ = _____ | sq. ft. |
| Other | _____ X _____ = _____ | sq. ft. |
| Other | _____ X _____ = _____ | sq. ft. |
| Garage | _____ X _____ = _____ | sq. ft. |
| Total Square Footage _____ X .10 = \$ _____ | | |
| Building Permit Fee | | \$ _____ |
| Heating Unit &/or Fire places Permit | | \$ _____ |
| Total Fee | | \$ _____ |

Fees are Non-Refundable

ALL PAPER WORK NUMBER 1 – 9 (if applicable) MUST BE SUBMITTED BEFORE ANY APPLICATION WILL BE CONSIDERED COMPLETE.

INSPECTIONS ARE REQUIRED

1. FOOTINGS WITH STEEL IN PLACE BEFORE THEY ARE POURED WITH PROVISION FOR GROUNDING. See pages 4 & 5.
2. FOUNDATION WALLS WHEN THEY ARE FORMED AND THE STEEL IS IN PLACE BEFORE THEY ARE POURED.
3. FOUNDATION, WATERPROOFING AND DRAINS IN PLACE (AND RUN TO DAYLIGHT OR PUMP W/ FILTER FABRIC) BEFORE BACKFILLING.
4. ROUGH FRAMING, PLUMBING (WITH LINES PRESSURIZED), ELECTRICAL AND FIRE STOPPING.
5. INSULATION WITH VAPOR BARRIERS INSTALLED.
6. DRIVEWAY FINAL APPROVAL BY ROAD AGENT (if necessary).
7. 911 STREET NUMBERS MUST BE POSTED FOR FINAL FOR CERTIFICATE OF OCCUPANCY.

**TO SCHEDULE INSPECTIONS:
CALL THE BUILDING DEPARTMENT AT
(603) 267-6700 ext. 11**

**A CERTIFICATE OF OCCUPANCY MUST BE ISSUED PRIOR
TO THE STRUCTURE BEING INHABITED**

ARTICLE IV
TABLE 2
Zoning District Regulations - Lot Requirements

| | Village | Rural | Conservation | Lt. Business | Business | Res. Lake |
|--|---------|-------|--------------|--------------|----------|-----------|
|--|---------|-------|--------------|--------------|----------|-----------|

Minimum Area, except as provided in Gilmanton
 Subdivision Regulations

| | | | | | | |
|----------------------------|--------|---------|----------|--------|--------|--------|
| 1. Conventional | 1 Acre | 2 Acres | 10 Acres | 1 Acre | 1 Acre | 1 Acre |
| 2. Open Space Subdivision* | 1 Acre | 1 Acre | 1 Acre | 1 Acre | 1 Acre | 1 Acre |

Conventional Lot Line Setbacks:**

| | | | | | | |
|------------------|-----|-----|-----|-----|-----|-----|
| 1. Front | 35' | 35' | 35' | 50' | 50' | 35' |
| 2. Side and Rear | 20' | 20' | 20' | 20' | 20' | 20' |

Open Space Subdivision

| | | | | | | |
|-------------------------|-----|-----|-----|-----|-----|-----|
| All Lot Line Setbacks** | 20' | 20' | 20' | 20' | 20' | 20' |
|-------------------------|-----|-----|-----|-----|-----|-----|

Setbacks from Water Bodies

| | | | | | | |
|-------------------|--|-----|-----|-----|-----|-----|
| 1. Buildings | 75' | 75' | 75' | 75' | 75' | 75' |
| 2. Septic Systems | State of NH requirements for all zones | | | | | 75' |

Setbacks from Wetlands, Perennial & Intermittent Streams

| | | | | | | |
|-------------------|--|-----|-----|-----|-----|-----|
| 1. Buildings | 50' | 50' | 50' | 50' | 50' | 50' |
| 2. Septic Systems | State of NH requirements for all zones | | | | | 50' |

Frontage

| | | | | | | |
|---------------------------|------|------|------|------|------------------|------|
| 1. Conventional*** | 125' | 200' | 400' | 200' | 200' | 125' |
| | | | | | (NH Rt. 106) | |
| | | | | | 125' | |
| | | | | | (Internal Roads) | |
| 2. Open Space Subdivision | 75' | 75' | 75' | 75' | 75' | 75' |

* See Article V of this Ordinance.

** School Bus Stop Shelters shall be exempt from all setbacks, but shall not be located within the right-of-way.

*** Any lot that conforms with the 150' frontage requirement in the Rural District in effect prior to March 14, 2000 shall be treated as a conforming lot for the frontage requirement purposes of this ordinance.

Common lots or other lots permanently preserved as open space may be exempted from the minimum frontage and lot size requirements at the discretion of the Planning Board, but shall be accessed by a permanent right-of-way no less than 30' wide.

For two-family and multi-family dwellings, an additional one acre per dwelling unit above one dwelling unit is required in addition to the minimum lot size.

For inns, motels and rest/convalescent homes, an additional 10,000 square feet per bedroom is required in addition to the minimum lot size.

In the case of a corner lot, all buildings shall be set back at least 35 feet from each street or right-of-way.

TOWN OF GILMANTON

FOOTINGS & FOUNDATION REQUIREMENTS

Footings must be a minimum of 8" thick and 16" wide with two rows of #4 bar in them. Also must have either a key way of # 4 bar dowels in them

Frost walls or foundations must have a minimum of 2 rows of # 4 bar in them near the top of the wall, tied in place.

| Rebar | 03 IRC | 97 UBC |
|---|----------------|----------------|
| <input type="checkbox"/> SDC D1&D2 {SZ3&4} #4 bar req'd in bottom of footing & top of stem wall | F2 [403.1.3] | {1806.7.1} |
| <input type="checkbox"/> SDC D1&D2 #4 vert bar 4ft o.c. req'd in CMU or if construction joint between footing and stem wall | [403.1.3] | {n/a} |
| <input type="checkbox"/> Lap splices min 12in or per design | {local} | {II-1912.15.1} |
| <input type="checkbox"/> Min clearance to forms & soil | F2, T2 [404.1] | {1907.7.1} |

Plates & Sills

| | | |
|---|-----------|----------|
| <input type="checkbox"/> Bottom of sill 6in min to earth | [404.1.6] | {1806.1} |
| <input type="checkbox"/> Sill treated or decay resistant [if ≤8in of earth] | [319.1] | {2306.4} |
| <input type="checkbox"/> PT wood fasteners req hot-dipped galv, stainless steel, silicone bronze, or copper [exc bolts ≥½in diam] | [319.3] | {2304.3} |

Anchor Bolts

| | | |
|--|---------------------------|------------|
| <input type="checkbox"/> ½in bolts {¾in SZ4} min 7in embedment max 6ft spacing EXC | [403.1.6] | {1806.6} |
| Straps placed at intervals providing equivalent anchorage as ½in bolts | [403.1.6] | {n/a} |
| <input type="checkbox"/> Plate washers req'd in SDC C, D1&D2 {SZ3&4} | [403.1.6.1] | {1806.6.1} |
| <input type="checkbox"/> Max 12in from end of sill | F4 [403.1.6] | {1806.6} |
| <input type="checkbox"/> Min 7 bolt diam from end of sill | F4 [403.1.6] ² | {1806.6} |
| <input type="checkbox"/> Min 2 bolts per piece of sill material | [403.1.6] ³ | {1806.6} |
| <input type="checkbox"/> 4ft o.c. for >2 story in SDC C, D1&D2 | [403.1.6.1] | {local} |

Hold-downs

| | | |
|--|---------|------------|
| <input type="checkbox"/> Hold-down embedment per design specs | [manu] | {1605.2.2} |
| <input type="checkbox"/> All load transfers floor to floor to design specs | [601.2] | {II-1629} |

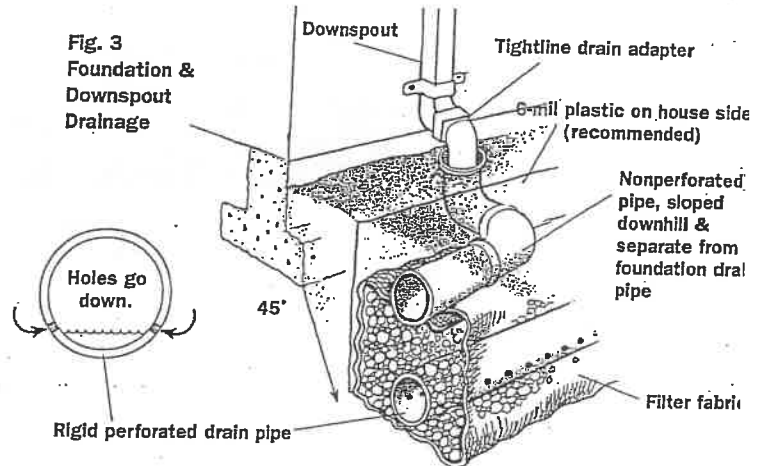
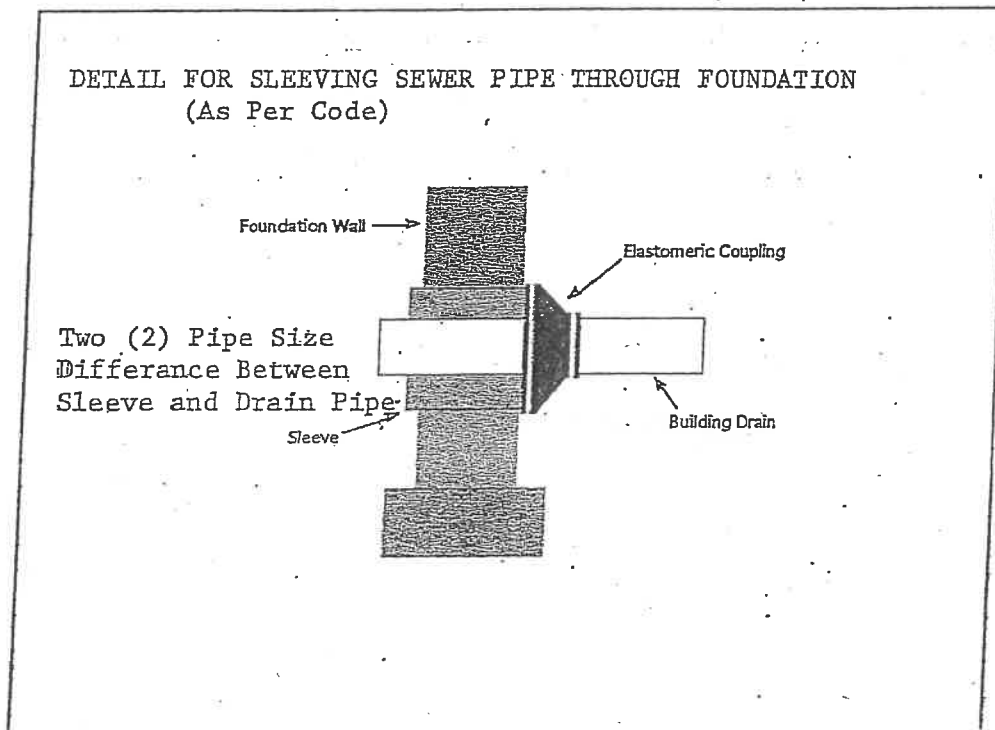
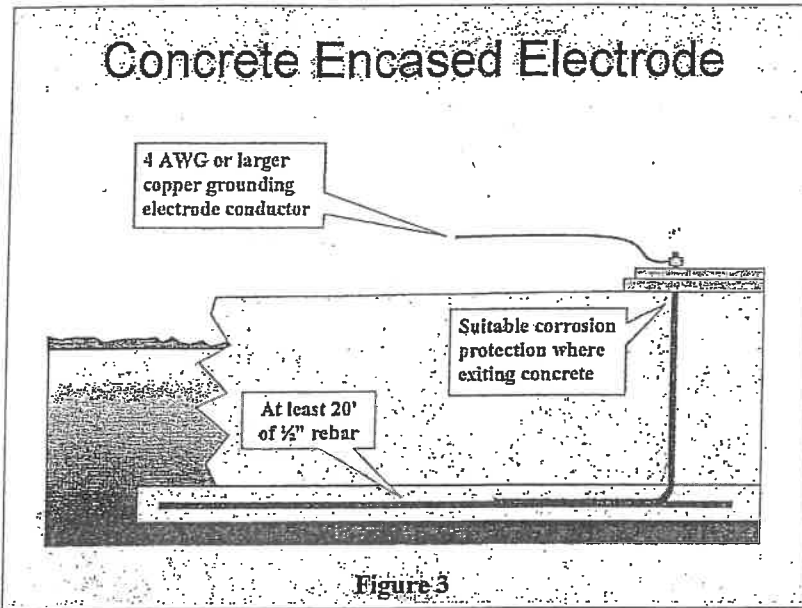


Table 2 • Reinforcing Steel Cover

| Foundation Surface | Min. Cover ≤ No. 5 Bars | Min. Cover ≥ No. 6 Bars |
|--|----------------------------|----------------------------|
| Concrete cast against and permanently exposed to earth | 3" | 3" |
| Concrete exposed to earth or weather | 1½" | 2" |
| Not exposed to weather, e.g. top of indoor slab | 1" | Up to No. 11 bars |

Based on [403.1.3] & [1907.7.1]

Figure 3: illustrates an application where a rod or bar has been extended up through the concrete wall and sill plate. This bar or rod will be left long enough to extend through the double plate and allow the connection of the grounding electrode conductor. The advantages to this method are that the electrician can make the connection to the rod or bar at any convenient time and it allows for future inspection of the connection. Suitable corrosion protection, such as epoxy, has been provided for the rod or bar where it exits the concrete.



BUILDING AND FIRE CODES

International Building Code 2009 Edition with appendices
International Residential Code 2009 Edition with appendices
NFPA Life Safety Codes 101- 2015
NEC (National electrical code) 2017
International Plumbing Code 2009
International Energy Conservation Code 2009

*** Any other Codes adopted by the State of New Hampshire with appendices ***

STATE FIRE CODES AND STANDARDS

NH Code of Administrative Rules: State Fire Code FIR 100
Fire Marshal's Office
Department of Safety
33 Hazen Drive
Concord, NH 03305
(603) 223-4289
fmo@dos.nh.gov

Town and State Agencies Reference List

STATE OF NEW HAMPSHIRE

NH Dept of Environmental Services (for Septic System & Shoreland Approvals)

Subsurface Bureau

P.O. Box 95, 29 Hazen Drive

Concord, NH 03302

(603) 271-3503

http://www2.des.state.nh.us/OneStop/Subsurface_Menu.aspx

NH Office of Energy and Planning

4 Chenell Drive

Concord, NH 03301

(603) 271-2155

www.nh.gov/oep

NH Public Utilities Comm.

(Energy Code Application, EC-1)

21 South Fruit St. Ste 10

Concord, NH 03301-2429

(603) 271-2431

www.puc.nh.gov

TOWN OF GILMANTON - 503 Province Rd. (603) 267-6700

Building Department ext. 11

Everett Hodge - Building Inspector/Code Enforcement Officer W-F 11:30AM – 4:30 PM

Annette Andreozzi – Administrator W-F 9 AM- 4 PM

Zoning Board of Adjustment & Historic District Commission ext. 11

Annette Andreozzi – Administrator W-F 9 AM- 4 PM

Planning Board ext. 29

DRIVEWAY PERMIT APPROVAL

For Town Roads

Paul Perkins, Road Agent

contact Building Administrator

OR

For State Roads

State of NH DOT (603) 524-6667

2 Sawmill Road

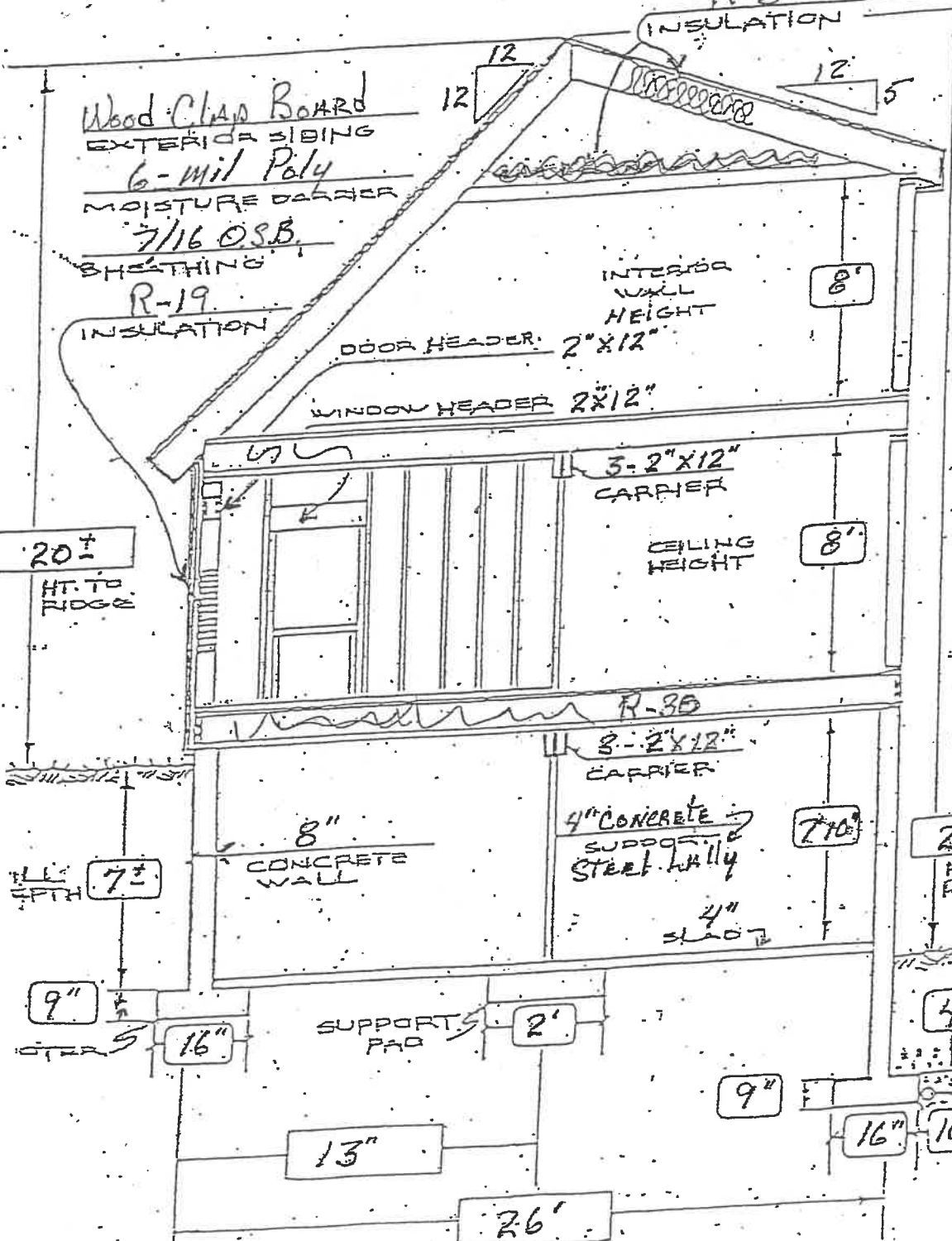
Gilford, NH 03246

SAMPLE

2

NO. OF STORIES

#2 KD SPF
 SPECIES & GRADE OF LUMBER
 25 YR. HS. DLK/T shingles
 ROOF SHINGLES
 6" RETARDER (153MM)
 MOISTURE BARRIER
 Roof: 1/2" / 5" / 3/4"
 SHEATHING
 2" x 10"
 RAFTERS
 R-38
 INSULATION



2" x 8"
 CEILING JOIST
 2-2" x 6"
 TOP PLATE
 2" x 6" 16" OC
 STUD
 2" x 6"
 BOTTOM PLATE
 3/4" T&G Plywood
 SUB FLOOR
 2" x 10"
 FLOOR JOIST
 2-2" x 6"
 TOP PLATE
 2" x 16"
 STUD
 2" x 6"
 BOTTOM PLATE
 3/4" T&G Plywood
 SUB FLOOR
 2" x 10"
 FLOOR JOIST
 2" x 6" PT.
 SILL PLATE

28'
 HT. TO RIDGE
 4"
 FROST WALL (4" MIN)
 4"
 PIPE
 16" 16" STONE

APPLICANT'S NAME

Species & Grade of Lumber

CONTRACTOR'S NAME

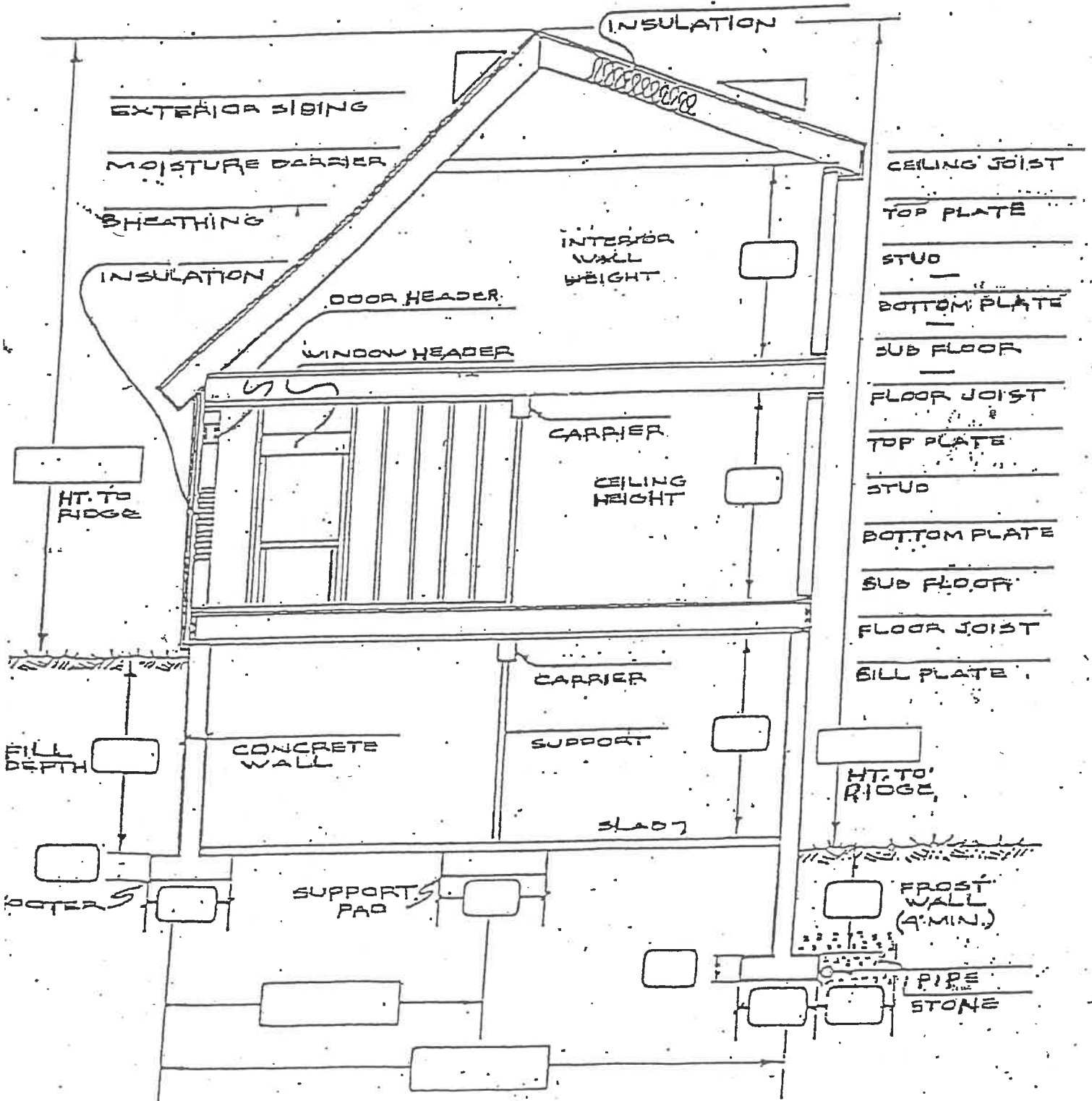
ROOF SHINGLES

NO. OF STORIES

MOISTURE BARRIER

SHEATHING

RAFTERS



DATE:

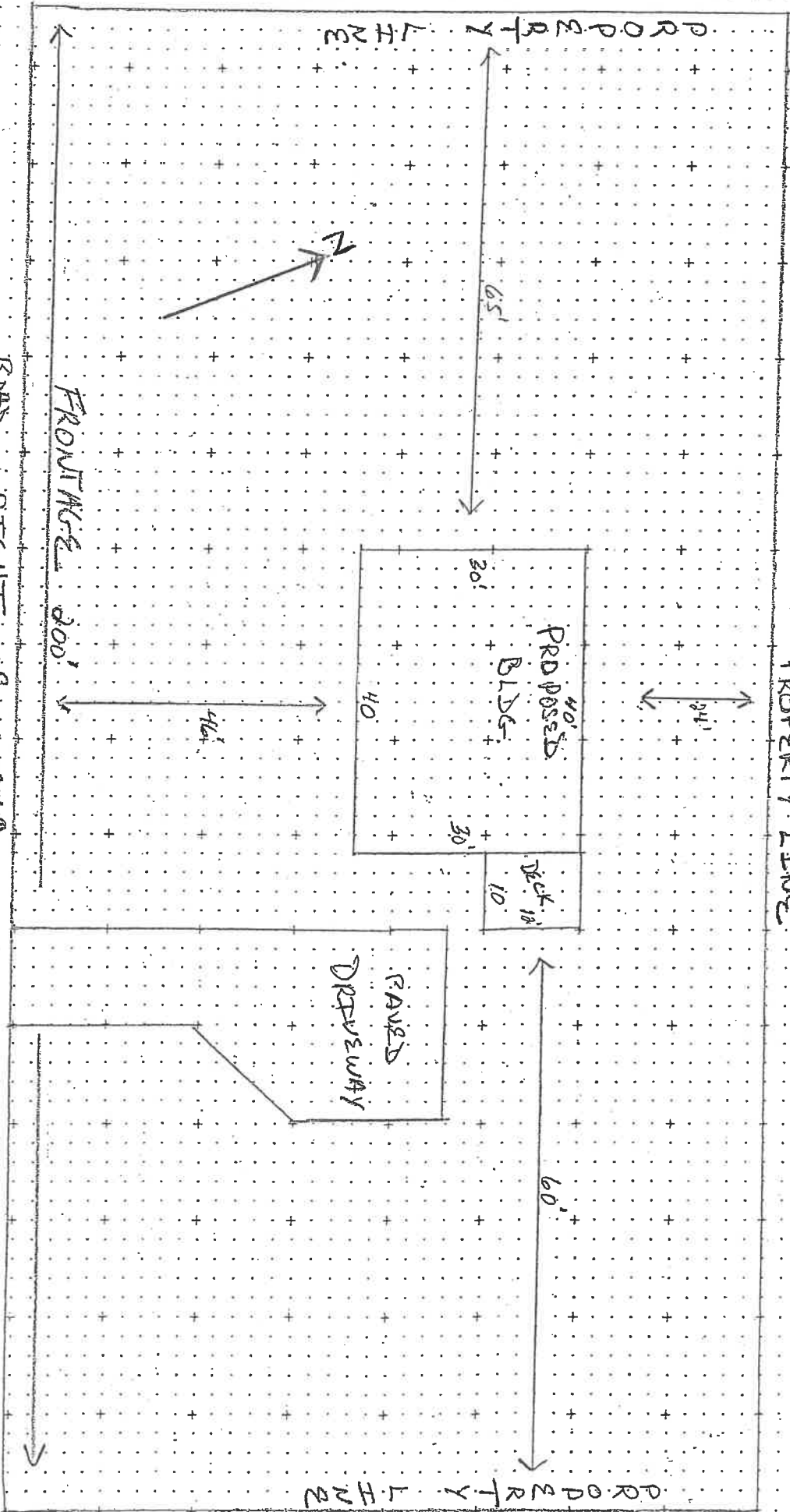
OWNER'S NAME

MAP/L.O.T. NUMBER

SAMPLE

SCALE 1" = 30'

PROPERTY LINE



ROADS RIGHT OF WAY

ROAD NAME

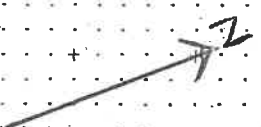
FRONTAGE 65'

PROPOSED BLDG.
40' x 30'

DECK 10' x 10'

RAISED DRIVEWAY

60'



GILMANTON PERMIT FEE SCHEDULE

New Residential

| | |
|---|---|
| Single Family Dwelling | \$350.00 + .10/sq. ft. |
| Two Family Dwelling | \$400.00 + .10/sq. ft. |
| Multi-Family Dwelling | \$400.00 + \$50/unit + .10/sq. ft. |
| Permit Amendment Fee | up to \$175.00 + .10/sq. ft. for additional space |
| Permit Renewal (Permits expire 12 months from issue date) | \$ 50.00 |

Existing Residential

| | |
|--|--|
| Relocation of Dwelling Unit | \$200.00 + .10/sq. ft. |
| Addition to Existing Residential/Attached Garage | \$100.00 + .10/sq. ft. |
| Renovations | \$100.00 + .10/sq. ft. |
| Electrical/Plumbing/Chimney/Gas/Heating Unit/Tanks | \$ 50.00 |
| Decks/Open Porches | Less than 100 sq ft \$ 25.00 100 sq ft or larger \$ 75.00 |

Outbuildings

| | |
|---------------------|--|
| Barn | \$100.00 + .10/sq. ft. |
| Detached Garage | \$100.00 + .10/sq. ft. |
| Shed | 100 sq. ft. or larger \$ 25.00 + .10/sq. ft. Less Than 100 sq. ft N/C |
| Building Relocation | Less than 196 sq ft \$ 25.00 196 sq ft or larger \$ 50.00 |

Additional Residential

| | |
|--------------------------------|--|
| Trailer Coach (120 Day Permit) | \$120.00 |
| Swimming Pools | In ground \$100.00 Above Ground \$ 50.00 |
| Sign (Non-Commercial) | \$100.00 |

New Commercial

| | |
|--|--|
| Sign (Businesses Requiring Site Plan Approval) | \$200.00 |
| Single Unit Commercial Building | \$500.00 + .15/sq. ft. |
| Multi-Unit Commercial Building | \$500.00 plus \$50.00 per Unit + .15/sq. ft. |

Existing Commercial

| | |
|--|------------------------|
| Addition to Existing Commercial Building | \$350.00 + .15/sq. ft. |
| Renovation to Existing Commercial Building | \$200.00 + .15/sq. ft. |

Cell Towers

| | |
|-----------------------|------------------------|
| Cell Tower Foundation | \$300.00 + .07/sq. ft. |
| Cell Tower | \$500.00 + \$1.00/ ft. |
| Additional Antennas | \$ 50.00 each |

Other

| | |
|---|----------|
| Trailer - 180 Day Permit for <i>Construction Only</i> | \$120.00 |
| Re-inspection Fee | \$ 50.00 |
| Building Demolition | \$ 50.00 |

The Above are Non-Refundable Processing Fees

A FINE of up to \$ 50.00 per day may be charged for all work started without a permit. The fine period starts and runs until a permit is issued.

Fines must be paid before the Permit can be issued.