



ROCHESTER, NEW HAMPSHIRE

CODE ENFORCEMENT DEPARTMENT

DIVISION OF BUILDING INSPECTION

CITY HALL

TELEPHONE: 603-332-3508

FAX: 603-332-8601

NEW HOME BUILDING PERMIT GUIDELINES

- 1.) COMPLETED APPLICATION: FILL IN ALL APPLICABLE LINES I.E., ZONING DISTRICT, LOT SIZE, NUMBER OF BEDROOMS AND BATHROOMS, USE, SETBACKS, ETC.
 - A.) FLOOR PLAN: SHOW DIMENSIONS OF BUILDING.
 - B.) FOUNDATION PLAN: SHOW DIMENSIONS OF WALLS, BULKHEAD, COLUMN FOOTING, CHIMNEY FOOTINGS, ETC.
 - C.) STRUCTURAL CROSS SECTION(S): SHOW FOUNDATION AND FRAMING. SPECIFY TYPE OF LUMBER TO BE USED. SHOW JOIST, STUD, AND RAFTER SIZES, ROOF, WALL AND FLOOR SHEATHING. INDICATE INSULATION IN FLOORS, WALLS, AND CEILINGS. SHOW FIRE SEPARATION BETWEEN HOUSE & GARAGE IF APPLICABLE.
 - D.) TRUSS SPECIFICATIONS: IF USED, SUBMIT COPIES OF ALL FLOOR TRUSSES/ENGINEERED JOIST AND ROOF TRUSSES CERTIFIED SPECIFICATIONS THAT ARE GOING TO BE USED.
 - E.) DOOR AND WINDOW SCHEDULE: INCLUDING DETAILED SPECIFICATIONS
- OTHER PERMITS
 - A.) FENCING
 - B.) SIGNS
 - C.) POOL
 - D.) DEMOLITION
 - E.) OTHER
- SUB-CONTRACTORS AS APPLICABLE
 - A.) PLUMBING CONTRACTOR
 - B.) ELECTRICAL CONTRACTOR
 - C.) FIRE ALARM
 - D.) MECHANICAL
 - E.) FIRE PROTECTION
- 2.) DRIVEWAY PERMIT: OBTAIN FROM CITY ENGINEER AT PUBLIC WORKS GARAGE. DRIVEWAY PERMITS \$150.00. EXCAVATION PERMITS AS NEEDED \$100.00 (CHECK WITH PUBLIC WORKS 603.332.4096)
- 3.) STREET ADDRESS: OBTAIN FROM ASSESSING DEPARTMENT AT THE REVENUE BUILDING LOCATED NEXT TO CITY HALL. 603.332.5109
- 4.) SEPTIC SYSTEM DESIGN PLAN: IF APPLICABLE, APPROVAL FOR CONSTRUCTION AND SEPTIC SYSTEM DESIGN.
- 5.) SITE PLAN: ACCURATELY DRAWN TO SCALE. SHOW: LOCATION & NAME OF STREET. DRIVEWAY, LOT DIMENSION, SETBACKS, BUILDING(S) LOCATION, SEPTIC SYSTEM LOCATION.
- 6.) FOUNDATION CERTIFICATION SURVEY: MUST BE SUBMITTED TO THE CODE ENFORCEMENT OFFICE PRIOR TO FOOTING INSPECTION. A FOOTING PERMIT WILL BE ISSUED PRIOR TO THE ISSUANCE OF BUILDING PERMIT.

- 7.) ENERGY COMPLIANCE FORMS: RSA 155-D, ALL PERMIT APPLICATIONS FOR NEW BUILDINGS AND/OR STRUCTURES ARE REQUIRED TO SUBMIT A CERTIFICATE OF COMPLIANCE FORM FOR THE ENERGY CODE. A COPY OF THE ENERGY COMPLIANCE FORMS AND RESCHECK SOFTWARE ARE AVAILABLE AT THE STATE OF NEW HAMPSHIRE PUBLIC UTILITIES COMMISSION'S WEBSITE AT [HTTP://WWW.PUC.STATE.NH.US/INDEX.HTM](http://www.puc.state.nh.us/index.htm).
- 8.) STORM WATER MANAGEMENT AND EROSION CONTROL PERMIT APPLICATION: PURSUANT TO CHAPTER 50 OF THE GENERAL ORDINANCES, NO PERSON SHALL ALTER LAND OR ENGAGE IN ANY ACTIVITY WHICH CAUSES OR CONTRIBUTES TO STORM WATER RUNOFF DISCHARGE, WITHOUT FIRST HAVING OBTAINED A STORM WATER MANAGEMENT PERMIT (SMP) FOR LAND PROPOSED TO BE ALTERED, OR WHICH WILL BE AFFECTED BY SUCH ACTIVITY. THE OWNER SHALL BE REQUIRED TO APPLY TO THE DEPARTMENT OF PUBLIC WORKS AND OBTAIN SUCH PERMIT FROM THE DEPARTMENT, PRIOR TO UNDERTAKING ANY ACTION. THIS REQUIREMENT SHALL APPLY TO ANY ACTIVITY THAT WILL DISTURB OR IMPACT A LAND AREA GREATER THAN 5000 CUMULATIVE SQUARE FEET UNLESS SPECIFICALLY EXEMPTED BY THE ORDINANCE.

ALL BUILDINGS MUST MEET THE REQUIREMENTS OF:

- 1.) INTERNATIONAL BUILDING CODE, 2009 EDITION.
- 2.) INTERNATIONAL RESIDENTIAL CODE, 2009 EDITION.
- 3.) STATE FIRE CODE, SAF-C 3000
- 4.) NATIONAL ELECTRICAL CODE, 2008 EDITION.
- 5.) INTERNATIONAL PLUMBING CODE, 2009 EDITION.
- 6.) INTERNATIONAL MECHANICAL CODE, 2009 EDITION
- 7.) LIFE SAFETY CODE NFPA 101, 2003 EDITION

BUILDING PERMIT CARD MUST BE PICKED UP AFTER APPROVAL IS GRANTED AND DISPLAYED ON SITE BEFORE CONSTRUCTION IS STARTED. NO INSPECTIONS MAY BE CONDUCTED IF PERMIT CARD IS NOT ON SITE!

ALL INSPECTIONS MUST BE CALLED IN ADVANCE.

- 1.) ROUGH INSPECTIONS REQUIRED AS APPLICABLE:
 - A.) FOUNDATION AND DRAINAGE
 - B.) UNDERGROUND UTILITIES
 - C.) ELECTRICAL
 - D.) PLUMBING
 - E.) MECHANICAL, INCLUDING GAS PRESSURE TEST
 - F.) FRAMING
 - G.) OTHER INSPECTIONS AS REQUIRED BY THE FIRE DEPARTMENT
- 2.) PRIOR TO CONCEALMENT I.E. SHEETROCK
 - A.) ENERGY COMPLIANCE I.E. INSULATION
- 3.) WHILE SHEETROCK IS BEING INSTALLED
 - A.) SHEETROCK COMPLIANCE I.E. FASTENING SCHEDULE
- 4.) FINAL INSPECTIONS REQUIRED AS APPLICABLE:
 - A.) ELECTRICAL
 - B.) PLUMBING
 - C.) MECHANICAL
 - D.) OTHER INSPECTIONS AS REQUIRED BY THE FIRE DEPARTMENT
 - E.) NOTICE OF DECISIONS INSPECTIONS BY OTHER APPLICABLE DEPARTMENTS
- 5.) CERTIFICATE OF OCCUPANCY
 - A.) A CERTIFICATE OF OCCUPANCY MAY BE OBTAINED AFTER ALL PRIOR STEPS HAVE PASSED INSPECTIONS, PLEASE CALL THE OFFICE BEFORE COMING IN TO VERIFY THAT IT IS READY.

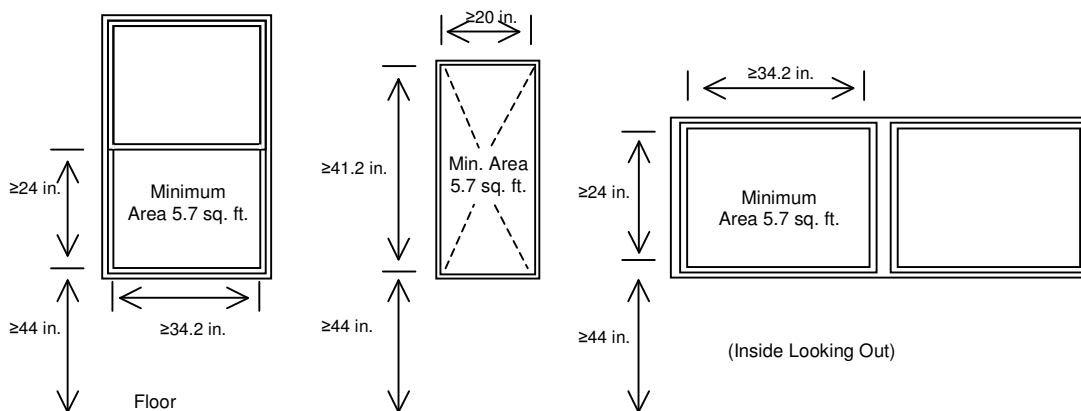
PORTABLE TOILET FACILITIES: PORTABLE TOILET FACILITIES SHALL BE ON THE CONSTRUCTION SITE PRIOR TO THE START OF AND DURING ALL TIMES OF CONSTRUCTION PER THE INTERNATIONAL PLUMBING CODE, 2009 EDITION.

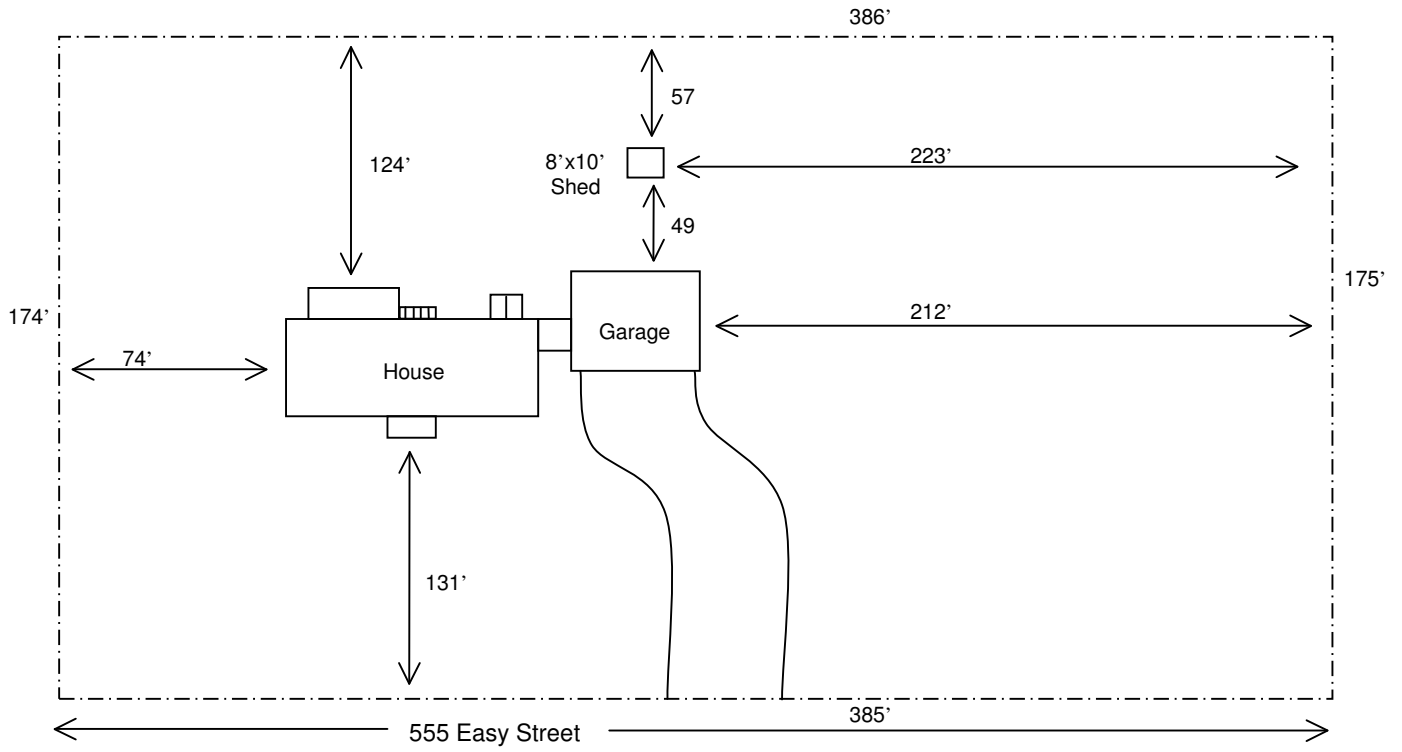
311.1 GENERAL. TOILET FACILITIES SHALL BE PROVIDED FOR CONSTRUCTION WORKERS AND SUCH FACILITIES SHALL BE MAINTAINED IN A SANITARY CONDITION. CONSTRUCTION WORKER TOILETS FACILITIES OF THE NONSEWER TYPE SHALL CONFORM TO ANSI Z4.3.

RELATIVE TO FOUNDATION CERTIFICATION PLANS: CHAPTER 15, SECTION 15.9-I (H): ALL NEW BUILDINGS AND/OR STRUCTURES, AS DEFINED IN CHAPTER 41, SECTION 42.6 OF THE GENERAL ORDINANCES OF THE CITY OF ROCHESTER, OR ADDITIONS TO EXISTING BUILDINGS AND/OR STRUCTURES, SHALL BE REQUIRED TO OBTAIN AND FILE WITH THE CODE ENFORCEMENT DEPARTMENT A FOUNDATION CERTIFICATION PLAN IN ACCORDANCE WITH THE REQUIREMENTS OF CHAPTER 40, SECTION 40.16.

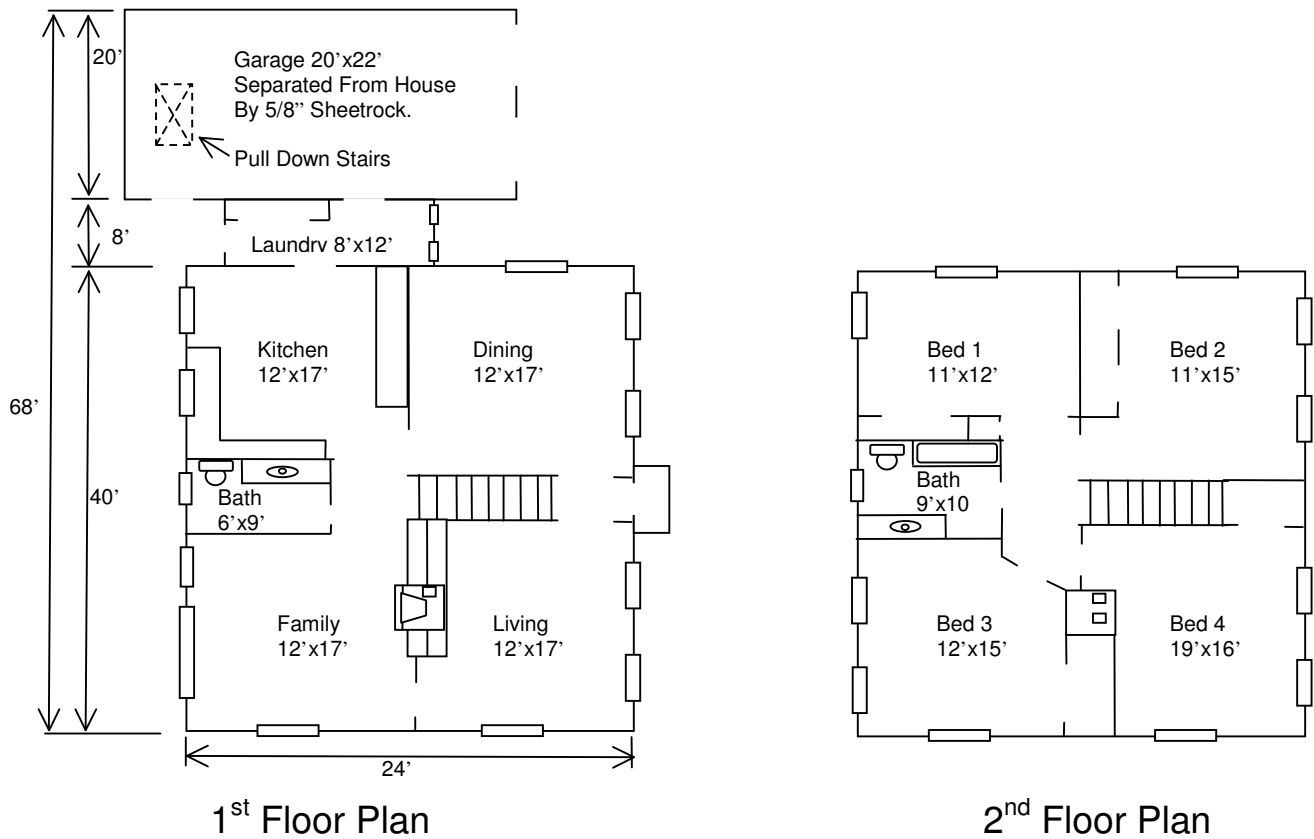
GENERAL ORDINANCES OF THE CITY OF ROCHESTER, SECTION 40.16 PERMITS: PERMITS SHALL BE OBTAINED FROM THE CODE ENFORCEMENT OFFICER FOR THE CONSTRUCTION, ALTERATION, REMOVAL, DEMOLITION, OR REPAIR OF ANY FOUNDATION, FOOTING, BUILDING OR STRUCTURE OR FOR THE INSTALLATION OF PLUMBING, USE OF CONCRETE, MASONRY, METAL, IRON AND WOOD, AND OTHER BUILDING MATERIAL, THE INSTALLATION OF ELECTRIC WIRING, AND FIRE PROTECTION INCIDENT THERETO FOR THE PREVENTION OF FIRES, INCLUDING BUT NOT LIMITED TO SWIMMING POOLS, SIGNS, AND FENCES, EXCEPT THAT NO PERMIT SHALL BE REQUIRED FOR PAINTING, PAPERING, LAYING FLOORS, OR UPKEEP IN MAINTENANCE OF ANY STRUCTURE. SEPARATE PERMITS SHALL BE REQUIRED FOR BUILDING, ELECTRICAL, PLUMBING, MECHANIC, FIRE PROTECTION, AND DEMOLITION. PRIOR TO THE ISSUANCE OF A FOUNDATION OR BUILDING PERMIT BY THE CODE ENFORCEMENT OFFICER THE APPLICANT FOR SUCH PERMITS SHALL FILE WITH THE CODE ENFORCEMENT DEPARTMENT A FOUNDATION CERTIFICATION PLAN BEARING THE STAMP OF A NEW HAMPSHIRE LICENSED LAND SURVEYOR AND CONTAINING A STATEMENT FROM SUCH SURVEYOR TO THE EFFECT THAT THE PROPOSED BUILDING OR STRUCTURE COMPLIES WITH ALL APPLICABLE BUILDING OR STRUCTURE SETBACK REQUIREMENTS AND THAT NO PORTION OF THE NEW BUILDING OR STRUCTURE IS LOCATED WITHIN ANY OF THE SETBACK AREAS REQUIRED BY LAW. THE REQUIREMENT FOR A FOUNDATION CERTIFICATION PLAN MAY BE WAIVED, IN WRITING, BY THE CODE ENFORCEMENT OFFICER IF, IN THE DISCRETION OF THE CODE ENFORCEMENT OFFICER, THERE ARE REASONABLE GROUNDS TO CONCLUDE THAT THE PREPARATION AND SUBMISSION OF A FOUNDATION CERTIFICATION PLAN IS UNNECESSARY TO INSURE THAT THE NEW BUILDING OR STRUCTURE DOES NOT VIOLATE ANY REQUIRED SETBACK.

EMERGENCY EGRESS WINDOWS: THE STATE FIRE MARSHAL'S OFFICE HAS RULED THAT DOUBLE HUNG TILT-IN WINDOWS CANNOT UTILIZE BOTH SASHES TO SATISFY THE 5.7 SQUARE FEET REQUIREMENT. THE BOTTOM SASH WINDOW OPENING ALONE MUST MEET THE AREA AND DIMENSIONAL MINIMUMS.

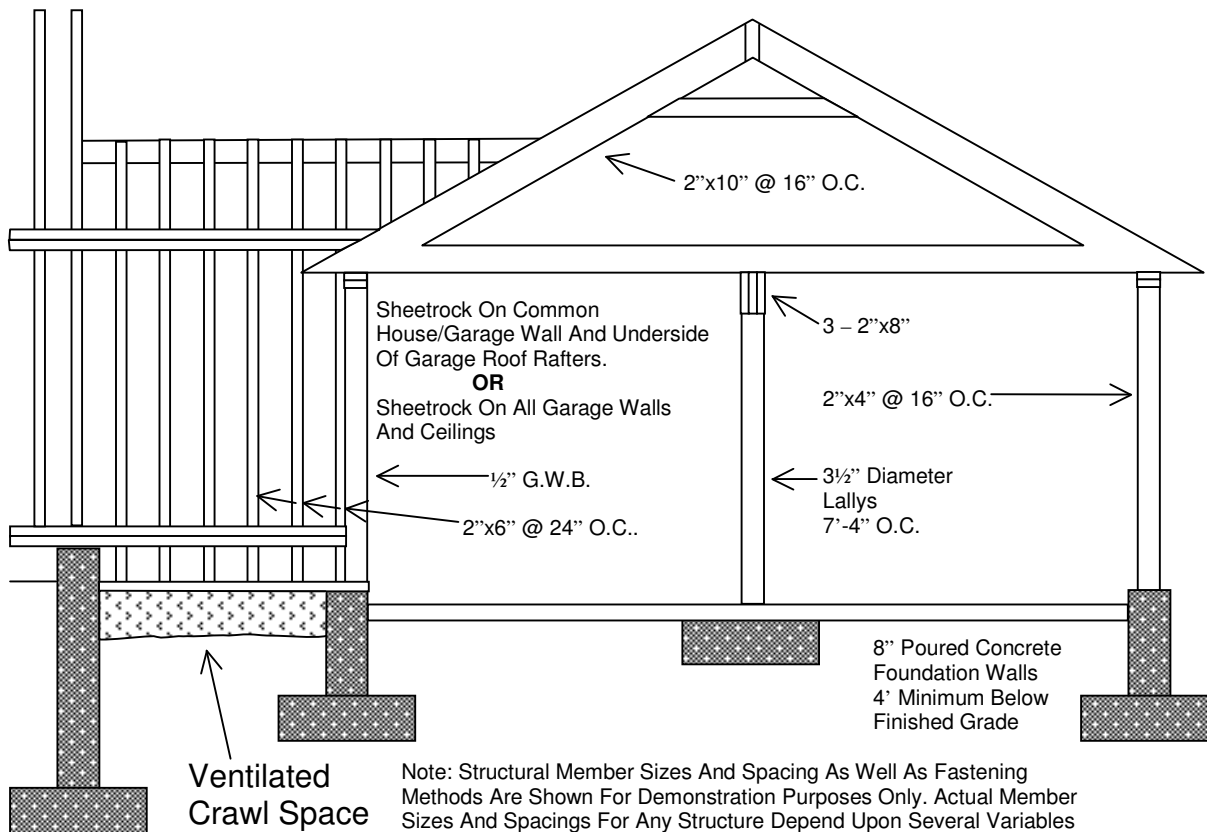
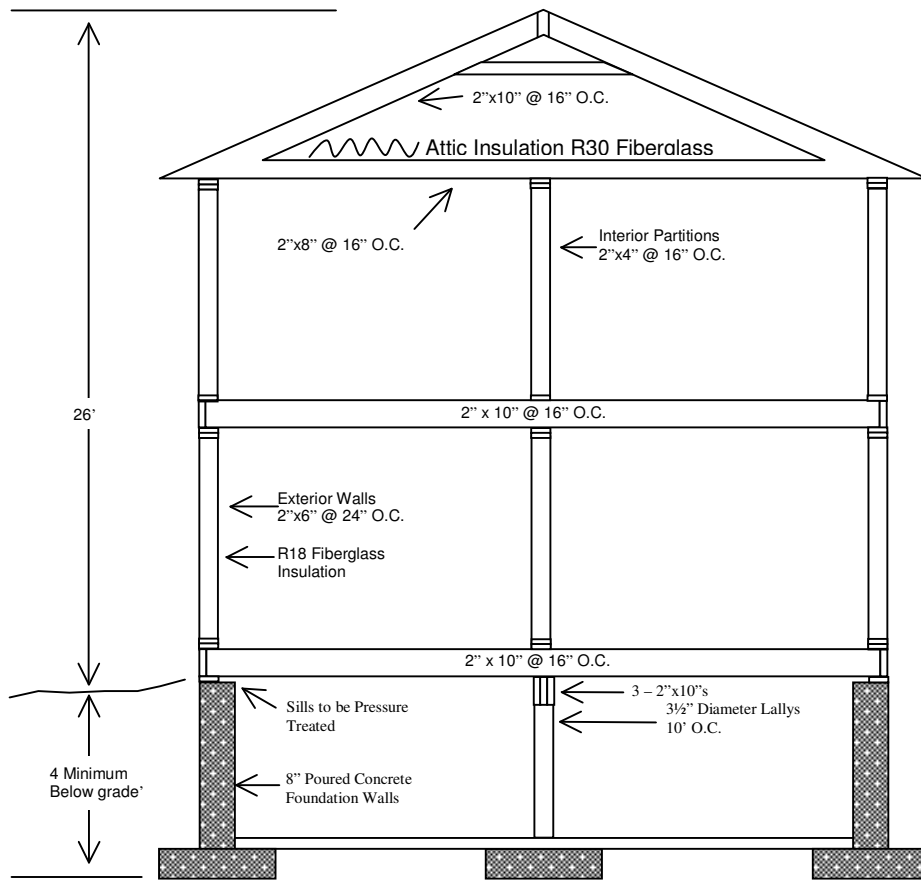




Sample Site Plan

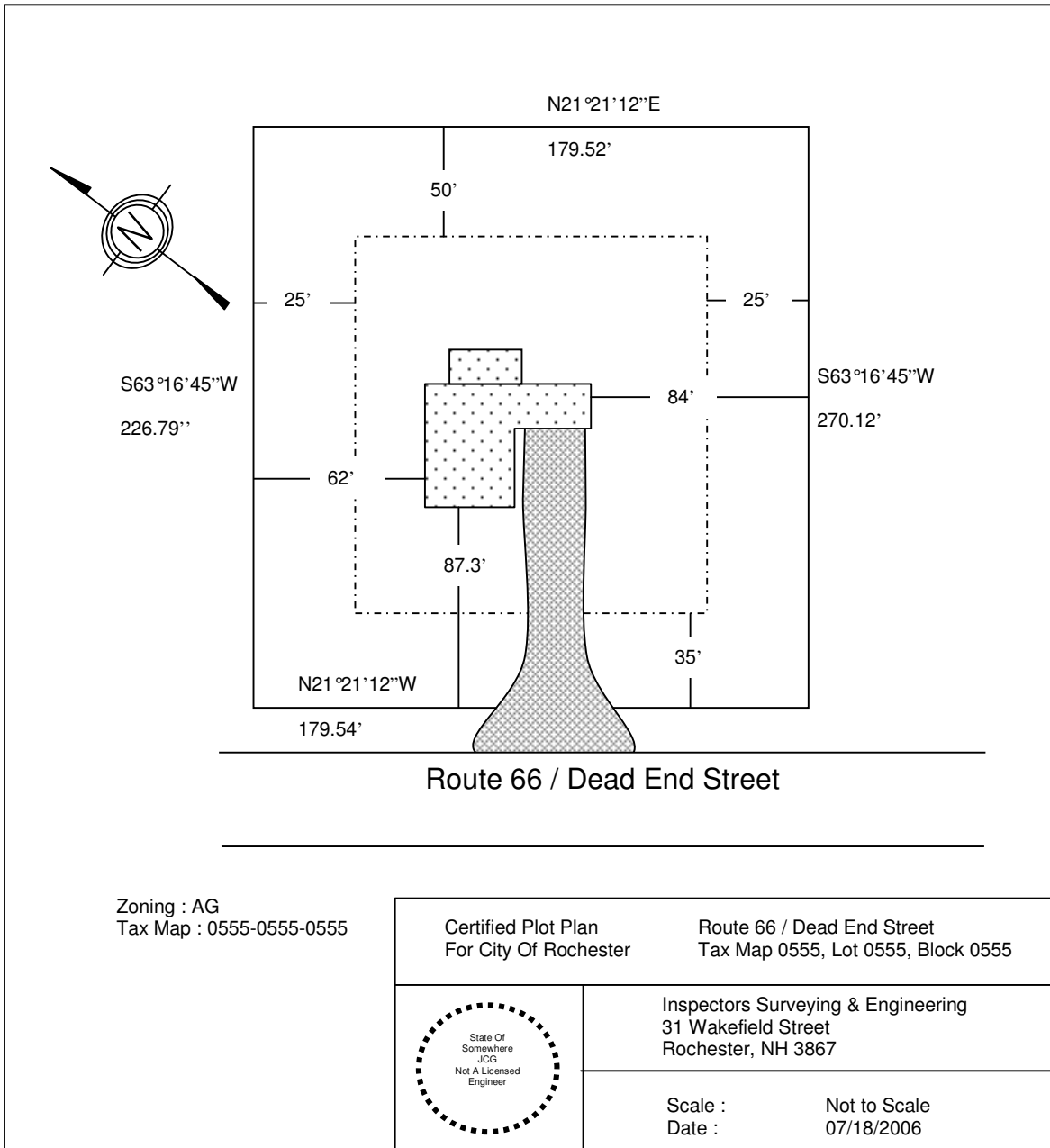


Sample Floor Plans



Note: Structural Member Sizes And Spacing As Well As Fastening Methods Are Shown For Demonstration Purposes Only. Actual Member Sizes And Spacings For Any Structure Depend Upon Several Variables Unique To Each Individual Case.

Framing Cross Section Samples



FOUNDATION CERTIFICATION PLOT PLAN SAMPLE

**APPENDIX B
CHAPTER 42**

42.16 DIMENSIONAL REGULATIONS - TABLE 2

(See next page for details and exceptions)

District	Minimum Lot Area			Minimum Lot Area Per Added Dwelling Unit		Minimum Yards (Setbacks)					
	with no water or sewer	with water or sewer	with both water & sewer	With both water & sewer	with water or sewer or none*	Front Yard	Side Yard	Rear Yard	Distance from other buildings	Minimum Frontage	Maximum lot coverage
Agricultural	40,000	30,000	20,000	NP*	NP*	35	25	50	10	150/U	30%
Residence 1	40,000	30,000	10,000	NP	NP	25	10	25	10	100	30%
Residence 2	40,000	30,000	6,000	6,000	30,000	15	8	25	10	60	30%
Business 1 (Residential Use)	R	R	R	1,000	NP	F	S	25	6	R	75%
Business 1 (Non-Residential Use)	R	R	R	R	R	F	S	25	6	R	R
Business 2 (Residential Use)	40,000	30,000	6,000	6,000	10,000	15	8	25	10	60	40%
Business 2 (Non-Residential Use)	R	R	R	R	R	F	S	25	6	R	50%
Industry 1	40,000	30,000	20,000	NP	NP	25	10	25	10	100	40%
Industry 2	40,000	30,000	20,000	NP	NP	R	S	25	6	R	60%
Industry 3	40,000	30,000	20,000	NP	NP	25	10	25	6	100	60%
Industry 4	40,000	30,000	20,000	NP	NP	50	25	50	6	100	60%
Industry 4A	40,000	30,000	20,000	NP	NP	50	25	50	6	100	60%
Hospital	R	R	R	NP	NP	R	10	25	10	R	60%

Note: The notation "water" and "sewer" refer to the presence of City Water and City Sewer

APPENDIX B
CHAPTER 42

42.16 DIMENSIONAL REGULATIONS - TABLE 2

Legend:

- DU: Dwelling Unit.
- NP: Not Permitted.
- R: No regulation.
- S: No regulation except that where adjoining a residential zone, side yard shall equal that requirement in the residential zone; any wall that is not a party wall requires a six (6) foot side yard with access for fire fighting.
- F: None required, except where frontage between two intersecting streets is partly residential and partly business: minimum front yard in business district shall equal that required in residential district.
- U: The minimum lot frontage shall be 125 feet for lots serviced by 2 public facilities.

Notes & Exceptions:

- 1: Any interior court shall have a width and depth each not less than the average height of the walls facing the court.
- 2: In any zoning district the minimum rear yard for swimming pools, to be used in connection with a residential dwelling of four (4) or less dwelling units, shall be 10 feet except in the Agricultural district, in which district the minimum rear yard for such pool to be used in connection with such residential dwelling use shall be 25 feet, and provided, further, that any building to be used in connection with pools shall be subject to the normal minimum rear yard setback applicable in such zoning district.
- 3: In any zoning district the minimum side and rear yard setbacks for single-story outdoor storage sheds of less than 144 square feet floor area and not located on a permanent foundation and used in connection with a residential dwelling of four (4) or less dwelling units shall be 10 feet for each setback.
- 4: Minimum front, side, and rear yards for contractor's storage yards are specified in Section 42.15(m).
- 5*: For details on duplexes in the Agricultural District, please see Section 42.15(i).
- 6: The side and rear yards for garages (residential use only) in the Agricultural, Residence 1, and Residence 2 districts can be reduced by Special Exception, as provided for in Section 42.23(c)(28).