

TOWN OF BEDFORD BUILDING DEPARTMENT
55 CONSTITUTION DR.
BEDFORD, NH 03110
472-3838

FEES, POLICIES & REQUIREMENTS¹

Business hours Monday thru Friday
8:00 A.M. – 4:30 P.M.

Office hours for inspectors are generally from 8:00 AM - 9:15 AM and from 3:00 - 4:15 PM. Inspectors do not return to the office during the day until all of their inspections are completed. Please be advised there are times, when the inspectors have a heavy inspection load, are out of the office for training or have meetings in conjunction with other town departments, and will not be available to meet with the general public. If possible, please call ahead to see if and when one of the inspectors will be in the office to meet with you.

CURRENT CODES

The following is a list of frequently applicable codes currently enforced by the Town of Bedford. There are additional codes that may apply to various projects that have been adopted by the State of New Hampshire Fire Marshals Office.
The code official should be consulted for specialized codes that may apply to unique projects

<u>CODE</u>	<u>EDITION</u>
Town of Bedford Fire Code	
Current editions of the State of New Hampshire Building, Plumbing, Mechanical and Energy Conservation codes as amended.	
Currently the 2009 editions with state amendments. Local amendments noted below.	
NFPA 1	Uniform Fire Code 2006
NFPA 70	National Electric Code 2008
NFPA 54	National Fuel Gas Code 2006
NFPA 101	Life Safety Code (delete 24..3.5) 2006
NFPA 211	Chimneys, Fireplaces, Vents & Solid Fuel Burning Appliances 2006
NFPA 31	Oil Burning Equipment 2006
NFPA 13, 13R & 13D	Sprinkler systems 2007
NFPA 72	National Fire Alarm Code 2007
NFPA 241	Standard for Safeguarding Construction, Alteration & Demolition operations 2004

LOCAL CODE AMENDMENTS

ELECTRICAL

- Switches controlling stairway lighting must be lighted in the off position (residential only).
- Switches controlling stairway lighting must be within 6' of the top and bottom of each stairway (this includes basement stairs) (residential only).
- Per the Bedford Fire code gas furnaces are required to have fire-matics and emergency shut off switches located outside the point of entry to the area where the device is located.
- A wall switch must control lights in attics and other storage areas.

PLUMBING

- The maximum water temperature at domestic lavatories and kitchen sinks is 130°F and 120°F at showers and tubs.
- The maximum water temperature at commercial lavatories and personal hand wash stations is 130°F.
The maximum water temperature shall be obtained using a mixing valve located either at the hot water source or at each fixture required to have the maximum temperature limited.

See Bedford municipal Ordnances Chapter 2 Building/Construction for complete amendment text.

¹ Code editions may change without notice as they are modified or adopted by the State of New Hampshire. Specific conditions noted on permits by the building department shall supersede these general guidelines.

PERMIT APPLICATIONS

DUE TO THE DELAYS IN PERMIT PROCESSING CAUSED BY MISSING OR INCOMPLETE INFORMATION THE BUILDING DEPARTMENT WILL NO LONGER ACCEPT APPLICATIONS UNLESS *ALL REQUIRED DOCUMENTATION ACCOMPANIES* THE APPLICATION (see department handbook list of required documents for each type of permit). APPLICATIONS FORMS THAT ARE INCOMPLETE, NOT SIGNED AND ARE NOT THE MOST CURRENT VERSION WILL NOT BE ACCEPTED.

ELECTRIC, PLUMBING, BURNER AND GAS PIPING PERMITS ASSOCIATED WITH BUILDING PERMITS NOT YET APPROVED WILL NOT BE ISSUED UNTIL THE BUILDING PERMIT IS ISSUED.

PERMIT PROCESSING TIME

BUILDING, SWIMMING POOL, SEPTIC, SIGN, REMODELING, SHED, ETC. PERMITS ARE **NOT ISSUED UPON DEMAND**. THESE AND SIMILAR PERMITS MUST BE REVIEWED FOR BOTH BUILDING & ZONING CODE COMPLIANCE. PERMITS ARE PROCESSED IN THE ORDER, WHICH THEY COME INTO THE OFFICE. ALL APPLICATIONS WILL BE PROCESSED AS QUICKLY AS POSSIBLE. THE NUMBER OF INDIVIDUALS WISHING TO MEET WITH THE INSPECTORS, NUMBER OF INSPECTIONS EACH DAY AND THE NUMBER OF PHONE CALLS NEEDING TO BE RETURNED DICTATES THE AMOUNT OF TIME THE INSPECTORS HAVE TO REVIEW APPLICATIONS. THE BUILDING INSPECTOR IS ALLOWED UP TO THIRTY (30) DAYS TO ACT ON RESIDENTIAL APPLICATIONS AND UP TO SIXTY (60) DAYS FOR APPLICATIONS OTHER THAN RESIDENTIAL OR FOR MULTI RESIDENTIAL PROJECTS.

CHAPTER 676 ADMINISTRATIVE AND ENFORCEMENT PROCEDURES

676:13 Building Permits Restricted. –

I. The building inspector shall not issue any building or occupancy permit for any proposed construction, remodeling, or maintenance, which will not comply with any or all zoning ordinances, building codes, or planning board regulations, which are in effect.

II. If any building inspector is prosecuted for violation of RSA 643:1 and found guilty of issuing any permit contrary to the provisions of this section, it shall be prima facie evidence that the building inspector has knowingly refrained from performing a duty imposed on the building inspector by law.

III. The building inspector shall adopt a form or set of standards specifying the minimum contents of a completed application for any building permit. Upon the submission of a completed application, the building inspector shall act to approve or deny a building permit within 30 days; provided, however, that nonresidential applications or residential applications encompassing more than 10 dwelling units shall be approved or denied within 60 days.

THE BUILDING DEPARTMENT RESERVES THE RIGHT TO REQUIRE ICC PLAN REVIEW IF IN THE DEPARTMENT'S OPINION THE PROJECT IS BEYOND THE ABILITIES OF DEPARTMENT PERSONNEL TO PERFORM THE PLAN REVIEW. SUCH A REVIEW MUST BE COMPLETED PRIOR TO APPLICATION FOR A BUILDING PERMIT.

PERMIT SUBMISSION DOCUMENTS

Each of the specific permit applications supplied by this department lists the minimum required documents for each. The specifics for the documentation required by each permit is available in a separate package available upon request.

REQUIRED DOCUMENTATION BY PERMIT

NEW - R-3 STRUCTURE

- Two (2) complete sets of drawings (stamped by design professional when framing not in compliance with adopted code)
- Approved septic design or verification of sewer hookup.
- Approved Driveway permit
- Approved building lot
- Completed energy compliance form with calculations
- HVAC heat loss calculations
- Site plan with location of proposed structure.

NEW - ALL OTHER USE GROUPS

- Two (2) complete sets of drawings (stamped by design professional when required) with location of all required life safety devices
- Approved septic design or verification of sewer hookup.
- Site plan approved and signed by the planning board
- Completed energy compliance form.
- Complete fire alarm submission for approval
- Complete sprinkler submission for approval

ADDITION OR REMODEL OF R-3 STRUCTURE

- Two (2) complete sets of drawings showing structure before remodel or addition and after remodel or addition
- Completed energy compliance form with calculations
- HVAC heat loss calculations
- Approved septic design or verification of sewer hookup if increasing load on septic system.
- Plot plan-showing location of all existing structures on the property and their distances to all lot lines. Location of existing septic system (if applicable). NOTE: If the existing structure has been constructed since 1996 a copy of the original certified plot plan is required.

REMODEL OR ADDITION ALL OTHER USE GROUPS

- Two (2) complete sets of drawings showing structure before remodel or addition and after remodel or addition
- Completed energy compliance form
- HVAC heat loss calculations
- Approved septic design or verification of sewer hookup if changing use group from current use.
- Complete fire alarm submission for approval
- Complete sprinkler submission for approval
- Site plan approved and signed by the planning board.

SEPTIC IN-KIND

- Completed application form with all pertinent information completed.
- A copy of the previous Approval for Operation if the system was installed after 1973.
- Copy of test pit data with original stamp of the NH licensed septic designer or Professional Engineer

NEW SEPTIC SYSTEM DESIGN

- Completed application form with all pertinent information completed.
- A State of NH DES approved septic design

STORAGE SHEDS, DECKS & PORCHES

- Completed application form with all pertinent information.
- Plot plan-showing location of all existing structures on the property and their distances to all lot lines. Location of existing septic system (if Applicable) and proposed location of new shed. NOTE: If the existing structure has been constructed since 1996 a copy of the original certified plot plan is required.
- Plan view of shed with dimensions (LxW) and a cross section detailing framing specifications.
- Foundation details when required (sheds over 200 sq. ft. must have support that goes below frost line - 48").

SWIMMING POOLS

- Plot plan-showing location of all existing structures on the property and their distances to all lot lines. Location of existing septic system (if Applicable) and proposed location of new swimming pool. NOTE: If the existing structure has been constructed since 1996 a copy of the original certified plot plan is required.
- Pool information regarding size, type of heater (if there is to be one), fuel storage for heater, pool construction, etc.
- Public pools and spas (as defined per DES rules Env-Wq 1100) copy of design approval from DES.

SIGNS

- Plot plan-showing location of all existing structures on the property and their distances to all lot lines.
- Location of proposed sign and its distances to the various lot lines.
- Two (2) sets of plans for the sign showing all dimensions, supports and source of illumination (if any) and material specifications.
- Location and sizes of any other existing signs currently located on the property or structures.

FEE PAYMENTS

Only plan review fees are due at the time of application submission. Permit fees are not due until the applicant is notified when the permit is approved and the permit fee amount. Once approval is granted for a permit and a major plan change occurs (more than 25% of the approved permit area affected) an additional review fee will be assessed for revised plan review.

FEE SCHEDULE

USE GROUP (New Construction, Additions, Alterations)

Minimum for any of below	Min \$35
All use groups covered by IBC	0.16/SF
1 & 2 Family Dwellings & Townhouses (including manufactured homes)	0.12/SF

RESIDENTIAL

Minimum for any of below	Min \$35
Decks	0.10/SF
Garages (attached or detached)	0.10/SF
Porches, Breezeways, Carports (enclosed and or covered)	0.10/SF
Sheds, Pool Cabanas (movable or fixed), Fences and Incidental Projects requiring a Permit	0.10/SF
Three Season Rooms, Sun Rooms, Etc.	0.12/SF

PLAN REVIEW FEES

Review fees are due upon submission of application. Review fees are required for all new dwellings, new commercial structures, residential additions / major remodels (of the occupied space) or major commercial remodels / change of use group. These fees do not apply to applications for sheds, swimming pools, decks, minor tenant fit ups under 10,000 sq ft and similar types of applications.

Residential (R-3)	\$ 35.00 per unit
All other Use Groups	\$ 100.00 per building

Once approval is granted for a permit and a major plan change occurs (more than 25% of the building area affected) the revision will incur an additional review fee as well as adjustments to the over permit fee for the project.

BUILDING PERMIT RENEWAL

This would become effective only if no inspections are requested within 180 days after the permit issued or more than 180 days pass between inspections.

1 st Renewal	25% of original fee
2 nd and subsequent Renewals	50% of original fee

NOTE: Permit renewals must be requested in writing and just cause shown for the extension request. The extension fees must be paid prior to inspection requests for expired permits.

COMMERCIAL KITCHEN HOOD EXHAUST SYSTEMS(installation, replacement, alteration) \$25

DEMOLITION

IRC governed Residential	\$35
All other use groups Governed by IBC	\$100

DISPLAY PROCESSES / CARNIVALS

\$25

DRILLING / BLASTING

\$25

ELECTRICAL WIRING

(installation, replacement, alteration)

0.012/SF for R-3
0.016/SF all others
Min \$25

ELECTRIC SERVICE

Up to & including 200A
201A through 1000A
1001A and over

\$ 25.00/ service
\$ 100.00/ service
\$ 250.00 / service

FINES

Starting work without a permit

(this includes foundation excavation)

Failure to secure required inspections
(offenses are cumulative)

Double the permit fee or a minimum of \$100
1st offense – warning, 2nd offense - \$25
3rd offense - \$50, all subsequent offenses \$ 100 each

FIRE ALARM

(installation, replacement, alteration)

0.016/SF
Min \$25

FIREPLACES OR CHIMNEYS(any construction material or fuel)

\$25

FUEL STORAGE TANKS (500 gal or more capacity)

(installation / removal of exposed / buried)

\$25 / Tank

GAS / OIL FIRED BURNERS

(installation, replacement, alteration - includes hot water heaters)

\$25 / unit

GAS PIPING (installation)

\$10/appliance
Min \$25

OUTDOOR SPORTS COURTS

\$35

PLUMBING

(installation, replacement, alteration)

0.012/SF for R-3
0.016/SF all others
Min \$25

SEPTIC SYSTEMS

Complete rebuild or Installation (new)

\$35/system (does not include cost of electrical permit for pumps)

Leachfield In-Kind

\$50/field

Septic Tank only

\$15/tank

Letter to Expedite (this fee is in addition to review fee)

\$ 25.00/system

Plan review prior to submission to D.E.S.

\$ 25.00/per plan

SIGNS

Illuminated

\$75

Non-illuminated

\$50

SPRINKLER SYSTEMS (FIRE SUPPRESSION)

(Installation, replacement, alteration)

0.016/SF
Min \$25

SWIMMING POOLS (includes electric permit)

IN-Ground

\$75

Above Ground

\$50

TEMPORARY MANUFACTURING

\$25

TENTS

Residential

\$10 / Tent

Commercial

\$25 / Tent

INSPECTION POLICY

NORMAL INSPECTION HOURS:

9:30 a.m. - 3:30 p.m. Mon. - Fri.

NO WORK IS TO BE CONCEALED UNTIL INSPECTED AND PERMISSION GIVEN TO PROCEED. PICTURES WILL NOT BE ACCEPTED AS PROOF OF CODE COMPLIANCE. THE INSPECTORS MUST VISUALLY INSPECT THE WORK.

1. The maximum number of inspections per day is fifteen (15) per inspector per day.
2. Department policy requires a minimum of twenty-four (24) hour notice to schedule inspections. Please note there are times, (due to heavy inspection requests, vacations, meetings, or other commitments) it may be advisable to make inspection requests further ahead than 24 hrs. All requests must be made during Building department business hours Monday - Friday. Inspection requests must be left with the department secretary or in the inspection voice mailbox.
3. Requests for specific inspection times will not be accepted. Inspections are scheduled according to geographic location in order to allow inspectors to establish the most efficient route each day.
4. Non-compliance items requiring more than two (2) inspections may not be scheduled for reinspection until after a minimum 48 hour delay and then subject to available time on the inspection schedule (hours are calculated on business days).
5. Consecutive inspections for the same item (if you plan on failing) may not be scheduled at one time. Request for follow-up inspections for the same item(s) will be scheduled on an as-available basis. Previously scheduled inspections will have priority over follow-up inspections
6. All work for which an inspection is being requested must be complete and ready for inspection during normal inspection hours on the date of the requested inspection. If at the time the inspector arrives, if the work is not ready for inspection there may be up to a 48-hour delay before another inspection can be scheduled. Any inspection may be canceled prior to 9:00 AM on the day of the inspection.

SCHEDULE OF REQUIRED INSPECTIONS

NOTE: The inspections listed below shall not limit the type or frequencies of inspections that this department may deem to be prudent to ensure complete code compliance.

FOOTINGS

- Forms and steel in place.

FOUNDATION

- Certified Plot Plan submitted to building department prior to inspection as required under Zoning Ordinance **45-13-2 (c) (2)**. The plot plan shall include dimensions of foundation, wetland locations, setback locations required by Zoning/Planning regulations and distances to all setbacks
- Prior to backfilling, all items are to be in place (includes footings, frost walls, piers, damp-proofing, foundations drains and filter fabric).
- Sanitary facilities must be provided on job site.
- Street number (not lot number) must be posted & **readily** visible from street.

UNDERGROUND ELECTRICAL SERVICE CONDUIT

- Conduit in place, sand for burial on site and marking tape available.

SONO TUBES/ PIERS

- Prior to placement of concrete for verification of depth.

SEPTIC SYSTEM

- In-kind: basil inspection & final inspection NOTE: Installer must provide a sketch of the re-installed field showing field size and location with two dimensioned tie points to the structure.
- New system: basil inspection only
NOTE: For a basil inspection organic matter must be removed and area free of vehicle tracks, smearing and silt.

FRAME, ROUGH PLUMBING AND ROUGH ELECTRIC

- Must be roof tight with all exterior doors and windows installed.
- Pressure test on DWV system.

INSULATION

- Must be weather-tight with completed exterior finish.

PERMANENT ELECTRIC SERVICE

- Panel interior must be exposed, ground rods visible or connection to footing steel, and a GFCI service outlet at the panel.
- Exterior of building 100% complete.

ABOVE CEILING

- Ceiling grid installed and all fixtures in place before all tiles are installed.

FIREPLACE

- At throat with first flue tile set.

GAS LINES / GAS TANK

- Interior lines with air pressure at time of inspection with all stops and caps in place.
- Buried lines before backfill (backfill material must be on-site).
- Gas tank in place with fill material on site (no fill around tank).

BURNER

- Must be operational with all safety devices in place. Technicians service tag verifying start up adjustments have been performed

CERTIFICATE OF OCCUPANCY

- **Impact fees paid prior to the request for Certificate of Occupancy Inspection.**
- Septic System Approval for Operation or Sewer Connection Acceptance
- Planning/Zoning Acceptance.
- Current Water Test – must be original no copies or faxes.
- Fire Department Acceptance
- Building Inspectors Acceptance
- As-built certified plot plan with wet stamp as required by Zoning Ordinance **45-13-3 (b)**
- **Department of Public Works sign-off of Driveway apron & curbcut. Submit your request to DPW 1 week prior to CO inspection.**

NOTICE

New home construction and all commercial renovation/new construction shall be required to have a dumpster/receptacle on the construction site to accommodate all construction and demolition debris - to be hauled by a licensed commercial hauler for disposal. (Cross-reference: **Town of Bedford Transfer Station Rates and Rules** Effective January 1, 2000. Bedford Transfer Station does not accept construction and demolition material/debris from commercial haulers).