



Town of Derry **New Residential Building Permit**

FEES \$ _____

APPLICATION FOR
PLAN EXAMINATION AND
BUILDING PERMIT

IMPORTANT - Applicant to complete all items in sections.

| | |
|---|---|
| AT (LOCATION) _____ District _____ | |
| (NO.) _____ | (STREET) _____ |
| SUBDIVISION _____ | PARCEL ID: _____ |
| I. TYPE AND COST OF BUILDING - All applicants complete Section A & B | |
| A. TYPE OF IMPROVEMENT | PROPOSED USE Residential |
| New Building <input type="radio"/> | One Family <input type="radio"/> |
| Addition <input type="radio"/> | Two or more family units <input type="radio"/> |
| Alteration <input type="radio"/> | Hotel, motel (# of units) <input type="radio"/> |
| Repair <input type="radio"/> | Garage <input type="radio"/> |
| Demolition - Refer to Demolition Permit Application | Carport <input type="radio"/> |
| Moving (relocation) <input type="radio"/> | Other (specify) <input type="radio"/> |
| Foundation only <input type="radio"/> | |
| B. Cost of Improvement..... | Nonresidential - Describe in detail proposed use of buildings: |
| <i>To be installed but not included in the above costs</i> | |
| a. Electrical | |
| b. Plumbing | |
| c. Heating, A/C | |
| d. Other (elevator, etc.) | |
| Total Cost of Improvements. | |
| TYPE OF FRAME | |
| <input type="checkbox"/> Masonry (wall bearing) <input type="checkbox"/> Wood Frame <input type="checkbox"/> Structural Steel <input type="checkbox"/> Reinforced Concrete <input type="checkbox"/> Other | |
| TYPE OF HEATING FUEL | |
| <input type="checkbox"/> Gas <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Coal <input type="checkbox"/> Other (Specify) | |
| TYPE OF SEWAGE DISPOSAL | TYPE OF WATER SUPPLY |
| <input type="checkbox"/> Public or Private Co. <input type="checkbox"/> Private (septic tank, etc.) | <input type="checkbox"/> Public or Private Co. <input type="checkbox"/> Private (well, cistern) |
| TYPE OF MECHANICAL | |
| Will there be central air conditioning? <input type="radio"/> YES <input type="radio"/> NO Will there be an elevator? <input type="radio"/> YES <input type="radio"/> NO | |
| DIMENSIONS | |
| _____ Number of Stories, _____ Total sq ft of floor area, (Exterior dimensions) _____ Total sq ft of land Area | |
| NUMBER OF OFF STREET PARKING SPACES | # of Bedrooms |
| _____ Enclosed _____ Outdoors | # of Bathrooms Full _____ Partial _____ |

II. IDENTIFICATION - To be completed by all applicants.

| | Name | Mailing Address - Number, Street, City and State | Zip Code | Phone # |
|----------------------|------|--|----------|---------|
| Owner or Lessee | | | | |
| | | | | |
| Contractor | | | | |
| | | | | |
| Architect / Engineer | | | | |
| | | | | |

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and we agree to conform to all applicable laws of this jurisdiction.

NOTE: Signature(s) on the building permit application authorizes the Code Official, Assessor or their Agents, for the Town of Derry to conduct inspections from time to time during and upon completion of work for which this permit is being issued.

| | | |
|------------------------|---------|------|
| Signature of Applicant | Address | Date |
|------------------------|---------|------|

Site or Plot Plan - Please draw a sketch below of where project will be placed in reference to home and indicate lot line setbacks.

Zoning Restrictions - All Buildings, i.e. Additions, Sheds, etc. can be NO closer then:

**35' to Front Lot Line
15' to Side or Rear Lot Lines**

Rear Lot Line Set back

Street Lot Line set back

VALIDATION -For Department Use Only-

back side of form

Building Permit Number: _____

Building Permit Issued: _____

Building Permit Fee: _____

Certificate of Occupancy \$ _____

Drain Tile \$ _____

Plan Review Fee \$ _____

Approved by: _____

Title: _____

BUILDING APPLICATION PROCEDURE

NO WORK IS AUTHORIZED TO
BEGIN BEFORE PERMIT IS ISSUED

A COPY OF THE APPROVED & SIGNED
SITE PLAN **MUST BE** ON FILE WITH
THIS OFFICE BEFORE A BUILDING
PERMIT WILL BE ISSUED

****NOTE****

1 FULL SET OF PLANS MUST BE
SUBMITTED TO THE BUILDING
DEPARTMENT AND AN ELECTRONIC
SUBMISSION MUST BE MADE TO FIRE
PREVENTION OFFICE

PLEASE REFER ANY QUESTIONS TO

CODE ENFORCEMENT OFFICE @ (603) 432-6148
OR

FIRE PREVENTION OFFICE @ (603) 432-6751

TOWN OF DERRY
CODE ENFORCEMENT DEPARTMENT
Procedure for Permit Application & Building Inspections
For New Residential Dwellings or Commercial Projects

Applicant Must

1. Obtain either:
 - a. State Approval for construction of a Septic System and a Town of Derry septic installation permit.
 - b. Water/Wastewater discharge permit from the Town of Derry if serviced by town sewer.
 - c. Water hookup permit if serviced by town water.
2. **Sprinkler form MUST BE filled out ONLINE with Fire Prevention and submitted with plans along with fee paid to be reviewed by the Fire Prevention Bureau.**
3. Obtain a driveway permit from the Town of Derry. Driveway profiles to be indicated on all applications and drawings for State Septic Approvals.
4. Show Town of Derry tax map identification on **All** permit applications and Identify plans with names, date, owner, email, phone number, etc.
5. Complete the application with names, addresses and telephone numbers and email address. Declare a cost figure in the “estimated cost” block and sign the forms where required.
8. Full set of Plans for the proposed work **MUST** be submitted for ALL Structures. **Plans also must be submitted electronically to the Fire Prevention Bureau (see #2).**
9. If you **Do Not** own the property that the permit is being applied for, include a letter of authorization from the property owner.
10. Electrical permits will only be issued to the **Licensed N.H. Master Electrician** in charge of the job and **must** be applied in **advance** of the work being performed. Homeowner permits require a signed affidavit and approval from the Inspector.
11. Plumbing permits will only be issued to the **Licensed N.H. Master Plumber** in charge of the job and **must** be applied for in **advance** of the work being performed. Homeowner permits require a signed affidavit and approval from the Inspector.
12.
 - A. Building permits will be approved by the Building Inspector.
 - B. Electrical permits by the Electrical Inspector.
 - C. Plumbing permits by the Plumbing Inspector.
13. Application for a permit and payment of the permit fee **DOES NOT** grant approval to proceed.
14. **NO WORK** shall begin before approval is received.
15. **WORK BEGUN BEFORE THE APPLICATION FOR A PERMIT WILL NOT BE INSPECTED AND A CERTIFICATE OF OCCUPANCY WILL NOT BE ISSUED.**

CURRENTLY ADOPTED CODES

State of New Hampshire Building Code

- 2018 International Building Code with Town & State amendments
- 2018 International Residential Code with amendments
- 2018 International Plumbing Code with amendments
- 2020 National Electrical Code, NFPA 70 with amendments
- 2018 International Mechanical Code
- 2018 International Energy Conservation Code with amendments
- 2018 International Existing Building Code with amendments
- 2018 NFPA 101 Life Safety Code w/NH amendments
- 2018 NFPA 1 Fire Code w/NH amendments
- 2018 International Swimming Pool & Spa Code
- 2009 International Property Maintenance Code w/Town of Derry amendments
- 1988 Town of Derry Water Supply Regulations - Well Ordinance

State of New Hampshire Health Codes

Town of Derry Zoning Ordinance as Amended

Town of Derry Land Development Control Regulations as Amended

Code of the Town of Derry Chapter 51 Fire Prevention Code & Chapter 30 Building Code

INSPECTION REQUIREMENTS

****24 HOUR NOTICE MUST BE MADE PRIOR TO EACH INSPECTION
YOU MUST CALL 603-432-6148 TO SCHEDULE****

1. Septic System Bed Bottom (permit required)
2. Foundation locations for **NEW Dwellings** must be certified and **must be received in office prior to foundation inspection**. Foundation must be stripped with all drainage in place and damp proofed (Footings and foundations must be installed to a minimum of 4' below grade).
INSPECTIONS FOR FOUNDATIONS – FOOTING REBAR / WALL REBAR / FOUND PRIOR TO BACKFILL
3. Temporary Electrical Service (permit required)
4. Rough Stage - all rough wiring, rough plumbing, HVAC, and masonry in place. **Building MUST be weather tight with all doors, windows, and siding installed**. Meter sockets installed and grounded with the main breaker in place. All fire separations of party walls visible. Plumbing systems required to be pressure tested with 5 lbs. of air pressure or filled to the roof with water.
5. Insulation completed and visible with vapor barrier installed.
6. **Final** –
 - a. Oil/Gas Burner & Sprinkler/Cistern inspections must be performed & approved by the Fire Prevention Office prior to requesting final inspection from the Building Inspector.
 - b. **ALL PERMITS** and forms must be up to date and in file (building, septic, well, **Water Test & Well Data Results**, plumbing, electrical, chimney, oil/gas burner).
 - c. Completed well information sheet, signed by the well driller.
 - d. State Approval to **operate** the Septic System.
 - e. Signed Certification of compliance to NH Energy Code & **Blower Door** Test results.
 - f. Street Number installed on exterior of building.
 - g. Property **must be vacant and without furniture**.
 - h. If applicable the Fire Department **must** also sign the Certificate of Occupancy.

New Hampshire Residential Energy Code Application
for Certification of Compliance for New Construction, Additions and/or Renovations of
Detached One- and Two-family dwellings and multi-family dwellings (townhouses) not over 3 stories
EC-1 Form

Minimum Provisions from 2018 IRC Chapter 11

Effective Date: July 1, 2022

| | | | | | |
|---|---------|------|---|--------|------|
| Owner/Owner Builder: Company Name: (if applicable) | | | General Contractor: Company Name: | | |
| Name: | | | Name: | | |
| Mail Address: | | | Mail Address: | | |
| Town/City: | State: | Zip: | Town/City: | State: | Zip: |
| Phone: | Cell: | | Phone: | Cell: | |
| E-Mail: | | | E-Mail: | | |
| Location of Proposed Structure: | | | Type of Construction: | | |
| Tax Map #: _____ Lot #: _____ | | | <input type="radio"/> Residential <input type="radio"/> Small Commercial <input type="radio"/> New Building <input type="radio"/> Renovation <input type="radio"/> Addition <input type="radio"/> Thermally Isolated Sunroom <input type="radio"/> Modular Home: the site contractor must submit this form detailing supplementary rooms and Floor and/or Basement insulation unless the floor insulation is installed or provided by the manufacturer and no heated space is added. | | |
| Street: _____ | | | | | |
| Town/City: | County: | | | | |
| Zone 5 <input type="radio"/> Cheshire, Hillsborough, Rockingham Strafford | | | Total New Conditioned* Floor Area: | | |
| Zone 6 <input type="radio"/> All other NH counties and town of Durham | | | _____ ft ² | | |
| | | | Basement or Crawl Space type: (*a conditioned space is one being heated/cooled, containing uninsulated ducts or w/ a fixed opening into conditioned space. Walls must be insulated) | | |
| | | | Conditioned? <input type="radio"/> Yes (Walls must be insulated) <input type="radio"/> No | | |
| | | | <input type="checkbox"/> Full Basement <input type="checkbox"/> Walk Out Basement <input type="checkbox"/> Slab on Grade <input type="checkbox"/> Other _____ | | |
| Structure is EXEMPT because: | | | Form Submitted by: | | |
| <input type="checkbox"/> Mobile Home <input type="checkbox"/> On an historic register | | | <input type="checkbox"/> Owner <input type="checkbox"/> Builder <input type="checkbox"/> Other _____ | | |

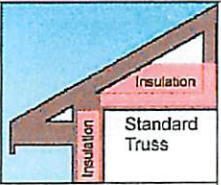
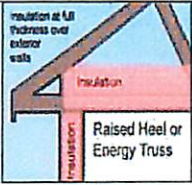
I hereby certify that all the information contained in this application is true and correct, and construction shall comply in all respects with the terms and specifications of the approval given by the local municipal code official or New Hampshire Department of Energy.

Signature _____ Print Name _____ Date _____

| | |
|-------------------------------------|--------------------------------|
| Official Use Only | |
| Date Complete Application Received: | Approved by: _____ Date: _____ |
| Approval Number: _____ | Stamp: _____ |

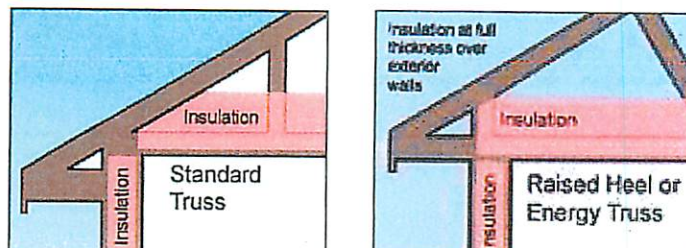
Directions: Complete the "Your Proposed Structure" columns. No measurements or calculations are needed. Copies of plans are NOT needed. If you at least meet the Energy Code requirements, your project will be approved. Write N/A in any section that does not apply to your project. If your planned structure does meet these requirements, consider downloading REScheck <http://www.energycodes.gov/rescheck> to explore energy modelling options. Please submit pages 1,2 and 3 only.

YOUR PROPOSED STRUCTURE

| Building Section | Required R or U Values | Write Planned R and U Values | Brands / Models / insulation type and thickness (if known) |
|---|--|--|--|
| Window U Factor (lower U is better) | U .30 (maximum) U-.32 (if log walls in Zone 5) U-.30 (if log walls in Zone 6) U .45 (Thermally Isolated Sunrooms only) | Write in U-Value | Check if <input type="checkbox"/> Sunroom <input type="checkbox"/> Log Walls |
| Skylights | U .55 (or less) U .70 (Thermally Isolated Sunrooms only) | | |
| Flat Ceilingⁱ <i>or</i> Flat Ceiling with Raised or Energy Trusses R-value |  R-49 (Zone 5 or 6) if using the above construction technique R-49 if log walls  R-38 (Zone 5 or 6) if maintaining the full R value over the plates R-49 if log walls | Write in R-Value → If using only R-38 in Zone 5 or 6 you must check this box | NOTE: R-38 will satisfy the requirement for R-49 if the full R-38 insulation value is maintained over the outside plates. If using only R-38 (Zone 5 or 6), you must certify that you will maintain R-38 over the plates by checking the box below. <input type="checkbox"/> By checking this box, I certify that this structure is being built with a raised energy truss or that the full R-value of the ceiling insulation will be maintained over the outside plates. |
| Sloped or Cathedral Ceiling | R-30 (Zone 5 & 6) if less than 500 ft sq or 20% of total ceiling area or as above R-24 (Thermally Isolated Sunrooms only) | Write in R-Value | Check if <input type="checkbox"/> Sunroom |
| Above Grade Wallⁱⁱ R-value | Zone 5: R-20 Cavity Insulation only <i>or</i> R-13 plus R-5 Cavity plus Continuous Insulation R-13 (Thermally Isolated Sunrooms only) Zone 6: R-20 plus R-5 Cavity plus Continuous Insulation <i>or</i> R-13 plus R-10 Cavity plus Continuous Insulation R-13 (Thermally Isolated Sunrooms only) | Write in R-Value | Log homes must comply with ICC400-2012, have an average minimum wall thickness of 5" or greater with specific gravity of ≤0.5 or 7" with specific gravity >0.5. Check if <input type="checkbox"/> Sunroom <input type="checkbox"/> Log Walls |
| Door U-Value | U .30 (maximum) | Write in U-Value | One opaque door in the thermal envelope is exempt from the U-factor requirement. |
| Floor R Value (e.g., floor over Basement or garage) | R-30 <i>or</i> Insulation sufficient to fill joist cavity minimum R-19 | Write in R-Value | If conditioning the basement you must insulate Basement Walls . If not, you may insulate either Floor or Basement Walls and Slab Edge (if ≤ 1' of grade) |
| Basement or Crawl Space Wall R Value | For both Zone 5 and Zone 6 R-19 Cavity Insulation or R-15 Continuous Insulation | Write in R-Value | |
| | | | |

Footnotes to Residential Energy Code Application for Certification of Compliance

ⁱ Ceilings with attic spaces: R-38 in Zone 5 or 6 will be deemed to satisfy the requirement for R-49 wherever the full height of uncompressed R-38 insulation extends over the wall top plate at the eaves or the full R-value is maintained. This is often accomplished by using a raised heel or energy truss as shown in the diagram below or by using higher R-value insulation over the plates.

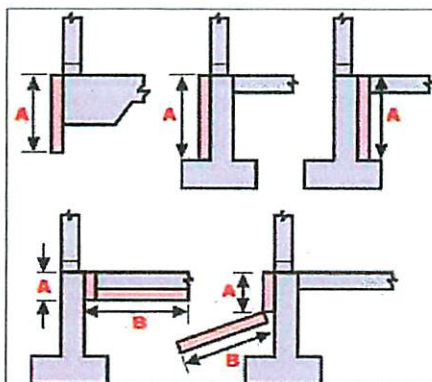


ⁱⁱ R-20 + R-5 means R-20 cavity insulation plus R-5 continuous insulation. If structural sheathing covers 25 percent or less of the exterior, R-5 sheathing is not required where the structural sheathing is placed. If structural sheathing covers more than 25 percent of exterior, the structural sheathing must be supplemented with insulated sheathing of at least R-2.

ⁱⁱⁱ Slab edge insulation must start at the top of the slab edge and extend a total of two (Zone 5) or four feet (Zone 6). Insulation may go straight down, out at an angle away from the building, or along the slab edge and then under the slab. A slab is a concrete floor within 1' of grade level. See diagram below.

The top edge of insulation installed between the exterior wall and the interior slab may be mitered at a 45 degree angle away from the exterior wall.

Allowable Slab Insulation Configurations



A or A + B must equal two feet in Zone 5 or four feet in Zone 6

MODULAR HOMES must be certified by the NH Department of Safety. Unless the floor insulation is provided by the manufacturer this form may be submitted. This form may also be submitted if the basement is to be insulated or supplementary heated space is added to the home upon or after it is set.

2018 International Residential Code (IRC) effective July 1, 2022
Residential Energy Code Requirements IRC Chapter 11
The following list is intended as a general summary of energy related requirements.
Please consult the 2018 IRC Chapter 11 for complete requirements.

| | |
|---|---|
| <p style="text-align: center;">Air Leakage Code Section N1102.4</p> | <p>The building thermal envelope shall be constructed to limit air leakage in accordance with the requirements of IRC Sections R1102.4.1 through R1102.4.4. The building thermal envelope must be durably sealed to limit infiltration. See Table N1102.4.1.1 for a list of thermal envelope elements and installation criteria.</p> <p>Building envelope air tightness shall be verified to comply by Blower Door testing to not exceed air leakage of 3 Air Changes per Hour (ACH) at 50 Pascals pressure. The local Building Official may require an independent 3rd party to conduct the test.</p> |
| <p style="text-align: center;">Testing Code Section N1102.4.1.2</p> | <p>The Blower Door Test is the required method to demonstrate code compliance with the air leakage requirement.</p> <p>Blower Door Test conducted by: _____</p> <p>Result (at 50 Pa): _____ CFM Interior Volume _____ CF _____ ACH</p> |
| <p style="text-align: center;">Fireplaces Code Section N1102.4.2</p> | <p>New wood-burning fireplaces shall have tight-fitting flue dampers or doors and outdoor combustion air.</p> |
| <p style="text-align: center;">Recessed Lighting Code Section N1102.4.5</p> | <p>Recessed lights in the thermal envelope must be type IC rated and labeled as meeting ASTM E 283 and sealed with a gasket or caulk between the housing and the interior wall or ceiling covering.</p> |
| <p style="text-align: center;">High-Efficacy Lighting Code Section N1104.1</p> | <p>Not less than 90 percent of the lamps in permanently installing lighting fixtures shall be high-efficacy lamps or not less than 75 percent of the permanently installed lighting fixtures shall contain only high-efficacy lamps.</p> |
| <p style="text-align: center;">Materials and Insulation Identification Code Section N1101.5 and N1101.10</p> | <p>Materials, systems and equipment shall be identified in a manner that will allow a determination of code compliance. Manufacturer manuals for all installed heating, cooling and service water heating equipment must be provided. Insulation R-values, glazing and door U-values and heating and cooling equipment efficiency must be clearly marked on the building plans, drawings or specifications.</p> |
| <p style="text-align: center;">Pull-Down Attic Stairs, Attic Hatch, and Knee Wall Doors Code Section N1102.2.4</p> | <p>Should be insulated to a level equal to the surrounding surfaces and tightly sealed and weather-stripped at the opening.</p> |
| <p style="text-align: center;">Full size Attic or Basement Entry Doors Code Section N1102.3.4</p> | <p>All doors leading from a conditioned space into an unconditioned attic or enclosed attic or basement stairwell should be insulated and weather-stripped exterior rated door units meeting the U-factor requirement. One door is exempt.</p> |
| <p style="text-align: center;">Duct Insulation Code Section N1103.3.1</p> | <p>Supply and return ducts in attics must be insulated to at least R-8 where 3 in. diameter or greater and not less than R-6 for ducts smaller than 3 in. diameter.. Supply and return ducts in other portions of the building must be insulated to at least R-6 where 3 in. diameter or greater and not less than R-4.2 for ducts smaller than 3 in. diameter. Exception: Ducts or portions thereof located completely inside the building thermal envelope.</p> |

| | | |
|--|---|--|
| | Duct Construction Code Sections N1103.3.2 and N1103.3.5 | Ducts, air handlers and filter boxes shall be sealed. Joints and seams must comply with the <i>Int. Mech. Code</i> or Section M1601.4.1 of the <i>International Residential Code</i> . Building framing cavities shall not be used as ducts or plenums (neither supply nor return). |
| | Duct Testing Code Sections 1103.3.3 | <p>Ducts shall be pressure tested to determine air leakage by either 1) rough-in test or 2) post-construction test. Rough in Test: Ducts must be no leakier than 6 CFM per 100 sqft of conditioned floor area with air handler installed or 4 CFM per 100sqft without the air handler installed. Post Construction: Ducts must be no leakier than 8 CFM per 100 sqft of conditioned floor area. See Code for further requirement details.</p> <p>Test conducted by: _____</p> <p>Duct test result at 25 Pa: _____ Post construction or _____ Rough-in test</p> |
| | Temperature Controls Code Section N1103.1&1.1 | <p>At least one thermostat must be provided for each separate heating and cooling system. The thermostat controlling the primary system must be equipped with a programmable thermostat.</p> <p>Heat pumps having supplementary electric-resistance heat must have controls that, except during defrost, prevent supplemental heat operation when the heat pump compressor can meet the heating load</p> |
| | Mechanical System Piping Insulation Code Section 1103.4 | Mechanical system piping capable of conveying fluids at temperatures above 105°F or below 55°F must be insulated to R-3. |
| | Circulating Hot Water Systems Code Section N1103.5 | <p>Controls for circulating hot water system pumps shall start based on the identification of a demand for hot water within the occupancy. The controls shall automatically turn off the pump when the water in the circulation loop is at the desired temperature and when there is no demand for hot water.</p> <p>Circulating domestic hot water system piping shall be insulated to R-3.</p> |
| | Mechanical Ventilation Code Section N1103.6 | The building shall be provided with ventilation that meets the requirements of Section M1507 of this code or the International Mechanical Code, as applicable, or with other approved means of ventilation. Outdoor air intakes and exhausts must have automatic or gravity dampers that close when the ventilation system is not operating. |
| | Equipment Sizing Code Section N1103.7 | Heating and cooling equipment shall be sized in accordance with ACCA Manual J or other approved heating and cooling calculation methodologies. Equipment shall have an efficiency rating equal to or greater than applicable federal standards. |
| | Certificate Code Section N1101.14 | A permanent certificate, completed by the builder or registered design professional, must be posted on a wall in the space where the furnace is located, in a utility room or on the electrical distribution panel. It must list the R-values of insulation installed in or on the ceiling, walls, foundation, slab and ducts outside the conditioned spaces; U-factors and SHGC for fenestration; results from any required duct system test and building envelope air leakage testing performed on the building. The certificate must also list the type and efficiency of heating, cooling and service water heating equipment. |
| | Existing Buildings and Structures See Appendix J of IRC | The purpose of these provisions is to encourage continued use of existing buildings and structures. Work in existing buildings shall be classified into categories of repair, renovation, alteration and reconstruction. Consult this Appendix for specific requirements related to work in existing buildings. |