



Town of Derry COMMERCIAL BUILDING PERMIT

FEES \$ _____

APPLICATION FOR
PLAN EXAMINATION AND
BUILDING PERMIT

IMPORTANT - Applicant to complete all items in sections.

AT (LOCATION) (NO.)		District
(STREET)		PARCEL ID:
I. TYPE AND COST OF BUILDING - All applicants complete Section A & B		
A. TYPE OF IMPROVEMENT	PROPOSED USE Residential	Non-Residential
New Building	One Family	Amusement, recreational
Addition	Two or more family units	Church
Alteration	Hotel, motel (# of units)	Office, bank
Repair	Garage	Tanks, Towers
Demolition - Refer to Demolition Permit Application	Carport	Service station
Moving (relocation)	Other (specify)	Public Utility
Foundation only		Store, Mercantile
		Other (specify)
B. Cost of Improvement.....	Nonresidential - Describe in detail proposed use of buildings, e.g., food processing plant, machine shop, laundry building at hospital, elementary school etc., college, parking garage, department store, rental office building. If use of existing building is being changed, enter purposed use:	
To be installed but not included in the above costs		
a. Electrical		
b. Plumbing		
c. Heating, A/C		
d. Other (elevator, etc.)		
Total Cost of Improvements.		
TYPE OF FRAME		
Masonry (wall bearing) Wood Frame Structural Steel Reinforced Concrete Other		
TYPE OF HEATING FUEL		
Gas Oil Electric Coal Other (Specify)		
TYPE OF SEWAGE DISPOSAL		TYPE OF WATER SUPPLY
Public or Private Co. Private (septic tank, etc.)		Public or Private Co. Private (well, cistern)
TYPE OF MECHANICAL		
Will there be central air conditioning? YES NO Will there be an elevator? YES 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
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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
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Rear Lot Line Set back

Street Lot Line set back

VALIDATION <i>-For Department Use Only-</i>		<i>back side of form</i>
Building Permit Number:	<hr/>	
Building Permit Issued:	<hr/>	
Building Permit Fee:	<hr/>	
Certificate of Occupancy	\$	
Drain Tile	\$	
Plan Review Fee	\$	
	Approved by:	<hr/>
	Title:	<hr/>

Application Disclaimer

NO WORK IS AUTHORIZED TO
BEGIN BEFORE PERMIT IS ISSUED

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

TOWN OF DERRY
CODE ENFORCEMENT DEPARTMENT
Procedure for Permit Application & Building Inspections

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. Obtain a driveway permit from the Town of Derry. Driveway profiles to be indicated on all application and drawings for State Septic Approvals.
3. Show Town of Derry tax map identification on All permit applications.
4. Complete the application with names, addresses and telephone numbers. Declare a cost figure in the “estimated cost” block and sign the forms where required.
5. Draw a reasonable facsimile of the plot, building and driveway on the permit application with lot dimensions.
6. Identify plans by names, date, owner, etc.
7. Plans for the proposed work **Must** be submitted. For other than 1 & 2 Family Structures, plans must be submitted to the Fire Prevention Bureau.
8. If you **Do Not** own the property that the permit is being applied for, include a letter of authorization from the property owner.
9. Electrical permits will only be issued to the **Licensed N.H. Master Electrician** in charge of the job and **must** be applied for **in person** and in **advance** of the work being performed.
10. Plumbing permits will only be issued to the **Licensed N.H. Master Plumber** in charge of the job and **must** be applied for **in person** and in **advance** of the work being performed.
11. Application for a permit and payment of the permit fee **does not** grant approval to proceed.
12. **No Work** shall begin before approval is received.
13. A. Building permits will be approved by Building Inspector.
B. Electrical permits by the Electrical Inspector.
C. Plumbing permits by the Plumbing Inspector.
14. 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

2009 International Building Code with Town & State amendments

2009 International Plumbing Code with amendments

2008 National Electrical Code with amendments

2009 International Mechanical Code

2009 International Energy Conservation Code with amendments

2009 International Residential Code with amendments*

2009 Life Safety Code

2009 International Property Maintenance Code

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

****Commercial & Industrial Structures must comply with the 2009 International Building Code**

INSPECTION REQUIREMENTS

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

1. Septic System Bed Bottom & Final Inspection
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).
3. Temporary Electrical Service
4. Rough Stage - all rough wiring, rough plumbing, HVAC, and masonry in place. Building shall 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 approved by the Fire Prevention Office prior to requesting final inspection by Building Inspector.
 - b. **All permits** up to date and in file (building, septic, well, 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** sign the Certificate of Occupancy prior to the Code Enforcement Office.
 - i. **Water Test & Well Data Results**