

# ~TOWN OF MILFORD, NEW HAMPSHIRE~

## BUILDING PERMIT AND PLAN SUBMITTAL REQUIREMENTS

2012



### Commercial, Industrial and Multi-Family Structures (All Projects Other than One and Two Family Dwellings)

#### PROJECTS REQUIRING PERMITS

- New construction and additions, **Certificate of Occupancy required.** ([Submittal requirements page 2](#))
- Any work associated with changing the occupancy or use of a building **Certificate of Occupancy required.** ([Submittal requirements page 2](#))
- Remodel or alteration of any existing building or building system **Certificate of Compliance required.** ([Submittal requirements page 3](#))
- Change of tenant, updated **Certificate of Compliance required** ([Submittal requirements page 4](#))
- Demolition of any building or portion of any building
- Accessory buildings over 120 square feet. Site/plot plan and structural plan required.
- Plumbing work on any building where additional lines or fixtures are added or replaced (License required)
- Electrical work that includes service change, load increase, additional circuits, temporary special events or any other work beyond maintenance of existing systems (License required)
- Signs ([Submittal requirements page 5](#))
- Any site grade/fill work or site clearing (Stormwater application and check list is required)
- New or replacement heating and air conditioning systems
- Gas Piping and appliances (License required), ([Submittal requirements Page 6](#))

# Adopted Codes Enforced For All Commercial, Industrial and Multi-Family Structures

**Effective April 1, 2010:** In accordance with New Hampshire RSA 155-A, the State of New Hampshire Building Code and Town of Milford Zoning Ordinances, the Milford Department of Building Safety enforces the following codes and ordinances:

1. For all **Commercial, Industrial** and **Multi-Family** construction, including renovations, alterations and additions:
  - a. The **International Building Code (IBC) 2009 Edition with N.H. Amendments**
  - b. The **International Energy Conservation Code 2009 Edition.**
  - c. The **State of New Hampshire Fire Code**
  - d. The **Town of Milford, New Hampshire Zoning Ordinance**
  - e. The **Town of Milford, New Hampshire Development Regulations**
  
2. For all **Plumbing** including renovations and alterations (License required):
  - a. The **International Plumbing Code (IPC) 2009 Edition with N.H. Amendments**
  
3. For all **Mechanical** (HVAC and Ductwork) work:
  - a. The **International Mechanical Code (IMC) 2009 Edition.**
  
4. For all **Natural and Propane** gas supply piping and appliances (License required):
  - a. **NFPA 54, National Fuel Gas Code 2003 Edition**
  - b. **NFPA 58, LP Gas Code 2004 Edition**
  
5. For all **Electrical** work including renovations and alterations and special events (License required):
  - a. The **National Electrical Code (NEC) 2011 Edition with N.H. Amendments**
  
6. For all **Tenant Changes** in any **Commercial** or **Industrial** occupancy:
  - a. The **International Property Maintenance Code 2009 Edition**

## **NEW BUILDING ~ ADDITION OR CHANGE OF USE**

Completed Building Permit application ***MUST*** accompany all plan submittals. Allow a ***minimum of fourteen (14) business days for review of completed plan packets and permit issuance.*** Omission of any required information may cause delay with plan review and permit issuance.

Applicant to submit the following:

- **Three (3)** sets of building plans, *bound or stapled*, (Minimum size 11" x 17". Maximum size 30" x 42") to include two (2) sets of building material and equipment device specifications and one (1) set of structural calculations. The plans shall be in compliance with the New Hampshire Building Code and reflect any Planning Board and/or Zoning Board approvals and stipulations. Each plan set shall include:
  - Architectural
  - Structural
  - Plumbing
  - Electrical
  - Mechanical/HVAC
  - Gas Piping (If Applicable)
  - Fire Alarm (If Applicable)
  - Fire Suppression (If Applicable)
- Projects requiring an architect's stamp are listed below. The architect must state compliance with the New Hampshire Energy Code and submit calculations (COMcheck).
  - New commercial construction, alterations or change of use to places of assembly (restaurants, nightclubs, bars, churches, etc.)
  - Multi-family dwellings (over two units)
  - Plans that add units to existing multi-family dwellings
  - All other projects as required by the architectural licensing law for the State of NH
- Projects utilizing engineered products (beam, truss, LVL, etc.) shall submit the following:
  - Product specifications and drawings are required to be stamped by the design engineer.
  - Manufacturer product and installation specifications shall be submitted for engineered lumber (truss, LVL, micro-lam, etc.)
- A Statement of Special Inspections (Refer to Chapter 17 of the IBC) shall be completed for all plans required to be designed by a registered architect or engineer.
- Plans shall be accompanied by a Code Evaluation Summary completed by a New Hampshire licensed design professional.
- Electrical, plumbing, and mechanical drawings require a stamp by a NH licensed engineer registered in the respective disciplines.
- The Milford Building Department, at its discretion, reserves the right to require any project submittal, due to square footage, complexity or time constraints, be accompanied by a plan review conducted by an approved third party agency.
- Prior to Certificate of Occupancy, one (1) set of "AS-BUILT" plans, *bound or stapled* in an appropriate order (Minimum size 11" x 17". Maximum size 30" x 42") **and** 1 Compact Disc in pdf format shall be submitted to the Building Department.
- Sign permit(s), artwork and written approval of property owner if, different than applicant, shall be submitted.

*The code official may, at his or her discretion, waive specific requirements on a case by case basis.*

## **INTERIOR FIT-UP ~ ALTERATION OR RENOVATION**

Completed Building Permit application ***MUST*** accompany all plan submittals. Allow a ***minimum of fourteen (14) business days for review of completed plan packets and permit issuance.*** Omission of any required information may cause delay with plan review and permit issuance.

Applicant to submit the following:

- Written approval of property owner, if different than applicant.
- **Three (3)** sets of floor plans, *bound or stapled*, and drawn to scale with dimensions (Minimum size 8.5" x 11"). Include accessory areas (storage, electrical, etc.). When applicable, include two (2) sets of building material and equipment device specifications and one (1) set of structural calculations. The plans shall be in compliance with the New Hampshire Building Code and reflect any Planning Board and/or Zoning Board approvals and stipulations. Specific requirements for new buildings or additions may also apply.

Each plan set shall include the following when applicable:

- Architectural
  - Plumbing
  - Mechanical HVAC
  - Fire Alarm
  - Structural
  - Electrical
  - Gas piping
  - Fire Suppression
- Projects requiring an architect's stamp are listed below. The architect must state compliance with the New Hampshire Energy Code and submit calculations (**COMcheck**)
    - New commercial construction, alterations or change of use to places of assembly (restaurants, nightclubs, bars, churches, etc.)
    - Multi-family dwellings (over two units)
    - Plans that add units to existing multi-family dwellings
    - All other projects as required by the architectural licensing law for the State of NH
  - As a minimum, plans sets shall note:
    - Square footage of existing building; include number of stories
    - Use of existing and proposed space
    - Square footage of proposed area of work
    - Use of adjacent (each side, above, below) units (tenants) if applicable
    - Type of existing and proposed construction materials
    - Occupancy load of proposed use
    - Means of egress and associated door size, hardware, etc.
    - Fire stopping materials (include UL system number if applicable)
    - Interior finishes (wall, floor, and ceiling ratings) if applicable
    - Door and window schedule (If applicable)
    - Locations of emergency backup fixtures (lighting, exit signage, etc.)
    - Presence of fire alarm system and location of fire alarm panel
    - Presence of sprinklers and riser location
  - Projects utilizing engineered products (beam, truss, LVL, etc.) shall submit the following:
    - Product specifications and drawings are required to be stamped by the design engineer.
    - Manufacturer product and installation specifications shall be submitted for engineered lumber (truss, LVL, micro-lam, etc.)
  - When applicable plans shall be accompanied by a code evaluation summary completed by a New Hampshire licensed design professional.
  - The Milford Building Department, at its discretion, reserves the right to require any project submittal due to square footage, complexity or time constraints be accompanied by a plan review by an approved third party agency.
  - Sign permit(s), artwork and written approval of property owner, if different than applicant, shall be submitted.

*The code official may, at his or her discretion, waive specific requirements on a case by case basis.*

## **TENANT CHANGE ONLY~NO ALTERATIONS, RENOVATIONS OR NO CHANGE OF USE**

Completed Building Permit application ***MUST*** accompany all plan submittals. Allow a ***minimum*** of **fourteen (14) business days for review of completed plan packets and permit issuance.** Omission of any required information may cause delay with plan review and permit issuance.

Applicant to submit the following:

- Written approval of property owner if different than applicant shall be submitted with permit application.
- **One (1)** set of floor plans, *bound or stapled* and drawn to scale with dimensions (Minimum size 8.5" x 11"). Include accessory areas (storage, electrical, etc.)
- As a minimum, plans sets shall note:
  - Square footage of existing building; include number of stories
  - Use of existing and proposed space
  - Use of adjacent (each side, above, below) units (tenants) if applicable
  - Occupancy load of proposed use
  - Means of egress and associated door size, hardware, etc.
  - Interior finishes (wall, floor, and ceiling ratings) if applicable
  - Locations of emergency backup fixtures (lighting, exit signage, etc.)
  - Presence of fire alarm system and location of fire alarm panel
  - Presence of sprinklers and riser location
- Sign permit(s), artwork and written approval of property owner, if different than applicant, shall be submitted.

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## SIGNS

Completed Sign Permit application ***MUST*** accompany all submittals. Allow a ***minimum of ten (10) business days for review of completed packets and permit issuance***. Omission of any required information may cause delay with plan review and permit issuance.

Applicant to submit the following:

- Written approval of property owner, if different than applicant
- Total area of the proposed sign(s) in square feet
- Proposed support structure for the proposed sign(s)
- Proposed sign structure height
- Setback(s) of the proposed sign(s) if applicable
- Location of the proposed sign(s)
- Relationship of the proposed sign(s) to the property on which the proposed sign(s) is to be located and/or the building thereon;
- Photograph of existing signage, including dimensions drawn onto the photograph; provided, however, for multi-unit properties, condominiums and the like, the applicant need only submit a photograph detailing existing signage for the Applicant's particular unit
- Material from which the proposed sign(s) is to be constructed
- Design information such as illumination, animation, function and other essential characteristics of the proposed sign(s)

For the complete Town of Milford Sign Ordinance please refer to [Section 7.060 of the Town of Milford, New Hampshire Zoning Ordinance.](#)

## **GAS PIPE AND APPLIANCES**

The following requirements shall apply to all Commercial Natural and Propane Gas pipe and new appliance installations.

Completed Gas Pipe Installation Permit application ***MUST*** accompany all plan submittals. Allow a ***minimum*** of fourteen (14) business days for review of completed plan packets and permit issuance. Omission of any required information may cause delay with plan review and permit issuance.

Applicant to submit the following:

- **Three** (3) sets of gas piping plans, *bound or stapled*, drawn to scale with dimensions. Plans shall show piping material, location and piping sizes including branch lines (Minimum size 11" x 17". Maximum size 30" x 42").
- Two (2) sets of appliance/equipment specifications.
- Two (2) sets of appliance gas load calculations in cubic feet per hour

*The code official may, at his or her discretion, waive specific requirements on case by case basis.*