

Town of Milford, New Hampshire

RESIDENTIAL BUILDING PERMIT AND PLAN SUBMITTAL REQUIREMENTS

Updated July 1, 2011



Residential 1 & 2 Family Structures and Townhouses

Structures covered under the 2009 International Residential Building Code

- Work not requiring permits – [Page 2](#)
- The State of New Hampshire adopted Building Codes – [Page 3](#)
- New Buildings and Additions – [Page 4](#)
- Remodeling and Renovations – [Page 5](#)
- Sheds – [Page 6](#)
- Decks – [Page 6](#)
- Above ground and In ground pools – [Page 6](#)

Residential work not requiring a permit

Building:

- 1.) One story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area does not exceed 120 square feet (Milford Zoning Ordinance). Any structures less than 120 square feet with electricity will require a building permit.
- 2.) Fences not over 6 feet high.
- 3.) Retaining walls that are not over 4 feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge (driveway, upward slope, structure).
- 4.) Water tanks supported directly on grade if the capacity does not exceed 5,000 gallons and the ratio of height to diameter does not exceed 2 to 1.
- 5.) Painting, papering, tiling, carpeting, cabinets, countertops and similar finish work.
- 6.) Prefabricated swimming pools that are less than 24 inches deep.
- 7.) Swings and other playground equipment.
- 8.) Window awnings supported by an exterior wall which do not project more than 54 inches from the exterior wall and do not require additional support.
- 9.) Decks not exceeding 200 square feet in area, that are not more 30 inches above grade (see 2009 definition) at any point, are not attached to a dwelling and do not serve the exit door required by Section R311.4.

Electrical:

- 1.) Listed cord and plug connected temporary decorative lighting.
- 2.) Reinstallations of attachment plug receptacles but not the outlets therefore.
- 3.) Replacement of branch circuit overcurrent devices of the required capacity in the same location.
- 4.) Electrical wiring, devices, appliances, apparatus or equipment operating at less than 25 volts and not capable of supplying more than 50 watts of energy.
- 5.) Minor repair work, including the replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles.

Gas:

- 1.) Portable heating, cooking or clothes drying appliances.
- 2.) Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.
- 3.) Portable fuel-cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.

Mechanical:

- 1.) Portable heating appliances.
- 2.) Portable ventilation appliances.
- 3.) Portable cooling units.
- 4.) Steam, hot or chilled water piping within any heating or cooling equipment regulated by this code.
- 5.) Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.
- 6.) Portable evaporative coolers.
- 7.) Self contained refrigeration systems containing 10 pounds or less of refrigerant or that are actuated by motors of 1 horsepower or less.
- 8.) Portable fuel-cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.

The stopping of leaks in drains, water, soil, waste or vent pipe; provided, however, that if any concealed trap, drainpipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and a permit shall be obtained and inspection made as provided in the code. The clearing of stoppages or the repairing of leaks in pipes, valves, or fixtures, and the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.

Emergency Repairs: Where equipment replacement and repairs must be performed in an emergency situation, the permit application shall be submitted within the next working business day to the building official.

Ordinary Repairs: Application or notice to the building official is not required for ordinary repairs to structures, replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles. Such repairs shall not include the cutting away of any wall, partition or portion thereof, the removal or cutting of any structural beam or load bearing support, or the removal or change of any required means of egress, or rearrangement of parts of a structure affecting the egress requirements; nor shall ordinary repairs include addition to, alteration of, replacement or relocation of any water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electric wiring or mechanical or other work affecting public health or general safety.

Adopted Codes for All Residential Structures

In accordance with RSA 155-A this department will be enforcing the State of New Hampshire Building Code (with applicable state amendments) to recognize the following codes by reference:

1. **Residential** construction: (1&2 Family Dwellings and Townhouses): *International Residential Code (IRC) 2009 Edition*
2. **Energy Conservation:** *International Energy Conservation Code 2009 Edition*
3. **Plumbing** including renovations and alterations: *International Plumbing Code (IPC) 2009 Edition*
4. **Mechanical** including HVAC and Ductwork: *International Mechanical Code (IMC) 2009 Edition*
5. **Electrical** work including renovations and alterations: *National Electrical Code (NEC) 2011 Edition*
6. **Gasfitting** including renovations and alterations: *NFPA 54 Fuel Gas Code*

Plan Submittal Requirements

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 a licensed New Hampshire structural engineer or an approved third party agency. Omission of any required information may cause delays with permit issuance. The code official may, waive specific requirements on a case by case basis.

New Buildings and Additions

Completed Building Permit application must accompany all plan submittals. Allow a **minimum of seven (7) business days for initial review of completed plan packets**. Plan packets must include the following information:

Two (2) sets of building plans, *bound or stapled*, (Minimum size 11" x 17". Maximum size 30" x 42") The plans shall be in compliance with the New Hampshire State Building Code and reflect any Planning Board and/or Zoning Board approvals and stipulations. Each plan set shall include the following when applicable:

- Architectural – Floor plans, exterior elevations
 - Structural – Framing of floors, walls, roof, deck etc.
 - Plumbing – Location of plumbing fixtures and appliances
 - Foundation – Location of footings, size, depth, etc.
 - Mechanical/HVAC – Location of furnace, hot water tank, A/C compressor etc.
 - Gas piping – Location of tanks, gas fueled appliances
 - Smoke/Carbon Monoxide – Location of smoke and carbon monoxide detectors
 - Fire suppression – Location of sprinkler heads, tanks
 - Plot – Plot plan showing structure, utilities, septic, etc.
-
- Approved EC-1 form from the New Hampshire Public Utilities Commission.
 - Projects utilizing engineered structural products (beam, truss, LVL, etc.) shall submit the following:
 - Manufacturer product and installation specifications for engineered beams (LVL, micro-lam, etc.)
 - If the structure is to be built using an engineered system (engineered beams and/or joists) the drawings will require review by a licensed New Hampshire structural engineer.
 - For one and two family structures, prior to Certificate of Occupancy, one set of "As-built" plans, *bound or stapled* (Minimum size 11" x 17". Maximum size 30" x 42") **or** one compact disc in .pdf format shall be submitted to the Building Department.

Remodeling and Renovations

Completed Building Permit application must accompany all plan submittals. Allow a **minimum of seven (7) business days for initial review of completed plan packets**. Plan packets must include the following information:

Two (2) sets of building plans, *bound or stapled*, (Minimum size 11" x 17". Maximum size 30" x 42") The plans shall be in compliance with the New Hampshire State Building Code and reflect any Planning Board and/or Zoning Board approvals and stipulations. Each plan set shall include the following *when applicable*:

- Architectural – Floor plans, interior elevations
 - Structural – Framing of floors, walls, roof, deck etc.
 - Plumbing – Location of plumbing fixtures and appliances
 - Mechanical/HVAC – Location of furnace, hot water tank, A/C compressor etc.
 - Gas piping – Location of tanks, gas fueled appliances
 - Smoke/Carbon Monoxide – Location of smoke and carbon monoxide detectors
 - Fire suppression – Location of sprinkler heads, tanks
- Projects utilizing engineered structural products (beam, truss, LVL, etc.) shall submit the following:
- Manufacturer product and installation specifications for engineered beams (LVL, micro-lam, etc.)
 - If the structure is to be built using an engineered system (engineered beams and joists) the drawings will require review by a licensed New Hampshire structural engineer.

Sheds

To be considered a “shed”, the structure must be for agricultural or storage use only. If the shed is over 120 square feet in area, foundation requirements will be determined by the Building Inspector. Detached structures used for recreation, habitation, etc. shall be considered “Outbuildings” and will require the same documentation as new construction.

Completed Building Permit application must accompany all plan submittals. Allow a **minimum of seven (7) business days for initial review of completed plan packets**. Plan packets must include the following information:

Two (2) sets of building plans, *bound or stapled*, (Minimum size 11” x 17”. Maximum size 30” x 42”) The plans shall be in compliance with the New Hampshire State Building Code and reflect any Planning Board and/or Zoning Board approvals and stipulations. Each plan set shall include the following *when applicable*:

- Architectural – Floor plans, exterior elevations
- Structural – Framing of floors, walls, roof, deck etc.
- Foundation – Location of footings, size, depth, etc.
- Plot – Plot plan showing structure, utilities, septic, etc.

Decks

Completed Building Permit application must accompany all plan submittals. Allow a **minimum of seven (7) business days for initial review of completed plan packets**. Plan packets must include the following information:

Two (2) sets of building plans, *bound or stapled*, (Minimum size 11” x 17”. Maximum size 30” x 42”) The plans shall be in compliance with the New Hampshire State Building Code and reflect any Planning Board and/or Zoning Board approvals and stipulations. Each plan set shall include the following *when applicable*:

- Architectural – Floor plans, exterior elevations
- Structural – Framing of beams, deck etc.
- Foundation – Location of footings, size, depth, etc.
- Gas piping – Location of permanently installed grill, if applicable.
- Plot – Plot plan showing structure, utilities, septic, etc.

Above ground and in ground pools

Completed Building Permit application must accompany all plan submittals. Allow a **minimum of seven (7) business days for initial review of completed plan packets**. Plan packets must include the following information:

Two (2) sets of building plans, *bound or stapled*, (Minimum size 11” x 17”. Maximum size 30” x 42”) The plans shall be in compliance with the New Hampshire State Building Code and reflect any Planning Board and/or Zoning Board approvals and stipulations. Each plan set shall include the following *when applicable*:

- Plot – Plot plan showing pool, structure, utilities, septic, etc.
- All pool wiring and bonding must comply with the 2011 National Electrical Code.
- All safety equipment including fences, gates, and alarms must be noted on the application.
- As a minimum, plans sets shall note:
 - Exterior dimensions of pool and average depth(s).
 - Location of pool in reference to property lines.