

Residential Building Permit Application

Town of Bethlehem

PO Box 189, Bethlehem, NH 03574
Phone: 603-869-3351 Fax: 603-869-2280
January 2015

Checklist for Items Needed to Obtain a Residential Building Permit:

Required: a thoroughly complete building permit application and the payment of all appropriate fees. The following items must be included with the application.

- Map and Lot #
- Complete contact information for both the Property owner and the Contractor including email addresses and telephone numbers.
- A site sketch or drawing accurately showing the size of the lot, the property lines, and the setbacks to the structure that demonstrates compliance with zoning setback requirements.
- Dimensioned floor plans for all floor levels specifying each room with its intended use.
- Dimensioned exterior elevation plans for new construction or work that will change the roofline. See the Zoning Ordinance for height requirements.
- A State Septic Approval for Construction number for the system designed for the use that is being proposed. The town needs to review septic design before submission to NH DES for approval.
- Driveway permits as required. Driveway permits are required on State, Town and private roads. For Town and Private Driveway permits contact the Bethlehem Highway Department at 603-869-2212. For State Driveway Permits contact DES at 603-788-4641.
- Renovation or Demolition projects: Evidence of requires inspections for asbestos and lead. Information is available from DES at <http://www.des.nh.gov>. Evaluation of asbestos and lead containing materials is necessary prior to demolition or renovation of any structure.
- Certified approved Energy Code number from NH Public Utilities Commission as required. Information is available at <http://www.puc.state.nh.us>.

Note: All plans, drawings and narratives submitted with the application or additionally required will be permanent records kept on file at the Bethlehem Town Office.

Items Needed To Obtain a Residential Occupancy Permit:

- A Town approved building permit.
- A State Approval to operate a septic system.
- A permit to install and operate oil burning equipment to be in compliance with RSA 153:5 by contacting the Bethlehem Fire Chief. Contact phone number is 603-869-3351 ext 18.
- Required Town of Bethlehem building inspection at the appropriate point in the construction process and a final inspection. See below for a list of required inspections.

Inspections Required by the Town of Bethlehem:

1. **Review of Plans:** Review of plans at time of Building Permit Application.
2. **Pre-Foundation & Site Disturbance Inspection:** After Site Disturbance, after any required excavation, and after forms have been erected with any required reinforcing steel in place and before pouring concrete.
3. **Flood Plain Inspection** (where applicable): Flood plain construction requires the submission of certification prepared by a registered professional engineer or land surveyor of the elevation of the lowest floor. The inspection will occur once the elevation of the lowest floor has been determined at the site and prior to any construction being initiated.
4. **Frame and Mechanical Inspection:** After roof, masonry, all framing, fire stopping, draft stopping, and bracing are in place.
5. **Rough Plumbing, Mechanical, Gas and electrical System Inspection:** After rough plumbing, mechanical, gas and electrical have been installed and before insulation and sheetrock, plaster or other interior finishes are installed.
6. **Final Inspection:** After permitted work is complete and prior to occupancy.

It is the responsibility of the contractor to arrange for inspections at the appropriate stage of the work. Please call Code Officer Dave Wiley at 603-616-5716, or email him at codeofficer@bethlehemnh.org, to schedule these inspections.

Code Compliancy Requirements:

In July of 2006 the State of NH adopted the International Residential Code 2000 for all new residential construction and residential remodel/renovation work. On April 1, 2010 the applicable editions were updated. State Law requires compliance with the State Building Code and the following codes for the construction of residential buildings, building components or structures:

International Residential Code 2009 (residential)
International Building Code 2009 (commercial)
International Plumbing Code 2009
National Electric Code 2008
National Fire Protection Code 101 (Life Safety Code)

All construction must comply with the State Building Code and Town of Bethlehem Zoning Ordinance.

Please note:

1. Any Electrical work must be completed by a licensed electrician per RSA 319-C:1.
2. Any plumbing work must be completed by a licensed plumber per RSA 329-A.
3. Any gas work must be completed by a licensed gas fitter per RSA 153:28
4. The property owner of a single family dwelling occupied by the owner as their primary domicile with no other living units in the structure may do their own work.

Building Permit Fees:

Permit Fees are required for all projects except when the project is exempt from permit under NH State Building Code and Town of Bethlehem Zoning Ordinance.

Building Permit:	Commercial – New	\$.12 per sq/ft within a minimum fee of	\$250.00
	Commercial – Additions, alterations, out buildings, ect	\$.12 per sq/ft with a minimum fee of	\$150.00
	Multi-Unit Buildings – New	\$.08 per sq/ft with minimum of	\$200.00
	Single Family Dwelling – New	\$.10 per sq/ft with a minimum of	\$200.00
	Single Family Dwelling – Additions, alterations, outbuildings with foundations.		\$75.00
	Single Family Dwelling – Additions, alterations, outbuildings without foundations.		\$50.00
	Manufactured Housing – Same as single family dwelling.		
	Mobile Home – Replacement with another mobile home on the existing foundation		\$75.00

***Square footage cost based on actual living space.**

A building permit shall be void if:

Operations are not begun within twelve (12) months from the date of issuance of the permit. At the termination of two (2) years from the date of the permit, the exterior of the building remains in an uncompleted condition. The Building Official shall order completion or removal at the expense of the owner of such uncompleted buildings, unless an extension of the permit is granted by the Building Official.

Application for a renewal permit may be submitted. Permit renewal fees are \$25.00 for projects with a permitted estimated value less than \$2,500 and \$75 for projects with a permitted value of \$2,500 and above.

Note: RSA 676:7 provides that any individual failing to secure an approved building permit shall be subject to a civil penalty of \$255 to \$550 per day and may be guilty of misdemeanor or a felony.