**Building Permit Application**

**Town of Bethlehem**

PO Box 189, Bethlehem, NH 03574

Phone: 603-869-3351 Fax: 603-869-2280

**Checklist for Items Needed to Obtain a 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.
* Application must be signed by all owners of record.
* Driveway permits as required. Driveway permits are required on State and Town roads. For Town Driveway permits contact the Bethlehem Highway Department at 603-869-2212. For State Driveway Permits contact DOT at 603-788-4641.
* Renovation or Demolition projects: Evidence of required 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.
* New Hampshire Residential Energy Code Application (EC-1 Form) 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 301
* 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.
* A completed Certificate of Occupancy Application.

**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 at 603-616-5716, or email at** [**codeofficer@bethlehemnh.org**](mailto:codeofficer@bethlehemnh.org)**, to schedule these inspections.**

**Code Compliancy Requirements:**

State Law requires compliance with the following State Building Codes as applicable:

[International Building Code 2015](https://shop.iccsafe.org/codes/2015-international-building-coder.html)

[International Energy Conservation Code 2015](https://shop.iccsafe.org/codes/2015-international-energy-conservation-coder-1.html)

[International Existing Building Code 2015](https://shop.iccsafe.org/codes/2015-international-existing-building-coder-41966.html)

[International Mechanical Code 2015](https://shop.iccsafe.org/codes/2015-international-mechanical-coder.html)

[International Plumbing Code 2015](https://shop.iccsafe.org/codes/2015-international-plumbing-coder.html)

[International Residential Code 2015](https://shop.iccsafe.org/codes/2015-international-residential-code.html)

[International Swimming Pool and Spa Code 2015](https://shop.iccsafe.org/2015-international-swimming-pool-and-spa-coder-ispscr-1.html)

[National Electrical Code 2017](https://catalog.nfpa.org/NFPA-70-National-Electrical-Code-NEC-Softbound-2017-Edition-P17820.aspx)

[State Fire Code Saf-C 6000](http://www.gencourt.state.nh.us/rules/state_agencies/saf-c6000.html)

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, etc

$.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 finished space.** Finished area is defined as an enclosed area that is suitable for year-round use, embodying walls, floors, and ceiling that are similar to the rest of the structure. Furthermore, above-grade **finished** square footage of a house is the sum of the areas on levels that are entirely above grade.

**If a building permit is filed for a new single-family home and a garage, either attached or unattached an additional permit fee will be collected for the garage at the rate specified above.**

**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.

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.