

**TOWN OF BEDFORD BUILDING DEPARTMENT**  
**55 CONSTITUTION DR.**  
**BEDFORD, NH 03110**  
**472-3838**

**FEES, POLICIES & REQUIREMENTS<sup>1</sup>**

Business hours Monday thru Friday  
8:00 A.M. – 4:30 P.M.

Office hours for inspectors are generally from 8:00 AM - 9:15 AM and from 3:00 - 4:15 PM. Inspectors do not return to the office during the day until all of their inspections are completed. Please be advised there are times, when the inspectors have a heavy inspection load, are out of the office for training or have meetings in conjunction with other town departments, and will not be available to meet with the general public. If possible, please call ahead to see if and when one of the inspectors will be in the office to meet with you.

**CURRENT CODES**

The following is a list of frequently applicable codes currently enforced by the Town of Bedford. There are additional codes that may apply to various projects that have been adopted by the State of New Hampshire Fire Marshals Office.

**The code official should be consulted for specialized codes that may apply to unique projects**

Town of Bedford Fire Code

Construction codes: 2009 IBC, 2009 IEBC, 2009 IRC, 2009 IPC, 2009 IMC, 2009 IECC, and 2011 NEC with state amendments. For full text of state amendments visit <http://www.nh.gov/safety/boardsandcommissions/bldgcode/nhstatebldgcode.html>

Local amendments noted below.

State of NH Fire Codes:

NFPA 1 Uniform Fire Code	2009	NFPA 31 Oil Burning Equipment	2011
NFPA 13, 13R & 13D Sprinkler systems	2010	NFPA 54 National Fuel Gas Code	2009
NFPA 72 National Fire Alarm Code	2010	NFPA 101 Life Safety Code (delete 24.3.5)	2009
NFPA 241 Construction, Alteration & Demolition operations	2009	NFPA 211 Chimneys, Fireplaces, Vents & Solid Fuel Burning Appliances	2010

**LOCAL CODE AMENDMENTS**

**ELECTRICAL**

- Switches controlling stairway lighting must be lighted in the off position (residential only).
- Switches controlling stairway lighting must be within 6' of the top and bottom of each stairway (this includes basement stairs) (residential only).
- Per the Bedford Fire code gas furnaces are required to have fire-matics and emergency shut off switches must be located outside the point of entry to the area where the device is located.
- A wall switch must control lights in attics and other storage areas.

**PLUMBING**

- The maximum water temperature at domestic lavatories and kitchen sinks is 130°F and 120°F at showers and tubs.
- The maximum water temperature at commercial lavatories and personal hand wash stations is 130°F.  
The maximum water temperature shall be obtained using a mixing valve located either at the hot water source or at each fixture required to have the maximum temperature limited.

See Bedford municipal Ordinances Chapter 92 Building/Construction for complete amendment text.

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<sup>1</sup> Code editions may change without notice as they are modified or adopted by the State of New Hampshire. Specific conditions noted on permits by the building department shall supersede these general guidelines.

## **PERMIT APPLICATIONS**

DUE TO THE DELAYS IN PERMIT PROCESSING CAUSED BY MISSING OR INCOMPLETE INFORMATION THE BUILDING DEPARTMENT WILL NO LONGER ACCEPT APPLICATIONS UNLESS *ALL REQUIRED DOCUMENTATION ACCOMPANIES* THE APPLICATION (see department handbook list of required documents for each type of permit). APPLICATIONS FORMS THAT ARE INCOMPLETE, NOT SIGNED AND ARE NOT THE MOST CURRENT VERSION WILL NOT BE ACCEPTED.

**ELECTRIC, PLUMBING, MECHANICAL, BURNER AND GAS PIPING PERMITS ASSOCIATED WITH BUILDING PERMITS NOT YET APPROVED WILL NOT BE ISSUED UNTIL THE BUILDING PERMIT IS ISSUED.**

## **PERMIT PROCESSING TIME**

BUILDING, SWIMMING POOL, SEPTIC, SIGN, REMODELING, SHED, ETC. PERMITS ARE **NOT ISSUED UPON DEMAND**. THESE AND SIMILAR PERMITS MUST BE REVIEWED FOR BOTH BUILDING & ZONING CODE COMPLIANCE. PERMITS ARE PROCESSED IN THE ORDER, WHICH THEY COME INTO THE OFFICE. ALL APPLICATIONS WILL BE PROCESSED AS QUICKLY AS POSSIBLE. THE NUMBER OF INDIVIDUALS WISHING TO MEET WITH THE INSPECTORS, NUMBER OF INSPECTIONS EACH DAY AND THE NUMBER OF PHONE CALLS NEEDING TO BE RETURNED DICTATES THE AMOUNT OF TIME THE INSPECTORS HAVE TO REVIEW APPLICATIONS. THE BUILDING INSPECTOR IS ALLOWED UP TO THIRTY (30) DAYS TO ACT ON RESIDENTIAL APPLICATIONS AND UP TO SIXTY (60) DAYS FOR APPLICATIONS OTHER THAN RESIDENTIAL OR FOR MULTI RESIDENTIAL PROJECTS.

### **CHAPTER 676 ADMINISTRATIVE AND ENFORCEMENT PROCEDURES**

#### **676:13 Building Permits Restricted. –**

I. The building inspector shall not issue any building or occupancy permit for any proposed construction, remodeling, or maintenance, which will not comply with any or all zoning ordinances, building codes, or planning board regulations, which are in effect.

II. If any building inspector is prosecuted for violation of RSA 643:1 and found guilty of issuing any permit contrary to the provisions of this section, it shall be prima facie evidence that the building inspector has knowingly refrained from performing a duty imposed on the building inspector by law.

III. The building inspector shall adopt a form or set of standards specifying the minimum contents of a completed application for any building permit. Upon the submission of a completed application, the building inspector shall act to approve or deny a building permit within 30 days; provided, however, that nonresidential applications or residential applications encompassing more than 10 dwelling units shall be approved or denied within 60 days.

***THE BUILDING DEPARTMENT RESERVES THE RIGHT TO REQUIRE 3<sup>rd</sup> PARTY PLAN REVIEW IF IN THE DEPARTMENT'S OPINION THE PROJECT IS BEYOND THE ABILITIES OF DEPARTMENT PERSONNEL TO PERFORM THE PLAN REVIEW. SUCH A REVIEW MUST BE COMPLETED PRIOR TO APPLICATION FOR A BUILDING PERMIT.***

# **PERMIT SUBMISSION DOCUMENTS**

Each project requires differing levels of documentation in order for department personnel to validate project code compliance. The documents listed below are basic requirements and in some cases may not apply or additional details may be required. Contact department personnel if you have any questions.

## **REQUIRED DOCUMENTATION BY PERMIT**

### **NEW – 1 & 2 FAMILY, TOWNHOUSES, & ASSOCIATED ACCESSORY STRUCTURES**

- Building permit application filled out in its entirety
- Two (2) complete sets of drawings (stamped by design professional when framing not in compliance with adopted code). Plans must be drawn to a standard architectural scale and at least one set of full size plans are required (not reduced by photocopying).
- Approved septic design or verification of sewer hookup.
- Approved Driveway permit
- Approved building lot
- Completed energy compliance form with calculations
- HVAC heat loss calculations
- Site plan with location of proposed structure.

### **ADDITION OR REMODEL OF THE ABOVE USE GROUPS (includes decks & porches)**

- Building permit application filled out in its entirety
- Two (2) complete sets of drawings showing structure before remodel or addition and after remodel or addition. Plans must be drawn to a standard architectural scale and at least one set of full size plans are required (not reduced by photocopying).
- Completed energy compliance form with calculations (when condition space is being added)
- HVAC heat loss calculations (when condition space is being added).
- Approved septic design or verification of sewer hookup if increasing load on septic system.
- Plot plan-showing location of all existing structures on the property and their distances to all lot lines. Location of existing septic system (if applicable). NOTE: If the existing structure has been constructed since 1996 a copy of the original certified plot plan is required.

### **NEW - ALL OTHER USE GROUPS**

- Building permit application filled out in its entirety
- Two (2) complete sets of drawings (stamped by design professional when required) with location of all required life safety devices. Plans must include: structural, architectural, plumbing, mechanical, and electrical. Plans must be drawn to a standard architectural scale and at least one set of full size plans are required (not reduced by photocopying).
- When required by the enforced codes; the list of required 3<sup>rd</sup> party inspections and the name of the agency performing them.
- Approved septic design or verification of sewer hookup.
- Site plan approved and signed by the planning board
- Completed COMcheck submission using the most current software version
- Complete fire alarm submission for approval
- Complete sprinkler submission for approval

### **REMODEL OR ADDITION ALL OTHER USE GROUPS**

- Building permit application filled out in its entirety
- Two (2) complete sets of drawings showing structure before remodel or addition and after remodel or addition. Plans must be drawn to a standard architectural scale and at least one set of full size plans are required (not reduced by photocopying).
- Completed COMcheck submission using the most current software version (when condition space is being added)
- Approved septic design or verification of sewer hookup if changing use group from current use.
- Complete fire alarm submission for approval
- Complete sprinkler submission for approval
- Site plan approved and signed by the planning board.

### **SEPTIC SYSTEM INSTALLATION**

- Completed septic application form with all pertinent information completed.
- A State of NH DES approved septic design
- DES approval for in-kind

## **STORAGE SHEDS**

- Completed building permit application form with all pertinent information.
- Plot plan-showing location of all existing structures on the property and their distances to all lot lines. Location of existing septic system (if Applicable) and proposed location of new structure. NOTE: If the existing structure has been constructed since 1996 a copy of the original certified plot plan is required.
- Plan view of shed with dimensions (LxW) and a cross section detailing framing specifications. When the shed is pre-built a brochure from the supplier providing all of the structural details shall be sufficient.
- Foundation details when required (sheds over 200 sq. ft. must have support that goes below frost line - 48").

## **SWIMMING POOLS.**

- Completed swimming pool application form with all pertinent information
- Plot plan-showing location of all existing structures on the property and their distances to all lot lines. Location of existing septic system (if Applicable) and proposed location of new swimming pool. NOTE: If the existing structure has been constructed since 1996 a copy of the original certified plot plan is required.
- Pool information regarding size, type of heater (if there is to be one), fuel storage for heater, pool construction, etc.
- Public pools and spas (as defined per DES rules Env-Wq 1100) copy of design approval from DES.

## **SIGNS**

- Plot plan-showing location of all existing structures on the property and their distances to all lot lines.
- Location of proposed sign and its distances to the various lot lines.
- Two (2) sets of plans for the sign showing all dimensions, supports and source of illumination (if any) and material specifications.
- Location and sizes of any other existing signs currently located on the property or structures.
- Where variances or waivers have been granted for the proposed sign a copy of the original waiver from the Planning Board or the variance from the Zoning Board of adjustment shall be included.

## **FEE PAYMENTS**

Only plan review fees are due at the time of application submission. Permit fees are not due until the applicant is notified when the permit is approved and the permit fee amount. Once approval is granted for a permit and a major plan change occurs (more than 25% of the approved permit area affected) an additional review fee will be assessed for revised plan review.

NOTE: Acceptance of permit fees at time of application is not synonymous with permit approval and issuance. Work on projects may not begin until permits are approved and the applicant physically signs the permit.

## **TOWN OF BEDFORD PERMIT FEE SCHEDULE**

**NOTE: AREAS ARE GROSS SQUARE FOOTAGES CALCULATED ON OUTSIDE DIMENSIONS**

**ALL FEES ARE DUE AT TIME OF PERMIT ISSUANCE WITH THE EXCEPTION OF PLAN REVIEW FEES WHICH ARE DUE AT TIME OF SUBMISSION. PERSONAL CHECKS OR CASH (exact amount only) ARE ACCEPTABLE.**

FEE AMOUNT WILL BE EITHER THE MINIMUM OR PER UNIT TOTAL WHICHEVER IS GREATER.

### **NON-RESIDENTIAL USES<sup>2</sup> (New Construction, Additions, Alterations)**

Minimum	\$50
All use groups	0.18/SF

### **1 & 2 FAMILY & TOWNHOUSES & THEIR ACCESSORY STRUCTURES** (formerly referenced as residential)

Minimum	\$50
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<sup>2</sup> As determined by IBC chapter 3

**PLAN REVIEW FEES**

Review fees are due upon submission of application. Review fees are required for all new dwellings, new commercial structures, residential additions / major remodels (of the occupied space), or major commercial remodels / change of use group. These fees do not apply to applications for sheds, swimming pools, decks, and minor tenant fit ups under 10,000 sq ft and similar types of applications.

Residential	\$ 50.00 per unit
All other Use Groups	\$ 150.00 per building

Once approval is granted for a permit and a major plan change occurs (more than 25% of the building area affected) the revision will incur an additional review fee as well as adjustments to the overall permit fee for the project.

**EXPIRED PERMITS & PERMIT RENEWAL**

**Where issued permits have not been actively pursued<sup>3</sup> and become classified as expired, they must be renewed prior to requests for further inspections.**

**NOTE: Permit renewals must be requested in writing and just cause shown for the extension request. The extension fees must be paid prior to inspection requests for expired permits. Permits may not be renewed more than twice.**

1 <sup>st</sup> Renewal	<u>25% of original fee</u>
2 <sup>nd</sup> Renewal	50% of original fee

**Where permits have been previously renewed twice or are expired for more than 360 days, the permit holder will be required to secure a new permit. Where new permits are required, portions of the original work not having received an approved inspection may be subject to code changes that may have occurred after the original plan review.**

**COMMERCIAL KITCHEN HOOD EXHAUST SYSTEMS** \$50

**DEMOLITION**

Residential	\$50
All other use groups	\$150

**DISPLAY PROCESSES / CARNIVALS** \$50

**DRILLING / BLASTING** \$50

**ELECTRICAL WIRING**

(installation, replacement, alteration)

Residential (controlled by NEC)	\$ 0.014/SF
Non-residential (controlled by NEC)	\$ 0.018/SF
Min	\$50

**ELECTRIC SERVICE (ALSO APPLICABLE TO STANDBY GENERATORS)**

Fees are per service

Up to & including 200A	\$ 50.00
201A through 1000A	\$ 125.00
1001A and over	\$ 275.00

**FINES**

**Starting work without a permit  
(this includes foundation excavation)**

**Double the permit fee or a minimum of \$100**

<sup>3</sup> See Municipal Ordinance § 92-6 for definition

## **Failure to secure required inspections**

(offenses are cumulative)

1 <sup>st</sup> offense	written warning
2 <sup>nd</sup> offense -	\$25
3 <sup>rd</sup> offense -	\$50,
Subsequent offenses	\$100 each

## **FIRE ALARM SYSTEMS**

(installation, replacement, alteration)

Min	\$50
All systems	\$ 0.018/SF
Plan review (new, replacement, or expansion)	
Areas ≤ 4000 sq ft	\$50
Areas ≥ 4001 sq ft	\$100

## **FIREPLACES OR CHIMNEYS** (any construction material or fuel)

INCLUDES DECORATIVE GAS APPLIANCES AND WOOD STOVES

\$50

## **FUEL STORAGE TANKS** (500 gal or more capacity)

(installation / removal of exposed / buried)

\$50 / Tank

## **LOW VOLTAGE WIRING** (installation, replacement, alteration)

Minimum	\$50
Residential (controlled by NEC)	\$ 0.014/SF
Non-residential (controlled by NEC)	\$ 0.018/SF

## **MECHANICAL APPLIANCE PERMITS** (installation, replacement, alteration)

Minimum	\$50
Residential (controlled by IRC)	\$ 0.014/SF
Non-residential (controlled by IMC)	\$ 0.018/SF
Replacement units (burner permits)	\$50/unit

## **GAS PIPING** (installation no minimum length)

Minimum	\$50
Per appliance	\$10/shut off

## **OUTDOOR SPORTS COURTS**

(electric permit separate)

\$50

## **PLUMBING** (installation, replacement, alteration)

Minimum	\$50
Residential (controlled by IRC)	\$ 0.014 SF
Non-residential (controlled by IPC)	\$ 0.018 SF

## **SEPTIC SYSTEMS**

System Installation	\$50
(electrical permit for pumps separate)	
Septic Tank only	\$25
Plan review prior to submission to D.E.S.	\$35

## **SIGNS**

Illuminated (internal & external)	\$100
Non-illuminated	\$75

## **SPRINKLER SYSTEMS** (FIRE SUPPRESSION)

Min	\$50
All systems	\$ 0.018/SF
Plan review (new, replacement, or expansion)	
NFPA 13D (single family)	\$35
NFPA 13 & 13R - Areas ≤ 4000 sq ft	\$50
NFPA 13 & 13R - Areas >4000 sq ft	\$100

## **SWIMMING POOLS** (includes electric permit)

IN-Ground	\$100
Above Ground	\$75

## **TEMPORARY MANUFACTURING**

\$25

## **TENTS**

Residential	\$15 / Tent
Commercial	\$30 / Tent

# **INSPECTION POLICY**

### ***NORMAL INSPECTION HOURS:***

***9:30 a.m. - 3:30 p.m. Mon. - Fri.***

**603-472-4567**

## **NO WORK IS TO BE CONCEALED UNTIL INSPECTED AND PERMISSION GIVEN TO PROCEED. PICTURES WILL NOT BE ACCEPTED AS PROOF OF CODE COMPLIANCE. THE INSPECTORS MUST VISUALLY INSPECT THE WORK.**

1. **The second Wednesday of every month no inspections will be scheduled.** Both inspectors participate in monthly code compliance training and are out for the entire day. Please keep this in mind as this time frame never varies.
2. The maximum number of inspections per day is fifteen (15) per inspector per day.
3. Department policy requires a minimum of twenty-four (24) hour notice to schedule inspections. Please note there are times, (due to heavy inspection requests, vacations, meetings, or other commitments) it may be advisable to make inspection requests further ahead than 24 hrs. All requests must be made during Building department business hours Monday - Friday. Inspection requests must be left with the department secretary or in the inspection voice mailbox (603-472-4567). **Note: Inspection requests left on the phone system outside our business hours (8:00 am - 4:30 PM), on weekends, and during holidays will be scheduled for the 2nd business day after the date of the request. The time stamp on our phone system shall determine if the message is left outside business hours**
4. Inspections are scheduled according to geographic location in order to allow inspectors to establish the most efficient route each day. Generally we are not able to accept requests for specific inspection times. However if you wish to request a specific time for your inspection you must first request the inspection per the requirements above, then you must contact one of the inspectors directly to see if we are able to accommodate the request. **Requests for specific times via the inspection line or left with the department administrative assistant will not be honored.**
5. Non-compliance items requiring more than two (2) inspections may not be scheduled for reinspection until after a minimum 48 hour delay and then subject to available time on the inspection schedule (hours are calculated on business days).

6. Consecutive inspections for the same item (if you plan on failing) may not be scheduled at one time. Requests for follow-up inspections for the same item(s) will be scheduled on an as-available basis. Previously scheduled inspections will have priority over follow-up inspections.
7. All work for which an inspection is being requested must be complete and ready for inspection during normal inspection hours on the date of the requested inspection. If at the time the inspector arrives, if the work is not ready for inspection there may be up to a 48-hour delay before another inspection can be scheduled. Any inspection may be canceled prior to 9:00 AM on the day of the inspection.

## **SCHEDULE OF REQUIRED INSPECTIONS**

**NOTE:** The inspections listed below shall not limit the type or frequencies of inspections that this department may deem to be prudent to ensure complete code compliance.

### **FOOTINGS**

- Forms and steel in place.

### **FOUNDATION**

- Certified Plot Plan submitted to building department prior to the inspection as required under Zoning Ordinance §275-85 D (2). The plot plan shall include dimensions of foundation, wetland locations, setback locations required by Zoning/Planning regulations and distances to all setbacks
- Prior to backfilling, all items are to be in place (includes footings, frost walls, piers, damp-proofing, foundations drains and filter fabric).
- Sanitary facilities must be provided on job site.
- Street number (not lot number) must be posted & **readily** visible from street.

### **UNDERGROUND ELECTRICAL SERVICE CONDUIT**

- Conduit in place, sand for burial on site and marking tape available.

### **SONO TUBES/ PIERS**

- Prior to placement of concrete for verification of depth.

### **SEPTIC SYSTEM**

- Basil inspection only

NOTE: For a basil inspection organic matter must be removed and area free of vehicle tracks, smearing and silt.

### **FRAME, ROUGH PLUMBING AND ROUGH ELECTRIC**

- Must be roof tight with all exterior doors and windows installed.
- Pressure test on DWV system.

### **INSULATION**

- Must be weather-tight with completed exterior finish.

### **PERMANENT ELECTRIC SERVICE**

- Panel interior must be exposed, ground rods visible or connection to footing steel, and a GFCI service outlet at the panel.
- Exterior of building 100% complete.

### **ABOVE CEILING**

- Ceiling grid installed and all fixtures in place before all tiles are installed.
- All mechanical systems complete with supply & return drops in place.

### **MASONRY FIREPLACE**

- At throat with first flue tile set.
- Fresh air intake in place at time of inspection.

## **GAS LINES / GAS TANK**

- Interior lines with air pressure at time of inspection with all stops and caps in place.
- Buried lines before backfill (backfill material must be on-site).
- Gas tank in place with backfill material on site (no fill around tank).

## **BURNER/FUEL APPLIANCES**

- Must be operational with all safety devices in place. Technicians service tag verifying start up adjustments have been performed
- Equipment installation manual available for inspector reference.

## **CERTIFICATE OF OCCUPANCY**

### **1 & 2 Family & Townhouses**

- **Impact fees are to be paid (by bank or certified check) prior to the request for the Certificate of Occupancy Inspection.**
- Septic System Approval for Operation or Sewer Connection Acceptance
- Planning/Zoning Acceptance (when part of subdivision approval)
- Current Water Test – must be original no copies or faxes.
- Building Inspectors Acceptance Residential: 100% complete no workers or stored material in the structure. Non-residential (commercial): Building complete and all furnishings & fixtures installed “occupant ready”.
- Duct pressurization test documentation.
- Blower door test results.
- Street number readily visible from driveway entrance posted.
- As-built certified plot plan with wet stamp as required by Zoning Ordinance §275-86 B (2)
- **Department of Public Works sign-off of Driveway apron & curbcut. Submit your request to DPW one (1) week prior to CO inspection.**

### **New & remodeled occupancies other the 1 & 2 Family & Townhouses**

- Site plan contributions or impact fees, not collected at the time of site plan approval paid prior to the request for Certificate of Occupancy Inspection.
- Design Professional(s) of record sign offs (where applicable).
- Planning Department Acceptance (site plan compliance).
- Current Water Test – must be original no copies or faxes.
- Building Inspectors Acceptance: **Building complete and all furnishings & fixtures installed “occupant ready”.**
- Fire Department sign off.
- Street number readily visible from property entrance posted.

## **NOTICE**

New home construction and all commercial renovation/new construction shall be required to have a dumpster/receptacle on the construction site to accommodate all construction and demolition debris - to be hauled by a licensed commercial hauler for disposal. (Cross-reference: **Town of Bedford Transfer Station Rates and Rules** Effective January 1, 2000. Bedford Transfer Station does not accept construction and demolition material/debris from commercial haulers).