



Building Permit Application Process Town of Merrimack, NH



The Town of Merrimack requires a building permit for all commercial and residential construction and remodeling activities, as well as pools, decks, etc. Additional permits are required for any work related to new septic systems, in conjunction with required state approvals.

A permit is not required for accessory sheds less than 160 square feet, fences, landscaping, roofing (non-structural), ordinary repairs, or replacing of existing doors or windows of the same size and location.

In order to obtain a permit, the following information must be submitted to the Building Department:

- 1.) Completed Building Permit Application form
- 2.) Submit (1) septic or plot *plan to scale* which includes *all existing buildings, structures and appurtenances, and proposed structures,*
- 3.) Submit (2) two sets of complete building plans drawn to scale, including a *foundation, floor plans, elevations and cross section of building wall construction*

Application forms are available at the Fire Department Building Division and online at the Town's web site/ Fire Department/ Building Division. Application Forms must be filled out completely to include all pertinent information, construction documents and plans.

A plot/ site plan may be available at the Building Department files. A septic design plan may also be used as a basis for the plot, with required information added. A certified plot plan is not generally required, however when using an alternative, boundaries must be shown and distances must be measured and indicated on the plan. All plot plans must be to scale and labeled. *The Town of Merrimack does not survey property or determine boundary lines.*

Building plans submitted for review must be drawn to scale. All pertinent information should be included on the drawings. Structural foundation

size, type, depth, reinforcing, etc, Architectural plans indicating type of construction, identify room use, door and window locations, egress, insulation R-value, and interior and exterior finish materials.

Most Residential Projects may not require engineered plans, but must be to scale and have accurate dimensions on the construction plans.

Commercial projects require engineered stamped plans prepared by a licensed NH professional.

Processing

After receiving a completed permit application, the department staff reviews the application for completeness and compliance with the Town's Regulations, Ordinances and building code compliance. Once all Town Regulation and code related concerns are resolved, the permit fees are calculated and the applicant is notified and advised of the permit fee and any conditions of approval.

A non-refundable application fee of \$25.00 is charged for all permits. Merrimack uses a square foot area basis for permit fees. A complete fee schedule is available online and at the Building Department. The square footage calculation is the sum of the area of all useable floor space, and may include the basement and/or accessible attic area.

New Hampshire Licensed Plumbers, Electricians and Gas Fitters are required by Law for all commercial and most residential construction projects.

Permits Fees not paid or permits not picked up within six months, or if the work has not begun within six months, the permit becomes void and a new application must be submitted. If work is not begun, a permit may be refunded less a 25% administrative fee.

Inspections are conducted on a request basis. It is the responsibility of the permit applicant, general contractor and or property owner to comply with these requirements.