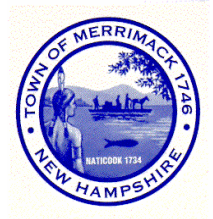




# MERRIMACK FIRE DEPARTMENT

432 Daniel Webster Highway  
Merrimack New Hampshire 03054  
603-420-1730



## BUILDING & HEALTH DIVISION

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### Building Permit Application Procedures

**Subject:** Approval Procedures for obtaining permits

Please find below, a compilation of Building Division and Fire Department requirements that we hope, incorporate all of the necessary procedures to assist you in obtaining all required permits.

#### Building Permits

**New Construction;** Includes all new commercial, industrial and residential buildings (*single family and multifamily dwellings*) or accessory structures (*detached garage, barn or sheds*) constructed on new and existing, buildable lots within the properties setbacks.

**Additions;** Includes all proposed additions to the existing building or accessory structures to be constructed and is located within the properties setbacks.

**Alterations;** Includes all proposed alterations or changes to the existing building's interior (structural or non- structural) and is entirely within the building structure.

**Renovations;** Includes all proposed renovations or changes to the interior or exterior of the building structure.

**Swimming Pools;** Includes in-ground and above ground pools that are permanently installed and are capable of containing a minimum depth of 24" of water and can be located a minimum of 12' setback from side and rear property lines.

Submit a completed permit application indicating the proposed new construction, additions and alterations and include all necessary construction plans with supporting documents to the Merrimack Fire Department Building Division at 432 Daniel Webster Highway. The application, plans and supporting documents will be reviewed for code compliance and once we review and approve the plans, a building permit will be issued.

**All:** New construction, renovations and alterations to commercial property, Home Occupations, Change of Use and Accessory Dwelling Units (ADU) are to be reviewed by Community Development and are subject to Planning & Zoning approval.

**Step 1:** Submit a completed building permit application, along with plans and related documents for the proposed work or use, to the Community Development office for review and pre-approval for compliance with the towns zoning ordinance and site plan regulations.

**Home Occupation:** Includes all proposed additions, renovations and alterations to the existing building or legally conforming accessory structures, that involve a non-residential use carried on within a residence or its accessory buildings, which use is clearly incidental and secondary to the principal use of the property as a residence and does not change the character thereof.

**Change of Use:** Includes any proposed change in the use of land and/or building(s) to another use.

**ADU's:** Includes all proposed alterations or additions to the existing building structure that adds a separate dwelling unit for individual living quarters with kitchen and bedroom that will be located within the properties setbacks.

## **SIGNS**

**Step 1:** Submit a completed sign permit application, along with plans and related documents for the proposed sign, to the Community Development office for review and pre-approval for compliance with the towns sign regulations, site plan and zoning ordinance.

## **Plan Review**

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, building plans indicating type of construction, identify room use, door and window locations, egress, insulation R-value, and interior and exterior finish materials.

Residential Projects may not need to be engineered submitted plans but must be accurate, legible, neatly drawn with room dimensions to scale or linear dimensions accurately shown on the construction plans. Show all rooms and indicate their use such as bedroom, kitchen, living room, bathroom, etc...

All Commercial, Industrial and Multi Unit Residential projects will be required to be engineered stamped plans, prepared by a licensed NH professional.

Third party plan review maybe required for large, complex commercial and industrial projects.

## **Process and Approval**

After receiving a completed permit application and documents the department will review the application for completeness and compliance with the Building & Fire code compliance.

The applicant will be notified of any additional information, subject to other town approvals or the need for necessary code compliance revisions are required before the town approves the plans and project.

Once all town departments and code related requirements are met, permit fees are assessed and the applicant is notified and advised of the permit fee and conditions of approval.

A non-refundable application fee of \$25.00 is charged for all permits. Merrimack uses a square foot 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 building area of all useable floor space and includes the basement, unfinished and/or accessible attic area.

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***Salus Populi Suprema Lex** "The Safety of the People is the Supreme Law"*