

# PERMITTING POLICY AND PROCEDURES

## Town of Plaistow, NH

### Obtaining permits

Permit applications, all types, are accepted during our regular business hours. In some cases The State of New Hampshire makes allowances for homeowners to work on their own property, however there still needs to be a permit obtained.

- Building Permits: Applicants can anticipate a five (5) business turn for consideration of their building permit application once a completed application has been received by this office. Payment for all applications is expected at the time of application. In the case of commercial building permits there may need to be review from other departments or a third party, which could increase the time before the building permit is issued and result in additional fees.
- Electric, Plumbing, Gas Permits: State of New Hampshire licensed persons may obtain a permit upon presentation of a valid master's (or gas fitter's) license and a valid photo ID. The Town of Plaistow does not allow for permitting by proxy or by mail.
- Mechanical (non-gas), Oil Burner, and Other Miscellaneous Permits: Permits may be obtained in this office during our regular business hours.
- Sign Permits: Temporary sign permit applications that meet the requirements of the ordinance will be processed immediately. Applications for permanent signage will be accepted for review during regular business hours and you will receive your permit, or letter of denial, in the mail within one (1) week of submitting a complete application and appropriate fees.

### Inspections

- All inspections are prepaid at time of permitting.
- 24 hours notice is requested for all inspections.
- Inspections are scheduled by contacting the Department of Building Safety during regular business hours.
- Inspections are to be prepaid at time of application. No inspection will be scheduled that has not been prepaid.
- Failed inspections (missed inspections will be treated as a failed inspection) will be rescheduled upon payment of the re-inspection fee.
- Some permits require inspection by other departments, such as the Fire Department. This office will do our best to inform you when your project requires inspections by other than our department personnel and whether or not there are any additional fees associated with that inspection.

### Inspection Hours

- Building Inspections
  - o Scheduled during regular business hours
- Electrical Inspections
  - o Monday through Friday 8:00AM to 10:00AM
  - o Monday through Thursday 3:00PM to 5:00PM
- Plumbing/Mechanical (including gas)
  - o Monday through Thursday 4:00PM to 6:00PM