

PERMITTING POLICY AND PROCEDURES Town of Plaistow, NH

Obtaining Permits

Permit applications, all types, are accepted during our regular business hours. Some permits are issued as immediately as “counter permits” others may require a formal review. Missing or incomplete information may cause a delay in the processing of your permit request. Permits expire 6 months from date of application approval. Extension of permits (up to 6 months) will be considered with a written request from the original permit holder. **Property owners are required to sign building permit applications.**

- **Building Permits:** We do our best to process all building permit applications in a timely fashion. Making sure your application is 100% complete will insure timely processing.
 - o The State of New Hampshire RSAs allow for up to thirty (30) days for the processing (approval or denial) of any residential building permit and up to sixty (60) days for commercial applications.
 - o Payment of all fees is expected at the time of application.
 - o If your permit is approved you will be contacted to pick up your Building Permit Card, which will note the list of required inspection. Permit Cards are not routinely mailed. Please contact the Department of Building Safety for information on how to get a permit mailed via Self Addressed Stamped Envelope (SASE).
 - o If your application is denied you will receive a letter, stating the reason for denial, via 1st Class USPS Mail.
 - o 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. We will do our best to alert you to these instances at the time of your application.
 - o Work shall not be started prior to the issuance of a Building Permit Card.
 - o The Building Permit Card must be conspicuously displayed and available for Inspector’s signatures for the duration of the project.
 - o The Building Permit Card will be collected at the final inspection. Copies of the signed permit will be automatically sent if an email address is provided at the bottom of the Building Permit Card.
 - o The Building Permit Card is the final inspections record.
 - o There will be a \$25.00 replacement fee for any lost Building Permit Cards

- **Electric, Plumbing, Gas Permits:** State of New Hampshire licensed persons may obtain a permit upon presentation of a current and **valid master’s** or gas technician’s license. Additional photo identification may be required. You must have a valid ID
- **Mechanical (non-gas), Oil Burner, and Other Miscellaneous Permits:** Permits may be obtained in this office during our regular business hours. Additional photo identification may be required.
- **Proxy Permitting for Corporate/Business Entity Licensing:** The Town of Plaistow will allow proxy permitting under a Business Entity License (BEL) under the following conditions:
 - o The “Responsible Managing Employee” as shown on the BEL must appear in person to the Department of Building Safety with their NH State License(s); their BEL; and a list of personnel authorized to obtain permits for the business. This will set up the availability for permitting by proxy.

- The list of authorized personnel must be on business letterhead with an original signature of “Responsible Managing Employee” as shown on the BEL. No copies or emails will be accepted. That list will be kept on file until the expiration of the BEL.
- Listed authorized personnel will be required to show photo identification to obtain a permit.
- It is the responsibility of Business to update the authorized personnel list as well as provide the Department of Building Safety with a new BEL when renewed. The Department of Building Safety will not notify you if your BEL is expired. The Department of Building Safety will not contact the State to verify your BEL. If the authorized personnel list and the BEL are not current, no permits will be issued to it.
- The Town of Plaistow will not be responsible or liable for permits issued to personnel on the list who are no longer authorized if that information has not been provided to the Department of Building Safety in writing.
- NO Electrical, Plumbing or Mechanical/Gas permitting is allowed through the mail.
- NO permitting by proxy will be done for personal licensing, only for Business Entity Licenses.
- Homeowner Permitting: State RSAs allow homeowners to do their own work if they are physically doing the work themselves; if the work is for their primary dwelling unit; and if a proper permit is obtained. The Town of Plaistow is restrictive and does **NOT issue** homeowners permits for the following:
 - Electrical Service/Meter and Panel Work
 - Electrical Wiring for Swimming Pools
 - Natural or Propane Gas related work
 - The Town of Plaistow reserves the right to not issue a permit to a homeowner if we do not feel that homeowner is qualified to do the work themselves.

Work Done Without a Permit:

Chapter 31 of the Town of Plaistow Code allows for a **\$100 fine** for any work done prior to the issuance of a permit. Filing an application is not considered issuance of a permit. This fine shall not apply to any after-hours emergency work that may need to be done to restore electricity and/or heat provided that the permit is obtain within the next two (2) business days.

Inspections:

- All inspections are prepaid at time of permitting. Any unanticipated/additional inspections needed and not paid at time of permitting will have to be prepaid prior to scheduling. No inspection will be scheduled that has not been prepaid.
- 24 hours notice is requested for all inspections.
- Failed inspections will be rescheduled upon payment of the re-inspection fee. Missed inspections, or scheduled inspection where the inspector cannot gain reasonable access, will be treated as a failed inspection.
- Unless otherwise indicated on the permit, all inspections are scheduled by contacting the Department of Building Safety during regular business hours.
- 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.
- When an inspection is scheduled there must be access during the scheduled window of time. No pre-calls will be made to inform when inspector is in route to an inspection.
- If the inspector is delayed for any reason every effort will be made to contact the permit holder.

Inspection Hours – 24 Hours Notice for All Inspections:

- Inspection hours are established by the Department of Building Safety based on the availability of our contract inspectors. Inspection hours will be explained at the time of permitting.

- **Building Inspections**
 - o Scheduled during regular business hours
 - o 2-3-hour window for appointments

- **Electrical Inspections**
 - o Monday through Thursday
 - o By Appointment

- **Plumbing/Mechanical/ Gas**
 - o Monday through Thursday 3:00 pm-5:00 pm
 - o By appointment:

- There may be instances where available inspection times may vary or be delayed due to vacation schedules, holidays, training/conferences, disability/illness or other unexpected circumstances. We will do our best to accommodate your inspection needs in a timely fashion.

These Policies and Procedures were reviewed and adopted by the Board of Selectmen on May 22, 2017.