Town of New Ipswich

OFFICE OF THE BUILDING INSPECTOR

PERMIT APPLICATION GUIDE AND REQUIREMENTS

** Please note, a 24 hour request for inspections is required **

CURRENT CODES

The Town of New Ipswich has authorized the Building Inspector to enforce applicable sections of the *New Ipswich Zoning Ordinance, Subdivision Regulations,* and *Site Plan Review Regulations* and the current New Hampshire State Building Codes as follows:

One and Two Family Dwellings:
2009 NFPA 101 Life Safety Code Chapter 24 as amended by Saf-C 6000
State Fire Code Saf-C 6000 and specific subcodes:
- Fuel Gas Code – 2009 NFPA 54/58 as amended by Saf-C 6000
- Oil Burning Equipment – 2006 NFPA 31 as amended by Saf-C 6000
- Chimneys, Fireplaces, Vents and Solid Fuel Burning Appliances – 2010 NFPA 211

Carbon Monoxide Detection – 2009 NFPA 720 as amended by Saf-C 6000
2009 International Residential Code (IRC) with NH Amendments
2009 International Mechanical Code (IMC) with NH Amendments
2009 International Plumbing Code (IPC) with NH Amendments
2009 International Energy Conservation Code (IECC) with NH Amendments
2011 National Electrical Code (NEC) with NH Amendments

All Other Occupancies:
2009 NFPA1 Fire Code as amended by Saf-C 6000
2009 NFPA 101 Life Safety Code by Saf-C 6000
State Fire Code Saf-C 6000 and specific subcodes:
- Fuel Gas Code – 2009 NFPA 54/58 as amended by Saf-C 6000
- Fire Alarm Code – 2010 NFPA 72
- Fire Protection of Historic Structures – 2011 NFPA 914
- Sprinkler Code – 2010 NFPA 13
- Motor Fuel Dispensing Facilities and Repair Garages – NFPA 30A as amended by Saf-C 6000
- Compressed Natural Gas (CNG) – 2010 NFPA 52
- Oil Burning Equipment – 2006 NFPA 31 as amended by Saf-C 6000
- Chimneys, Fireplaces, Vents and Solid Fuel Burning Appliances – 2010 NFPA 211
- Carbon Monoxide Detection – 2009 NFPA 720 as amended by Saf-C 6000
- Electrical Standards for Industrial Machinery – 2007 NFPA 79

2009 International Building Code (IBC) with NH Amendments

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2009 International Energy Conservation Code (IEC) with NH Amendments
2009 International Existing Building Codes (IEBC) with NH Amendments
2009 International Mechanical Code (IMC) with NH Amendments
2009 International Plumbing Code (IPC) with NH Amendments
2011 National Electrical Code (NEC) with NH Amendments
Accessibility – 2009 IBC Chapters 11 and 34 with NH Amendments, 2003 ANSI A117.1 and FHA/UFAS as applicable.

PERMITS AND INSPECTIONS

The inspections listed below are intended to inform the applicant of their obligation to inform the Building Inspector at different stages of the construction project. In some cases the Building Inspector may require additional inspections to ensure compliance with the Town‘s building and land use codes.

Prior to covering, it shall be the duty of the permit holder or their agent to notify the Building Inspector that such work is ready for inspection. The Building Inspector must be able to see all parts of construction required to be inspected.

Should an inspection find that some of the work does not conform to approved application, plans or applicable codes, the Building Inspector will advise and possibly issue a notice for corrections that will normally require a re-inspection.

Inspections Required (in order):

1- Foundations & piers- once forms and rebar are set, ***prior*** to pouring of concrete.

2- Foundation, damp-proofing and drainage

3- Rough framing and exterior water proofing. Prior to mechanical inspections, insulation or any concealment. Any assembly that cannot be verified as acceptable by the manufacturer to the Inspector will require an engineer’s stamp. The use of wide flange beams will require documentation of the load carrying specifications by the contractor.

4- Rough plumbing and tests. Sanitary drainage will be filled to the roof of the building with water or 5 psi of air for 20 minutes, Protective plates and supports for all piping must be installed. Manufacturer’s instructions for all installed equipment must be on site. Draft stopping/ fire blocking installed.

5- Rough Electrical. Rough wiring prior to insulation and drywall. Protective plates installed. Draft stopping/ fire blocking installed. Must bond foundation rebar. Service upgrade and temporary services need town approval prior to PSNH energizing them.

6- Chimneys/ Fireplaces (during progress) Foundation, hearth firebox, smoke chamber and damper. Galvanized metal draft stop between floors, lay in mortar joint. Termination about roof and nearest object. Outdoor air inlet within 24" of firebox.

7- Energy & Insulation. The building thermal envelope, insulation, vapor barrier, piping insulation, duct sealing and insulation, window and door U factors.

8- Heating system, clearances, backflow, controls and venting. Manufacturer's instructions for all equipment must be on site, equipment installed must have manufacture installer's certificate. Gas piping requires a minimum of 3 psi of air, 20 min. test with approved gauge. Bonding of CSST is required. Listed protective plates for CSST must be used.

9- Final inspection (electrical, plumbing, mechanical, fire safety and life safety)

10- Issuance of certificate of occupancy (*Requires bacteria water test and 72 hours notice for New Homes, Also requires inspection from Fire Dept.)* All the above prior inspections (1 through 9) approved with no outstanding fees or violations. Bacteria water test results and Septic Approval for Operation from NH- DES.

It is the responsibility of the permit holder to call for inspections.
Please call the Building Department at 603-878-2772 ext. 415 to schedule and inspection. We require a minimum of 24 hour notice on all inspections. Voice Mails will not insure an inspection.

PERMIT FEES & SCHEDULE

Single Family and Two Family Homes (including mobile homes, modular homes.	$.25 cents/square foot
Additions, Alterations, Renovations	$.25 cents/square foot
Commercial, Industrial and Multi-Family	$.40 cents/square foot
Accessory Buildings (sheds, garages, porches, etc.)	$.15 cents/square foot
Visual Inspection of Energy Compliance	$75.00
Re-Roofing- Residential (Occupied Buildings Only)	$45.00
Re-Roofing- Commercial	$90.00
Above Ground Pools	$35.00
In Ground Pools	$70.00
Minimum Fee Building Permit	$45.00
Occupancy Permit	$35.00
Electrical Permits - Wiring	1% of market value of material and labor
Electrical Services/ Temps/ Upgrades	$75.00
Plumbing Permits	1% of market value of material and labor
Mechanical Permits	1% of market value of material and labor
Fuel Service/ Upgrade (Fuel Tanks)	$25.00
Demolition of Structures	$50.00

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Driveway Permit	$25.00

Note: Minimum Permit fee shall be no less than $45.00.
Starting any work without permits will result in all permit fees being doubled and paid prior to the commencement of work again.

Violations are $100.00 per day until resolved or an agreement is reached with Code Enforcement (building and fire).

Applications submitted incomplete for the same project more than twice will be charged $24.00 each subsequent time it is submitted for review.

Deviating from the permitted plan without amendment(s) will cost an additional 50% of original fees.

CHANGES TO PERMIT FEES
The Board of Selectmen, upon the advice of the Code Enforcement Officer/Building Inspector or other town official, may reduce or increase the building permit fee commensurate with the relative complexity of the work involved. In no case shall any building permit be less than $45.00

TERMS OF PERMIT
Every building permit issued shall become invalid unless work authorized by such permit is commenced within 180 days after issuance, or if the work authorized by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. The Building Inspector is authorized to grant, in writing, one or more extensions of time for periods not more than 180 days each. The extension shall be requested in writing, with a justifiable cause demonstrated. In no case will a permit be extended for more than a two year period, commencing with the first date of issuing the building permit.

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Regulations

	Village Districts I & II	Rural District
Minimum lot size (in acres)	**1**	**2**
*Minimum road frontage (in feet)	**200**	**200**
Minimum front setback of structure from boundary of right–of- way of road (in feet)	**30**	**30**
Minimum side & rear setback for structures (in feet)	**20**	**20**
**Minimum setback from wetlands and surface waters for structures (in feet)	**50**	**50**
Minimum setback from wetlands for septic system tanks and leach fields (in feet)	**75**	**75**
*** Minimum natural woodlands buffer from wetlands and surface waters (in feet)	**25**	**25**
****Maximum height of building above mean ground level (in feet)	**45**	**45**
***** Minimum setback in feet from edge of driveway to property line (in feet)	**20**	**20**

* For the exception, see article XIII, Section D of the Zoning Ordinance.
**The following uses are exempt from the 50 foot setback requirement: docks, boat landings, boat houses and saunas.
***The following uses are exempt from the 25 foot buffer requirement: docks, boat landings, boat houses and saunas.
****The following uses are exempt from the 45 foot height requirement: domestic radio and television antennas, silos for storage of feed crops, church towers, water storage structures, chimneys, wind operated devices, barns for agriculture use and telecommunications facilities. Any other structure proposed to be higher than 45 feet requires a special exemption of the Zoning Board of Adjustment.
*****The Planning Board may waive the twenty 20 foot setback from the edge of the driveway to property line for back lots.

Minimum Window Sizes for Egress Openings (Residential Bedrooms)
Minimum Width 20” Clear Inside
Minimum Height 24” Clear Inside
Minimum Opening (Ground Floor): 5 square feet Net Clear Opening
Second floor & above: 5.7 square feet Net Clear Opening
Maximum height from floor to window sill 44”

Minimum Requirements for Stairs and Handrails
Minimum Run: 10 inches Measured from Nosing to Nosing
Maximum Rise: 7 ¾ inches
Minimum Head Clearance: 6 feet 8 inches
Handrail Height: Between 32 -38 inches, Measured Vertically from Tread Nosing

Minimum Requirements for Guardrails
*Required for steps/stairs with three risers or more.
Porches, decks & raised floors: 30 inches or more Above Grade
Guardrail minimum: 36 inches High (42 inches high commercial applications)
Between Balusters: 4 inches Maximum (4 3/8 inches at stairs)

Escape Windows Dimensions
Escape windows shall have a minimum net clear area of 5.7 square feet.
AND the minimum net clear opening height shall be a minimum of 24 inches; the minimum net clear opening width shall be a minimum of 20 inches.
The finished sill height shall not exceed 44 inches above the floor.
The finished window sill shall be within 20 feet (240 inches) of the outside finished grade level.

Means of Escape Requirements
In dwellings or dwelling units of two rooms or more, every sleeping room and living area, including basements with habitable space shall have **not less than one primary means of escape and one secondary means of escape.** A secondary means of escape shall not be required where one of the following conditions is met;
1. The bedroom or living area has a door leading directly to the outside of the building at grade level.
2. The dwelling unit is protected throughout by an approved automatic sprinkler system.

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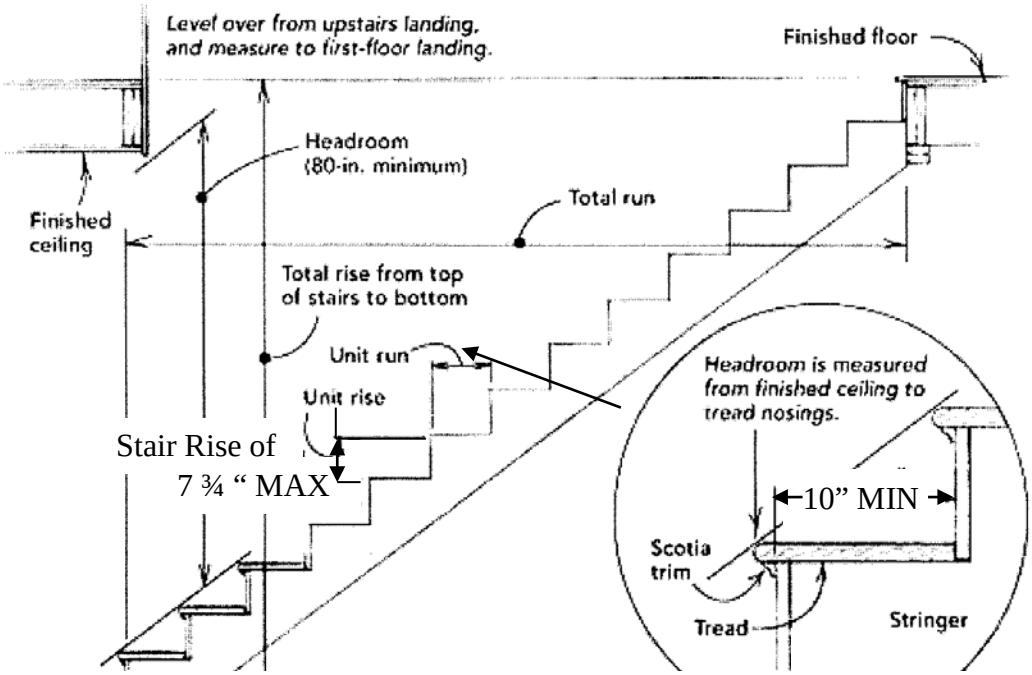
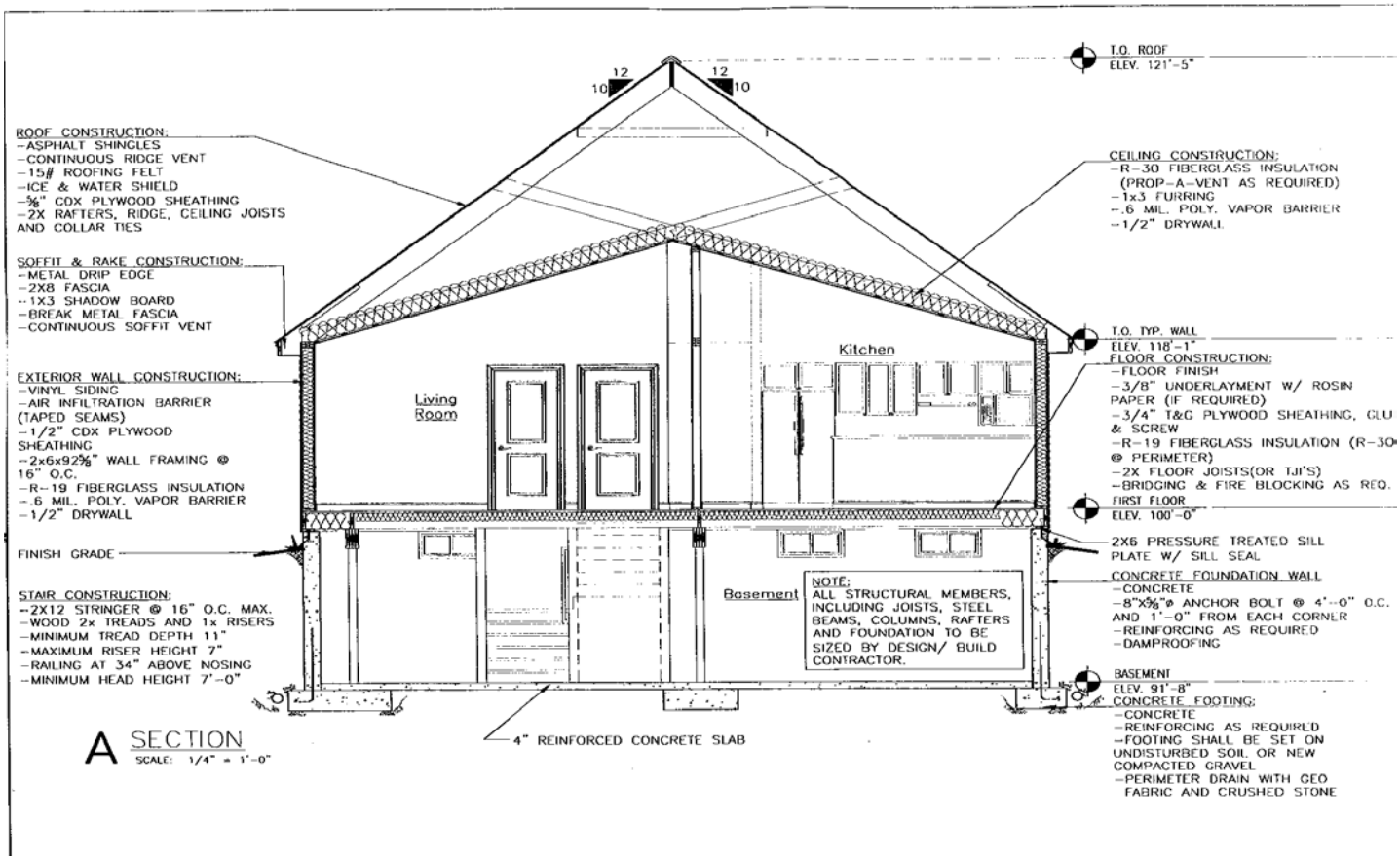
Stairway & Cross Section





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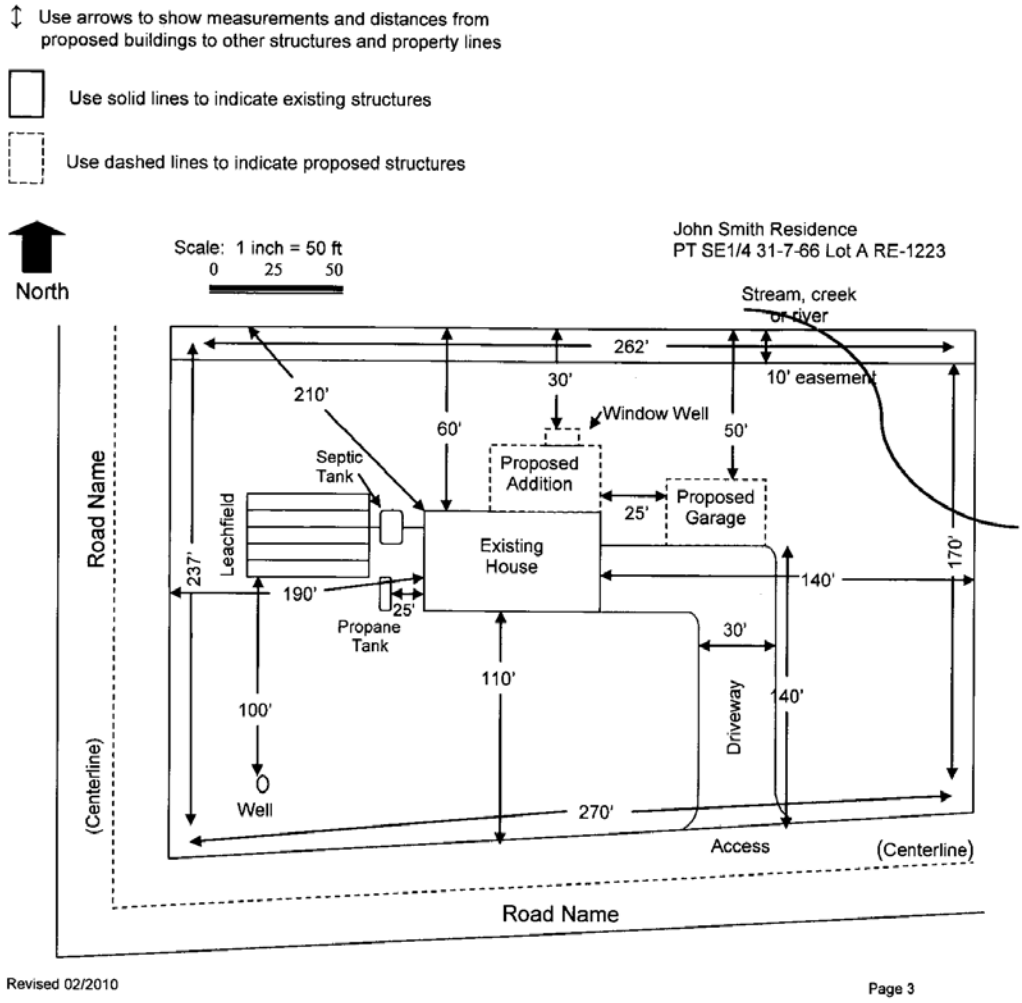
Plot Plan

In order to verify that the proposed construction will comply with zoning regulations relative to building setbacks, a plot plan indicating property lines and the distances of all existing and proposed buildings or additions from the property lines and water is required. This plan should be drawn to scale and be on an 8.5” x 11 sheet of paper or graph paper. If the lot is large, the portion of land with no buildings on it need not be drawn.



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Minimum Requirement for Residential Plan (2 Sets)

1. Floor Plan drawn to scale.
2. Foundation plan drawn to scale.
3. A “Complete” cross section cutting through the entire width of building drawn to scale and framing details showing all structural components.
4. Floor Framing plans if the framing plan is not typical.
5. Header sizes for all openings located in bearing wall (interior and exterior) if framing plan is not typical
6. Denote all building materials, sizes and types.
7. Provide a roof-framing plan drawn to scale if the if framing plan is not typical.
8. Drawings of at least two exterior elevations.
9. Show the scale size used on all drawings.
10. Show stair details such as riser and tread sizes, railing design, baluster spacing, and head clearance.
11. Window type, location, and sizes shall be noted.
12. Energy conservation details shall be indicated.

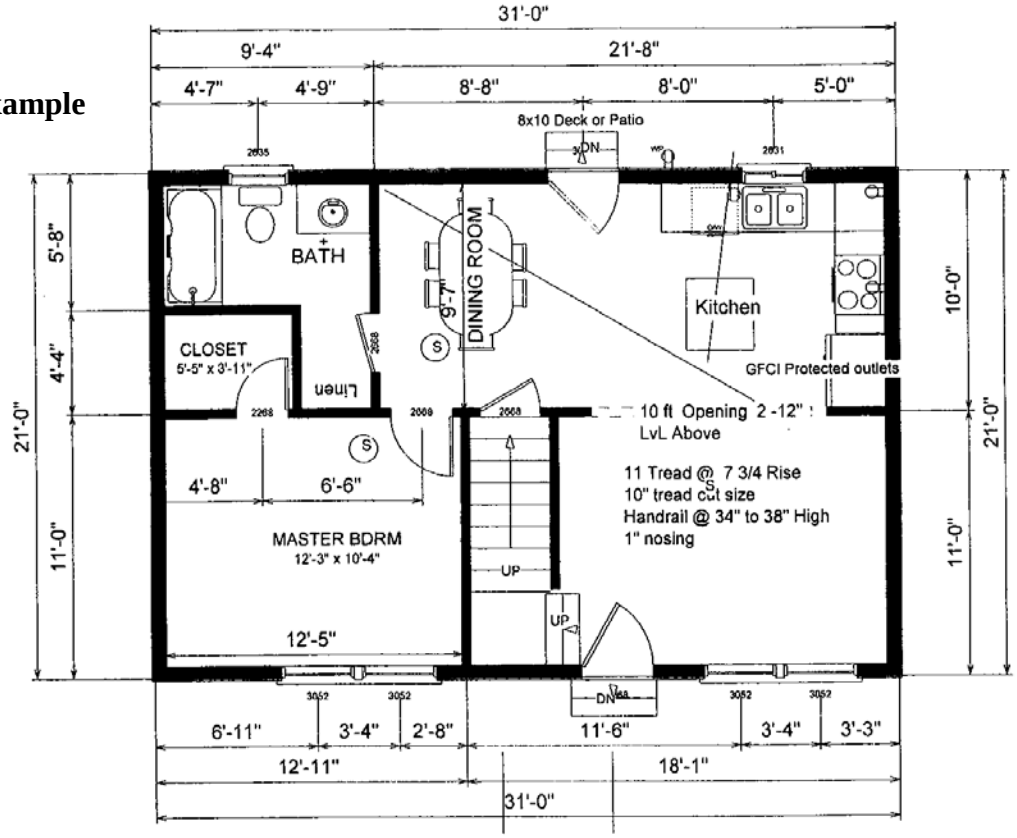
Floor Plan

The Floor Plan should show all structural elements including;

1. Location, width and shape of all rooms, doors and windows
2. Major appliances (stove, refrigerator, laundry etc.)
3. Major plumbing fixtures (sink, tub, toilet)
4. Mechanical equipment (furnace, hot water heater)
5. Closets and built in counters
6. All rooms labeled

*Do not show movable objects such as furniture. For additions, you do not have to show the entire house, only enough to indicate how the new room(s) connects with the existing structure.

Floor Plan example



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GENERAL REQUIREMENTS

1- WHAT REQUIRES A PERMIT?

Proposals that intend to construct, enlarge, alter, repair, move or demolish a building or structure, or to erect, install, enlarge, alter, repair, remove or replace any electrical, gas, mechanical or plumbing system as provided for in the *International Building Code* and the *International Residential Code for One and Two Family Dwellings* shall first make application and obtain a permit prior to start of work. The following are examples of projects that require a permit:

- All structures 120 square feet and larger.
- Demolition of a structure requires a demolition application.
- Additions to an existing structure.
- Change in use of an existing structure.
- Conversion from a seasonal to year-round occupancy of a dwelling.
- Construction or relocation of a fence higher than 6 feet.
- Roofing (new roofing, re-roofing that involves stripping of existing roof)
- Repairs that involve:
  - Cutting away of any wall, partition or portion thereof.
  - Removal of any structural beam or load bearing support.
  - Removal or change of any required means of egress, or rearrangement of parts of a structure affecting the egress requirements.
  - Addition to or alteration of sewer or septic systems, lot or parcel drainage, gas piping, soil waste, venting or similar piping, electric wiring or mechanical work (including water heaters, boilers and furnaces) or any item that affects public health or general safety.

2- WHAT DOES NOT REQUIRE A BUILDING PERMIT?

Ordinary repairs that are incidental in nature do not require a permit or any notification to the Building Inspector as provided for in the *International Building Code and International Residential Code.* Examples of work that is exempt from obtaining a building permit are:

- All accessory buildings less than 120 square feet.
- Portable vehicle and equipment shelters under 50 feet in length.
- Portable plastic covered Greenhouses less than 25 feet in length.
- All tents, booths and pop ups used for parades and other gatherings.
- Fences not over 6 (six) feet in height.
- Roofing (minor roof repair or adding 2nd layer of shingles over existing layer)
- Retaining walls that are not over 4 (four) feet in height.
- Painting, papering, tiling, carpeting, cabinets, countertops and similar finish work.
- Prefabricated swimming pools that are less than 24 (twenty-four) inches deep.
- Siding replacement.
- Window repair/ replacement.

3- BUILDING PERMIT APPLICATIONS

Completed applications for building permits are processed in the order in which they are received. If the application or submitted documentation is incomplete, the applicant shall be notified so that the permit can be processed in a timely manner. Except in unusual cases, the Building Inspector shall act upon or deny a building permit within 30 (thirty) days. If approval requires a longer period, the Building Inspector will notify the applicant and explain the reason for the delay. Non-residential applications, or residential applications encompassing more than 10 dwelling units shall be approved or denied within 60 (sixty) days.

4- GENERAL REQUIREMENTS

Starting work: A building permit is required before starting any work.
Posting: A copy of the building permit and one copy of the plans must be on site at all times.
Inspections: It is the applicant's responsibility to schedule required inspections. Required inspections will be determined by the Building Inspector and Fire Chief upon issuance of the building permit. A minimum of 24 hour prior notice must be given.
Renewal: Construction must be completed within 180 days of issuance. If construction has been substantially initiated but not completed within 180 days, the applicant may apply to renew the permit for another 180 days, provided there are no changes to the construction plans or town regulations governing the permit. No permit shall be renewed after two years beginning from the starting date.
Appeal: Any party, who has been aggrieved by the denial of a building permit application or Administrative Decision made by the Building Inspector, may appeal such action by filing with the Zoning Board of Adjustment, in writing, an appeal within 30 days from the date of notice.

5- TWO STANDARDS FOR CONSTRUCTION

Climate and Geographic Design Criteria Values:
• Ground Snow Load: 80 lbs per square foot
• Wind speed: 100 mph
• Seismic Design Class: C
• Weathering: Severe
• Frost Line Depth: 48"
• Termite Probability: Slight to Moderate (7)
• Weather Geographic Design area: 5-A
Dwelling Unit Area:
• Every dwelling unit to be used by a single family shall have a minimum of 600 square feet of living area, except efficiency or one-bedroom units, which shall have a minimum of 400 square feet. In compliance with NH-RSA's, manufactured housing shall have a minimum of 320 square feet.

6- CERTIFICATE OF OCCUPANCY

The Building Inspector shall issue a Certificate of Occupancy only when the applicant has satisfied the requirements that all of the work has been completed in compliance with the applicable codes and regulations, the septic system meets the requirements of the New Hampshire Department of Environmental Services, Subsurface Bureau and local regulations. The driveway entrance has been approved by the Public Works Director and if applicable, the New Hampshire Department of Transportation, and the Fire Chief has reviewed the work and finds no violations of any state or local laws within the jurisdiction of the Fire Department.

7- REQUIRED DOCUMENTATION

(By Type of Permit)

New – One & Two Family Structure, Including Detached Structures

• Completed application.
• Two (2) sets of construction plans.
• Septic System design approved by the NH-DES Subsurface System Bureau. (if applicable).
• Driveway Permit approved by the Public Works Director and, if applicable, the New Hampshire Department of Transportation.
• Site Plan showing the size and location of new construction, existing structures on the site, septic system, driveway, proposed parking areas and their distances to property lines on an approved building lot.
• Completed and Approved Certificate of Compliance, energy compliance form with calculations (Form EC-1. Forms are available for download at *www.puc.nh.gov/EnergyCodes/energypg.htm*, from the Town or contact NH Public Utilities Commission at 271-6306).
• If you live on one of the following bodies of water, the State Shoreline Protection Act applies to you: Mountain Pond, Pratt Pond, Waterloom Pond, Souhegan River, Dam Sites 13,14,19, and 35. See the Building Inspector for more information.
• Permit fee (see schedule).

Additions or Remodeling of One & Two Family Structures

• Completed application.
• Two (2) sets of construction plans showing changes to the structure.
• Site Plan showing the size and location of new additions, existing structures on the site, septic system (if applicable) and their distances to property lines.
• Completed and Approved Certificate of Compliance, energy compliance form with calculations (Form EC-1. Forms are available for download at *www.puc.nh.gov/EnergyCodes/energypg.htm*, from the Town or contact NH Public Utilities Commission at 271-6306).
• Septic System design approved by the NHDES Subsurface System Bureau (if applicable).
• Permit fee (see fee schedule).

Swimming Pools (with a depth of 24 inches or greater)
• Completed application.
• Site Plan showing the swimming pool, existing structures on the site, septic system, well and their distances to property lines.
• Plan of pool showing proposed location of GFCI electrical receptacles, light locations, and describe construction type (if applicable).
• Proposed fencing details. If it is an above the ground pool it has to have a locked gate or removable ladder so no one can enter.
• Permit fee (see fee schedule).

New Building– OTHER THAN One & Two Family Structures
• Completed application.
• Two (2) complete sets of construction plans with all required Life Safety devices including, but not limited to: exit signs, emergency lighting, emergency pull stations, horns, strobes, and sprinkler plans as applicable (Sprinkler plans to be approved by Fire Department prior to submission and installation).
• Septic System design approved by the NHDES Subsurface System Bureau.
• Driveway Permit approved by the Public Works Director or the New Hampshire Department of Transportation (if applicable).
• Approved Site Plan signed by the Planning Board (if applicable).
• If you are on one of the following bodies of water, the State Shoreline Protection Act applies to you: Mountain Pond, Pratt Pond, Waterloom Pond, Souhegan River, Dam Sites 13,14,19, and 35. See the Building Inspector for more information.
• Completed and Approved Certificate of Compliance, energy compliance form with calculations (Forms are available for download at *http://www.puc.nh.gov/EnergyCodes/energypg.htm*, from the Town or contact the NH Public Utilities Commission at 271-6306).
• Fire Department approval.
• Permit fee (see fee schedule).

Additions or remodeling OTHER THAN One & Two Family Structures
• Completed application.
• Two (2) complete sets of construction plans showing structure before remodel or addition and after remodel or addition with all required life safety devices, including but not limited to: exit signs, emergency lighting, emergency pull stations, horns, strobes, and sprinkler plans as applicable. (Sprinkler plans to be approved by Fire Department prior to submission and installation).
• Completed and Approved Certificate of Compliance, energy compliance form with calculations (Forms are available for download at *http://www.puc.nh.gov/EnergyCodes/energypg.htm*, from the Town or contact the NH Public Utilities Commission at 271-6306).
• Approved site plan by Planning Board (if applicable).
• Septic System design approved by the NHDES Subsurface System Bureau (if applicable).

• If you are on one of the following bodies of water, the State Shoreline Protection Act, RSA 483-B applies to you: Mountain Pond, Pratt Pond, Waterloom Pond, Souhegan River, Dam Sites 13,14,19, and 35. See the Building Inspector for more information.
• Fire Department approval.
• Permit fee (see fee schedule)

8- COMPLETE SETS OF CONSTRUCTION PLANS SHALL INCLUDE, BUT NOT BE LIMITED TO THE FOLLOWING:

Foundation

• Footing size (width and height) and depth below grade.
• Footing drains if required.
• Method of damp-proofing.
• Foundation wall thickness or pier size, height, and anchor bolt spacing.
• Steel reinforcing details and concrete strengths.

Framing

• Type and size of supporting columns.
• Manufactured lumber such as, but not limited to; Trusses, TJI's, LVL's and PSL's & Micro-Lams, shall have a computer-generated load calculation printout, which is normally available through the supplier to be provided for any proposed manufactured lumber.
• Girder size, material and spacing between supports.
• Floor and ceiling joist size, spacing, span and lumber type and grade.
• Sub-flooring details.
• Exterior wall stud size, grade, spacing, sheathing type and header details for all windows and door openings.
• Rafter sizes, spacing, spans, roof pitches, sheathing type, lumber grade and type.
• Manufacturers engineered roof and or floor truss plans to be provided for any proposed trusses.
• Cathedral ceiling designs to show size, type, span of ridge beam with supports to foundation.
• Ridge board size.
• Roof covering.
• Framing cross sections as needed to describe construction details.

Other Details to be listed:

• Floor plans of each story.
• Location of hard-wired smoke detectors & carbon monoxide detectors.
• Insulation details including R-Value for floor or foundation, walls and ceiling or roof.
• Minimum finished ceiling heights.
• Stairway width, headroom, riser height, treads depth and handrail details required on interior or exterior stairways with two or more stairs.

• Window locations and clear opening sizes to be shown. Sleeping rooms shall have at least one operable window or door for an emergency egress/rescue directly to the outside. An emergency egress/rescue window shall have a minimum net clear opening of 5 square feet on the grade level and 5.7 square feet for all other locations and shall have a minimum height of 24” and width of 20”. The sill height shall not be more than 44” above the finished floor level.
• Attic access location with a minimum dimension of 22” x 30” for attic areas with a clear height of 30” or more. Attics with access require a light fixture.
• Details of attic ventilation.
• Attached or under garages to include fire barrier/ separation details.

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Checklist

Name _____
Address_____Map/Lot # _____

_____ 1) Fully completed building permit application form.
_____ 2) Verify the map/lot number from the Town's property assessment listing.
_____ 3) Is this parcel an approved lot of record? Yes ____ No ____
_____ 4) A copy of all minutes regarding special exceptions granted by the ZBA or Planning Board is required.
_____ 5) Private road/Class VI road agreement required? Yes ___ No ____
_____ 6) Complete set of scaled house plans.
_____ 7) State septic approval for building lot. Septic approval of subdivision not sufficient.
_____ 8) Plans: Foundation, Floor, Cross section, Elevations.
_____ 9) Description of all building materials: Sizes and types, including header size for all openings in interior and exterior bearing walls, window sizes and net openings in all bedrooms.
_____ 10) State of NH Energy Code Permit or certification by a NH architect or engineer that the structure meets code requirements. Submit a letter from the architect or engineer stating compliance and the method used to determine compliance.
_____ 11) Site plan drawn on graph paper with distances from dwelling to road and property boundary lines.
_____ 12) Copy of driveway permit approved by Road Agent.
_____ 13) Proof of property ownership. A copy of the transfer deed is required.
_____ 14) All of above items completed. Pay fees to Town of New Ipswich.

Note: If trusses are used, stamped drawings must be submitted to Building Inspector before approval of building permit.

Building Inspector: Rick Donovan 603-620-3688
buildinginspector@townofnewipswich.org
*** To schedule an inspection please call Lori Rautiola 603-878-2772 ext. 415**

Fire Chief: Meredith Lund 603-878-1364
firedepartment@townofnewipswich.org

Public Works Director: Peter Goewey 603-878-2447
highwaydept@townofnewipswich.org

Land Clerks: Lori Rautiola 603-878-2772 ext. 415
landclerk@townofnewipswich.org

Louise DelPapa 603-878-2772 ext. 414
landuse@townofnewipswich.org