TOWN OF GREENFIELD, NH
BUILDING PERMIT CHECKLIST

Knowledge of Greenfield Zoning Ordinances, which may affect proposed permit.

Proof of ownership of property; deed or tax receipt, if owned less then 12 months

Tax map and lot number

Description of work to be done

Construction drawings
Electrical drawings
Plumbing drawings
Plot plan showing approximate building locations

Photostatted copy of plumber's license

Photostatted copy of electrician's license

Completed building permit application

Completed electrical permit application

Completed Plumbing permit application

Completed Mechanical permit application

Completed NH Energy Audit Form *

State approval of septic plan *

Completed Driveway permit *

* These forms are not needed for outbuildings, simple additions etc.

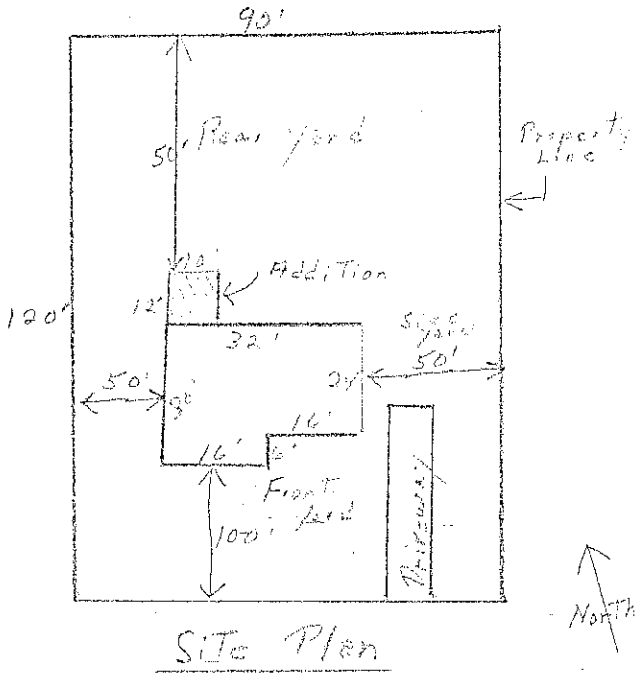
INSPECTION POINTS

EXCAVATION	completed, ready for footings, minimum 48" below grade.
FOOTINGS	certified plot plan**
FOUNDATION	ready to backfill, waterproofed and foundation drains installed
SEPTIC	rough excavation before fill brought in
SEPTIC	finish, erosion control in place
BUILDING	rough frame, electrical, plumbing, before any covering put up
INSULATION	before any covering is installed
CHIMNEY	fireplace throat
DRIVEWAY	must be inspected by highway dept before CO is issued Call highway dept @ 547-3504
OIL BURNER	before put into operation ($25.00 donation to Greenfield Volunteer Fire Dept.)
FINAL	ready for CO, permanent street numbers (3" high X 2" wide) should be installed

All inspections will be made as expeditiously as possible usually within 48 hours of request being called in.

** A certified Plot Plan *shall* be required for all structures within 100' of any property line. This is to be done at the point of footing concrete. No construction will be allowed after footings are poured until a PLOT PLAN is submitted to the building department unless a weaver from the code officer is procured.

TYPICAL BUILDING PERMIT APPLICATION EXHIBITS



SITE PLAN

In order to verify that the proposed construction will comply with zoning regulations relative to building setbacks and lot coverage, a plot plan indicating property lines and the distance of all existing and proposed buildings or additions from the property lines shall be indicated. This should be drawn to scale preferably on an 8 ½" x 11" sheet of paper. The town office can usually give you a map showing the outline of your property as shown on the tax map. Include sufficient details concerning elevation of sills of buildings (and in the case of garages and walk-out basements, the floor elevations) with respect to adjacent grades to adequately assure that surface drainage will not be detrimental to on-site and off-site buildings or property.

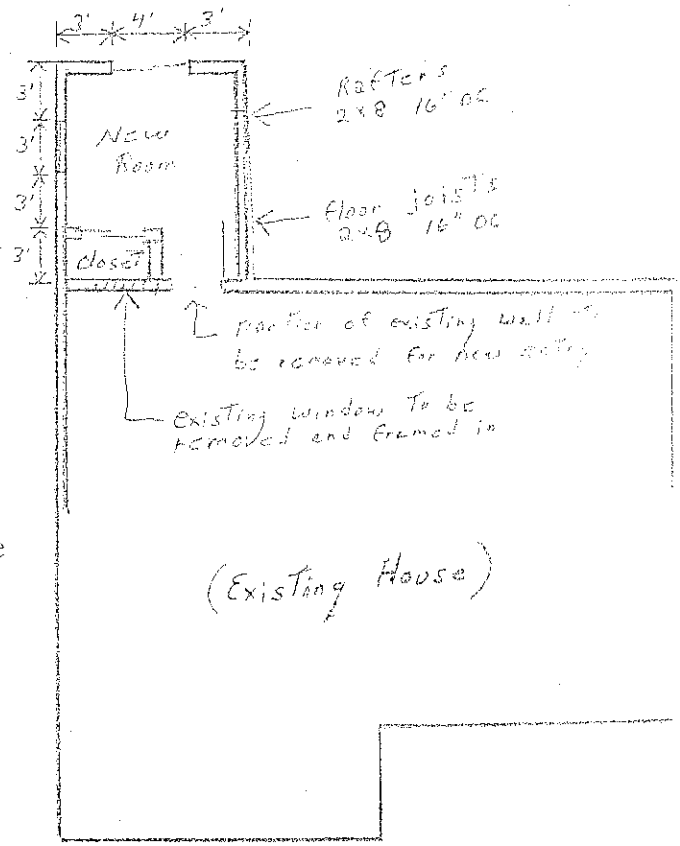
FLOOR PLAN

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, etc.)
3. Major plumbing fixtures (sinks, tub,toilet)
4. Mechanical equipment (furnace, hot water tank)
5. Electrical outlets and switches;
6. Closets and built-in counters;
7. Materials (floor covering, windows, etc);
8. All rooms labled

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

Simple plans can include, by notes, framing information, size and spacing of ceiling, and floor joists, wall studs, roof rafters, primary beams and door and window headers.



PLAN REQUIREMENTS

COMMERCIAL PLANS

Two sets of building plans required (1 set will go to the NH Fire Marshall)
Most require an architect or engineer's stamp
Plans must comply with state energy code
Electrical, plumbing, and mechanical drawings may require an engineer's stamp
Indicate occupant load for all spaces and floors
Indicate live load for each floor
Indicate type of construction and use of all spaces
Indicate ownership
Indicate all means of egress

RESIDENTIAL PLANS (minimum requirements)

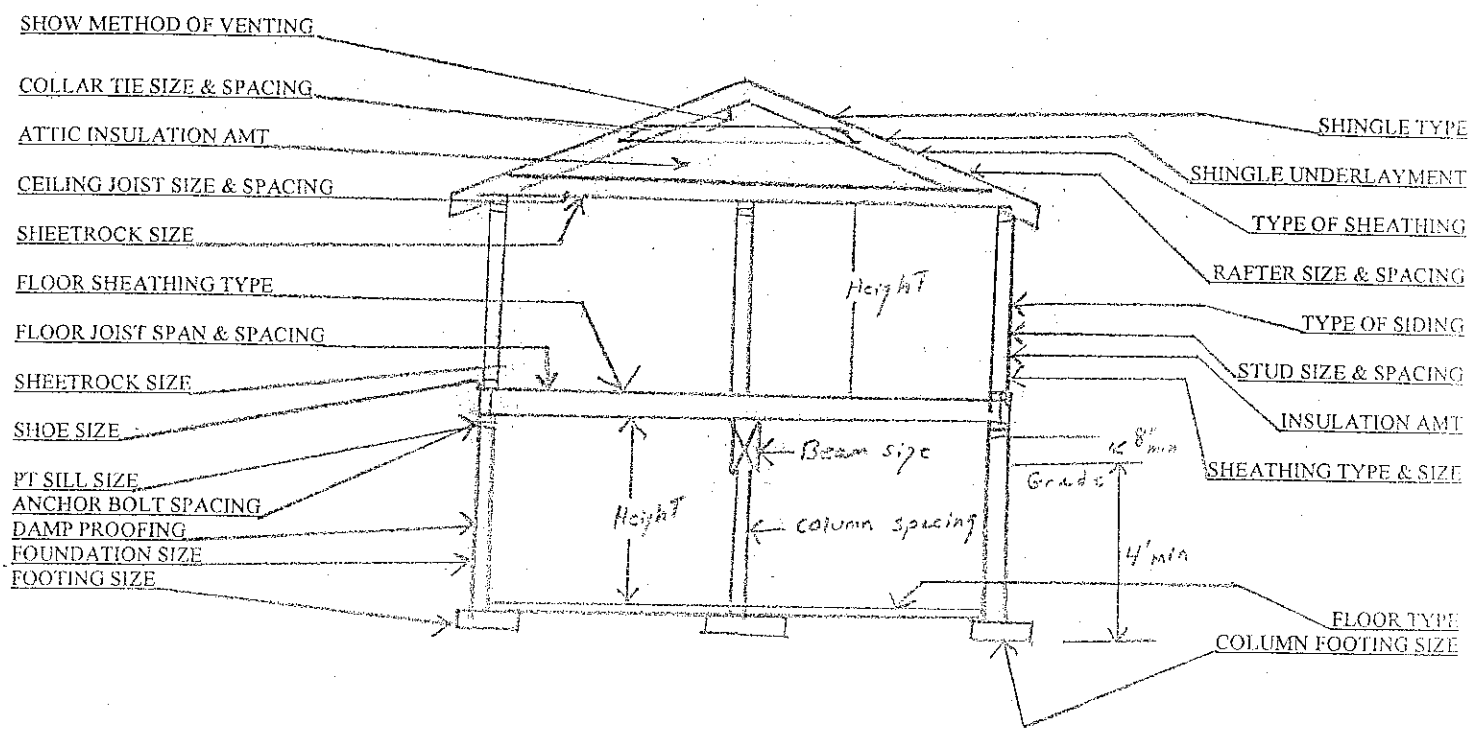
One copy of the site plan drawn to scale (showing where all construction is to take place and setback from all property lines)
One copy of the building plan drawn to scale showing all of the following:

- Plan for each floor
- At least two elevations (side and front)
- Specify all building materials, size, and types
- Specify window type, location, and size
- Include stair details
- Include a complete cross section cutting through the entire width of the building
- Include floor-framing plans if the cross section is not typical
- Include header sizes for all openings in the bearing walls (interior and exterior)
- Include roof-framing plan
- Demonstrate New Hampshire energy code compliance
- For an addition or a deck, show attachment to existing structure
- Decks shall also include:
    - Adequately sized footings below grade (min. of 4')
    - Height of railings (min. of 36" if deck is over 30" above ground level)
    - Width between balusters must have less then a 4" opening
    - Joist detail

The above listed items are general requirements and unusual structures may require more information.

All off-site manufactured construction systems (example roof trusses, manufactured home, chimney, etc) need to include mfg. installation instructions and engineering specifications such as snow load calculations.

CROSS SECTION SAMPLE



CROSS SECTION

Section drawings slice through the proposed building to show construction details. The drawing should show:

1. Footing sizes and spacing;
2. Floor material and sheathing material;
3. Slope of roof;
4. Size and spacing of framing members (rafters, studs, joists, etc.)
5. Height between floor and ceiling;
6. Distance between wood flooring and any dirt (min 18");
7. Insulated walls and material;
8. Thickness of concrete slab or size and location of concrete piers, wood girders, and wood beams supporting flooring.

Typically exterior walls are load bearing and are supported by concrete load-bearing footings. Interior walls rest directly on supporting piers under wood floors or directly on a concrete slab.

NOTE: Roof and floor trusses shall be stamped by a registered professional engineer, showing all load calculations. All off-sight manufactured units will include installation instructions.
In the case of manufactured homes, third-party inspection reports will be needed before a CO will be issued.