

The City of Berlin
Building Inspector
220 Main Street, Berlin, NH 03570
603-752-1630, fax 603-752-2620

Building Permits ARE Required before beginning New Construction, Additions, Alterations of Existing Buildings or Major/Structural Repairs.

Building Permits ARE also required for fences, pools, and siding.

Signs and Demolition (not a part of a building permit) require an application for a separate permit.

Building Permits are NOT required for ordinary non-structural repairs, including replacement windows for which there are no framing changes.

APPLYING FOR A BUILDING PERMIT

1. Building Permit Application-

Filled out accurately, stating specifically the proposed work to be completed. Owner/contractor signature, Estimated Cost, Telephone Contact Number and all Descriptive information is required.

2. Plot Plan (Form BC-2)

Provide us with a drawing of the property (plot) including the existing structures and any new structures you propose. BE SURE to include distances from structures to the closest property line.

3. Floor Plan Drawing of any new structures including but not limited to new dwellings, additions, porches, decks and stairways. Floor plans should include as much detail as possible including wall dimensions, room dimensions, window and door placement, stairways and so forth.

(Not required for roofing or siding)

4. Front or Side View Drawing (Elevation)

Provide us with a side or front view drawing of the new structure to give us an idea as to what the new structure will look like and how you propose to build it.

(Not required for roofing or siding)

5. List of Materials for the Project

Please give us a list of the major materials to be used in the project.

6. Engineering Certificate for ALL Roof Trusses, Floor Trusses, Engineered Structural Wood and Engineered Structures. Certificates are generally available through the supplier.

Separate Permits are required for Electrical, Plumbing, Mechanical, Demolition and Special Permits.

Permit processing generally takes about one week.

Complete applications are appreciated.

We will call the owner or the contractor listed on the application if we have questions regarding specifics of the project or if anything is missing.

Feel free to call us if you have questions. We will try to help in any way we can.

WHEN YOUR BUILDING PERMIT IS APPROVED:

1. You will receive a white Building Permit and an 8 ½ x 11 COLORED BUILDING PERMIT CARD indicating the nature of the work as well as REQUIRED INSPECTIONS for the project listed on the reverse side.

Please post the Building Permit card where it is easily visible from the street for the duration of the project.

2. When you are ready for inspection, please call the Building Inspector's Office 752-1630 and schedule the inspection.

It is your responsibility to call the Building Inspector for required inspections.

All construction work for each individual inspection must be open and visible for inspection.

The Building Inspector will let you know about any portion of the construction that does not comply with the appropriate Code. Any deficiencies must be corrected and re-inspected.

Building Permits are valid only for projects which are started within 30 days of the Issue Date of the permit.



The City of Berlin Code Enforcement Building Inspector

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1. Name of Applicant: _____ Address: _____

2. Location of Building: _____ Telephone: _____

3. Class of work: New Building: _____ Addition: _____ Demolition: _____ Installation: _____ Moving: _____
Other: _____

4. Type of Occupancy: _____

5. Size of lot: _____ 6. Size of Structure or addition: _____

7. Number of stories: _____ 8. Height: _____

Note: A plot plan showing the lot dimensions, size of proposed structure, or addition and distances from lot lines and street line(s) must accompany this application. (Form BC-2). One quarter inch per foot scale drawings needed for any new buildings or additions.

FOUNDATION

Is the proposed structure located in the Special Flood Hazard Area (SFHA)? Yes ___ No ___

1. Material and size of footing: _____

2. Foundation: Material: _____ Thickness: Top: _____ Bottom: _____ Height: _____

3. Sills: Size: _____ Anchored to foundation with: _____ Spaced: _____

FRAMING

1. Floor: Size of Joist: _____ Longest Span: _____ Spaced on _____ Centers Bridging: _____
Floor Supports: _____ Spaced: _____

Girders: Size: _____ Longest Span: _____ Spaced on _____ Centers

2. Walls: Size of Studs: _____ Spaced on: _____ Centers, Braced with _____
and sheathed with: _____ Corner post are _____ Sills _____ Plates _____

3. Ceiling: Size of Joists: _____ Longest Span: _____ Spaced on _____ Centers

4. Bearing partitions: Size of studs: _____ Spaced on _____ Centers

5. Size of headers and trimmers: _____
Roof Rafters are _____ Longest Span: _____ Spaced on _____ Centers

6. Type of Siding: _____

7. Estimate cost: _____

REMARKS: (State clearly here all particulars) _____

Contractor: Name:

Telephone:

Address: _____

I hereby acknowledge that I have read this application and state that the above is correct. I agree to allow inspections by the technical inspectors upon notification and at reasonable times. That the construction and installations will be in accordance with the plan submitted and in accordance with the ordinances of the City of Berlin and the State of New Hampshire.

Date and Signature of Owner: _____

Zoning approved by: _____ On: _____, 20__ ; Zoning Officer

Approved by: _____ On: _____, 20__ ; Fire Prevention Bureau

Permit approved by _____ Issued on: _____, 20__ ; Building Inspector

(Separate permits are needed for Electrical and Plumbing Construction Forms EI-1 and PI-1)



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PLOT PLAN TO ACCOMPANY AND FORM PART OF APPLICATION FOR BUILDING PERMIT.

Requirements: (1) Draw as large as will conveniently fit form. (2) Dimensions of lot and buildings (figures); (3) Show distance from buildings to lot lines; (4) Show existing buildings, give size and type; (5) Show distance between proposed and existing buildings; (6) Show buildings on adjacent lot and distance from lot line; (7) Show street and setback from street; (8) North Point.

Information other than the above shall be furnished upon request of the Building Inspector.

Street Name _____

Location of lot _____

Proposed new Building Shown Thus _____

Owner _____

Owner=s Address _____

Date Approved _____

Drawn by _____

Date _____

Building Inspector