



## The City of Berlin Code Enforcement Building Inspector

168 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, etc.

(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.

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#### 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.