



# RESIDENTIAL CONSTRUCTION GUIDE

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**When a building permit is *not* required:** Nonstructural projects (samples below):

- Construction of retaining walls not more than four (4) feet high, unless the retaining wall supports a surcharge (structural force).
- Installation or replacement of a window, storm window, door, garage door or storm door in the same clear-width opening if the original dimensions. However, if window(s) are expanding width, height, or both a permit is required.
- Replacement of existing roof material without structural changes to the roof framing.
- Replacement of glass in any window or door.
- Painting, wallpapering, installing tile, carpet, cabinets or countertops or similar residential finish work. However, an Electrical, Plumbing or other permits may apply.
- Prefabricated swimming pools capable of holding not more than twenty-four (24) inches of water.
- Swings or other play equipment customary to single-family dwellings.
- Replacement or installation of exterior rain gutters.
- Replacement of exterior siding unless structural changes to building.

**When a building permit is required:** Structural projects (samples below):

- Sheds, field built or pre-fabricated.
- Fences (for location and height inspections).
- Accessory structures
- Awnings
- Temporary structures
- Excavation or removal of land and filling land (local or state permits may be required).
- Manufactured house
- Structural or impervious improvements in all districts (local, state or both).

Note: If you have any project that you question whether or not a permit may be required, please call. We are here to assist 8:00-5:00 weekdays (603) 677-4215.

## **Apply for a building permit:**

Zoning/Building Permit Application can be downloaded from our town website ([www.meredithnh.org](http://www.meredithnh.org)) or picked up at Town Hall Annex. Please complete the application thoroughly. Submit a complete building permit package with all relevant plans and specifications to the Community Development office in the Town Hall Annex building located at #5 Highland St.

**List of Permits available at Community Development Office or on line:**

- Zoning and Building Permit Application
- Electrical Permit
- Plumbing Permit
- HVAC
- Oil/Gas Fired Equipment
- Private or Shared Septic Systems
- NH Dig Safe number. Call 1-800-344-7233 or 811 (if applicable)

**Details for submitting building permit:**

Two copies of site plans: One to scale and the other can be on 11x17 sheets and not to scale or emailed in PDF format.

**Building Plans should contain the minimum:**

- Building elevations (north, south, east & west)
- Foundation plan
- Details of floor plans
- Cross sectionals with details
- Building height (measured from the average elevation of the finished grade)
- Bedroom egress window compliance 5.7 sq. ft. with sash open

**Site plans show the following:**

- Building location
- Distances from building to property lines
- Location of driveway
- Location of well and septic system (if applicable)
- Location of buried water and sewer lines (if applicable)
- Lot & Map number
- Location and dimensions of all accessory buildings (if applicable)
- Exterior foundation drain system

**Time frame of permitting:**

Based on complete information received and if multi departmental review is required. Commercial & Residential permits could take up to 30 business days after application is filed. This does include planning & zoning review, if required.

**Building Code used by the Town:**

2018 International Residential Code & 2015 International Building Code.

**Information for different types of projects or for permits from other departments:**

Forms, applications and list of departments with contact information are available can be located on town website:

[www.meredithnh.org](http://www.meredithnh.org)