**Town of Carroll**
**92 School Street**
**PO Box 146**
**Twin Mountain, NH 03595**
**603-846-5754**
**LANDUSE@TOWNOFCARROLL.ORG**
**Revised and approved by Selectboard Sept 2026**

**Date Received: _____**

**By: _____**

**Office Use Only:**

**Permit # _____ Value: _____**

**Date: _____ Fee: _____**

# APPLICATION FOR A PERMIT TO BUILD
# RESIDENTIAL / COMMERCIAL

**WORK LOCATION / PROPERTY PHYSICAL ADDRESS: _____**

**Map / Lot # _____** **Project Cost: _____**

_____

**Owner of Record Street Address City / Town State Phone #**

_____

**General Contractor Street Address City / Town State Phone #**

_____

**Architect/Engineer Street Address City / Town State Phone #**

**DETAILED DESCRIPTION OF WORK TO BE PERFORMED:** _____ _____ _____
**New Construction Remodeling ADU**

_____
_____
_____
_____
_____
_____

**DEBRIS FORM:**
**A condition of the Building Permit is that the debris resulting from this work shall be disposed of in a properly licensed solid waste disposal facility. The Debris will be disposed of in:**

**_____**

**PROPERTY:**

**Existing use: _____ Proposed use: _____ If dwelling No. of families _____**
**Building Setbacks**
**Property line length: Front _____ Left Side _____ Right Side_____Rear _____**

**Property Setbacks Front _____ Left Side _____Right Side _____Rear _____**
**Is the property in Current Use? _____**
**Is any part of the property affected by the NH Shoreland Protection Act? _____**
**Is the property subject to private or class VI road? _____**
**Is this a change of use? _____**
**Is any part of the property located in a flood plain? _____**

**PLANS / DETAILS / SPECIFICATIONS**
**Any plans will be submitted in duplicate. We will retain one copy and return a field copy with any notes or comments, along with the permit card. All plans to be dated.**

**In all cases, any Field Copies will be retained on site for the duration of the project. Construction Control Affidavit required, if in excess of 35,000 square feet and/or at the Building Inspectors discretion.**
**(Third Party Controller)**

***INSURANCE CERTIFICATES MUST BE SUBMITTED WITH THE APPLICATION, IF APPLICABLE****

**Please be advised: You may be required to obtain additional permits from other State/Federal governmental entities.**

**I/We acknowledge that I/We may be required to obtain other permits from other State or Federal entities and I/We understand that issuance of the Building Permit does not release Me/Us from these requirements.**

**_____ _____**
**Owner(s) Signature (required) Date**

**_____ _____**
**Owner(s) Signature (required) Date**

## By signing this document:

- I/We understand that construction shall not commence prior to 8:00am Monday – Saturday excluding holidays.
- I/We understand that the information given is true and correct to the best of my knowledge and belief.
- I/We understand that this permit is valid only for the work noted and expires 24 months from the date of issuance.
- I/We understand that all construction will be done in accordance with Town, State and Building Regulations and that compliance is the sole responsibility of the applicant.
- I/We certify that all requirements specified in the Zoning Ordinance shall be met and that all structures shall comply with setback requirements as stated therein.
- I/We understand that the proposed work shall be done in accordance with the plans, sketch and specification submitted. I/We further understand that no changes to the permit shall be made without written notification to the Town and that changes may result in the need for additional approvals.
- I/We understand that the building permit card shall be posted onsite.
- I/We understand that violation of the terms of Zoning Ordinance, including beginning construction without a building permit, will result in an immediate cease and desist order, fees will double and I/We may be subject to fines outlined in RSA 676:17.
- I/We hereby agree the Building Inspector and/or his/her authorized agents have the authority to enter to inspect the premises at any time.
- Any damage done to any Town road or right-of-way caused by any equipment and/or work performed by the land owner, agents or contractors will be brought back to the original condition or better by the owner at the owner's expense
- Certificate of Occupancy application is an additional application & separate of this application

_____ _____
Owner(s) signature (required) Date

_____ _____
Agent(s) Signature (required) Date

_____
Municipal Use Only

_____ _____
Code Enforcement Officer Date

_____ _____
Town of Carroll, Fire Chief Date

# TOWN OF CARROLL
# BUILDING DEPARTMENT

## Procedure for Permit Application & Building Inspections

**Application for a permit and payment of the permit fee does not grant approval to proceed. No work shall begin until approval is received. If work is begun before the building permit is issued, it will not be inspected and a certificate of occupancy will not be issued.**

**ALL PERMIT FEES WILL DOUBLE IF WORK HAS BEGUN BEFORE A PERMIT IS ISSUED WITH THE ADDITION OF THE SELECTBOARD FEES BELOW:**

**1st OFFENSE FEE IS $1,000.00 PER MONTH**
**REPETATIVE OFFENSE $5,000.00**

**REPLACEMENT PERMIT CARD $75.00 FEE**

**Fees:**

| | |
|---|---|
| **Residential Building** | **.002 x value (Minimum $150)** |
| **Multi-Family Home / Condo** | **.002 x value (Minimum $150** |
| **Renovations** | **.002 x value (Minimum $150)** |
| **Commercial/Industrial** | **.002 x value (Minimum $200)** |

****Any re-inspections will be subject to an additional $75 fee****
**(Fees are Subject to Change)**

**Applicant Must:**

1. Obtain:
   A. State Approval for construction of a Septic System.
   B. Water hookup permits if serviced by Town Water.

All applications for the use of water shall be made to the Selectmen's office prior to application for any required building permits or before commencing building or site work, whichever is earlier. The application shall be supplemented by plans, specifications, or other information considered necessary, in the judgement of the

**TOWN**. Application fees shall be as provided in the fee schedule and shall be paid at the time the application is filed. The **OWNER** of a proposed connection shall be responsible for all costs associated with the installation of a new water service including the tapping of the main, saddles, piping, valves, fittings, valve boxes, meter, backflow preventer, control wiring, touch pads or other reading devices, excavation, backfilling, gravel, asphalt concrete, and any other fees associated with the installation of a new service. Payment of application fees shall be deemed to cover routine costs of administration and inspection of facilities and connections. However, the Selectmen may require payment of additional costs where administrative or inspection activities involve substantially more activity than the standard installation.

2. Obtain a driveway permit from the Town of Carroll or State of NH as applicable. Driveway profiles to be indicated on all application and drawings for State Septic Approvals.

3. Show Town of Carroll tax map identification on All Permit Applications. (This information can be found on http://www.townofcarrollnh.gov)

4. Complete the application in full. If "not applicable" write "N/A" on the form.

5. Expansion of foot print, provide 2 copies of certified surveyed plot plan with placement of structures, driveways and all setbacks as well as 2 copies of blue prints for project to include foundation plans, floor plans, framing, elevation and thru sections.

6. Identify all plans with Owners names, dates and tax maps.

7. If you **DO NOT** own the property that the permit is being applied for, you **MUST** include a letter from the property owner authorizing you to act as their agent on their behalf.

8. Provide a photo copy of NH Master Electrician license **AND** a copy of NH Master Plumber license **AND** a NH Gas License.

9. The property owner of a single-family dwelling occupied by the owner as their **primary** domicile with no other living units in the structure may do their own electrical and plumbing work, but the work must comply with the applicable codes. Typically work done by an unlicensed tradesman will be inspected with a State Electrical or State Mechanical Inspector in conjunction with the Building Inspector.

## INSPECTION REQUIREMENTS
## OWNER / AGENT TO CALL FOR INSPECTION

**** 24 HOUR NOTICE MUST BE MADE PRIOR TO EACH INSPECTION**
**YOU MUST CALL 603-846-5754 TO SCHEDULE****

1. Foundation locations for **NEW Dwellings** must be **certified** and **must be received in office prior to foundation inspection.**
   1A. Foundation footings and walls must be inspected before concrete is placed.
   1B. Foundation must be stripped with all drainage in place and damp proofed (Footings and foundations must be installed to a minimum of 4' below grade).
   1C. Any underground Plumbing or Electric shall be inspected and or tested before backfill.

2. Rough Stage – all rough wiring, rough plumbing, HVAC, rough gas piping, masonry in place and rough framing completed.
   Building shall be weather tight with all doors, windows and roofing installed.
   Meter sockets installed and grounded with the main breaker in place.
   All fire separations of party walls visible.

Plumbing systems required to be pressure tested with 5 lbs. of air pressure or filled to the roof with water.

3. Insulation completed and visible with vapor barrier installed.

4. Temporary Electrical Service.

5. **Final Inspection / Certificate of Occupancy –**
   **PROPERTY MUST BE VACANT AND WITHOUT FURNITURE**

   a. Oil/Gas Burner & Sprinkler / Cistern approved by the Fire Chief prior to requesting final inspection by Building Inspector.
   b. **All permits** up to date and in file (building, septic, well, plumbing, electrical, chimney, oil/gas burner).
   c. Completed well information sheet, signed by the well driller.
   d. State Approval to **operate** the Septic System.
   e. Signed Certification of compliance to NH Energy Code.
   f. If applicable, the Fire Department must sign the Certificate of Occupancy prior to the Code Enforcement Office.

## INSPECTION SCHEDULE

- Footings before any concrete is poured
- Foundation walls before any concrete is poured
- Framing
- Plumbing / Gas
- Electrical
- Insulation
- Final Inspection
- Certificate of Occupancy – Certificate of Occupancy is an additional application and fee

## NEW BUILD REQUIREMENTS

- Foundation Plan / Footing Layout
- Full set of Framing Plans
- Floor Plans
- Ceiling Plans
- Roof Plans
- Through Section
- Exterior Deck Plans
- Stamps on all engineered lumber, floor system & Roof Trusses
- All new home plans to be on 24x36 paper and bound/stapled.

Currently Adopted Codes

The Town of Carroll follows and enforces the State of NH List of Adopted Building and Fire Codes. See attachment.

Robert L. Quinn
Commissioner

# State of New Hampshire

DEPARTMENT OF SAFETY
**Division of Fire Safety**
**Office of the State Fire Marshal**
nh.gov/firemarshal

Sean P. Toomey
State Fire Marshal

## State of New Hampshire List of Adopted Building and Fire Codes

**All Occupancies:**

- 2021 NFPA 1, Fire Code as amended by Saf-FMO 300
- 2021 NFPA 101, Life Safety Code as amended by Saf-FMO 300
- 2019 NFPA 13, Standard for the Installation of Sprinkler Systems
- 2019 NFPA 13R, Standard for the Installation of Sprinkler Systems for Low-Rise Residential Occupancies
- 2020 NFPA 25, Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems
- 2021 NFPA 30, Flammable and Combustible Liquids Code
- 2021 NFPA 30A, Code for Motor Fuel Dispensing Facilities and Repair Garages as amended by Saf-FMO 300
- 2020 NFPA 31, Standard for Installation of Oil-Burning Equipment as amended by Saf-FMO 300
- 2021 NFPA 54, National Fuel Gas Code as amended by Saf-FMO 300
- 2020 NFPA 58, Liquefied Petroleum Gas Code as amended by Saf-FMO 300
- 2020 NFPA 70, National Electrical Code (NEC) with NH Amendments
- 2019 NFPA 72, National Fire Alarm and Signaling Code
- 2021 NFPA 96, Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations
- 2019 NFPA 211, Standard for Chimneys, Fireplaces, Vents, and Solid Fuel-Burning Appliances
- 2019 NFPA 914, Code for Fire Protection of Historic Structures
- 2021 International Building Code (IBC) with NH Amendments
- 2021 International Residential Building Code (IRC) with NH Amendments
- 2018 International Energy Conservation Code (IEC) with NH Amendments
- 2021 International Existing Building Codes (IEBC) with NH Amendments
- 2021 International Mechanical Code (IMC) with NH Amendments
- 2021 International Plumbing Code (IPC) with NH Amendments
- 2021 International Swimming Pool & Spa Code (ISPSC) with NH Amendments
- 2017 ICCA117.1 and FHA/UFAS as applicable

*NOTE: This is a partial list of the adopted codes. The list is provided as a resource for some of the most frequently used codes. Refer to Chapter 2 of NFPA 1 for complete list.*

*Effective date: August 13, 2024*

**Reference:**

**STATE FIRE CODE:**
RSA 153:1 VI-a. "New Hampshire fire code" or "state fire code" means the adoption by reference of the Life Safety Code 2021 edition and the Uniform Fire Code NFPA 1, 2021 edition, as published by the National Fire Protection Association and as amended by the state board of fire control and ratified by the general court pursuant to RSA 153:5. The provisions of any other national code, model code, or standard referred to within a code listed in this definition shall be included in the state fire code unless amended in accordance with RSA 153:5.
**http://www.gencourt.state.nh.us/rsa/html/XII/153/153-1.htm**

**Saf-FMO 300**
**saf-fmo-300-rules-final-effective-081324.pdf (nh.gov)**

**Saf-C 6000**
**https://www.gencourt.state.nh.us/rules/state_agencies/saf-c6000.html**

**Board of Fire Control Amendments**
**https://www.firemarshal.dos.nh.gov/laws-rules-regulatory/boards-commissions-committees/board-fire-control/amendments-exhibits-board**

**STATE BUILDING CODE:**
RSA 155-A:1 IV. "New Hampshire building code" or "state building code" means the adoption by reference of the International Building Code 2021, the International Existing Building Code 2021 the International Plumbing Code 2021, the International Mechanical Code 2021, the International Energy Conservation Code 2018, the International Swimming Pool and Spa Code 2021, and the International Residential Code 2021, as published by the International Code Council, and the National Electrical Code 2020, as amended by the state building code review board and ratified by the legislature in accordance with RSA 155-A:10.
**http://www.gencourt.state.nh.us/rsa/html/XII/155-A/155-A-1.htm**

**Building Code Review Board Amendments**
**https://www.firemarshal.dos.nh.gov/laws-rules-regulatory/boards-commissions-committees/state-building-code-review-board/amendments**

**Electrician's Board**
**https://www.oplc.nh.gov/electricians-board**

**Mechanical Board**
**https://www.oplc.nh.gov/mechanical-safety-and-licensing-board**

*Revised August 8, 2024*

# TITLE XII
# PUBLIC SAFETY AND WELFARE

## CHAPTER 153
## STATE BOARD OF FIRE CONTROL

### Section 153:1

**153:1 Definitions. –**
When appearing in this chapter:
I. "Automatic fire warning device" means a wall or ceiling mounted assembly containing an ionization chamber or photoelectric type of smoke detector, control equipment, and audible alarm in one unit which detects visible or invisible particles of combustion and which, upon detection of smoke, activates the alarm; which device is listed by a nationally recognized laboratory that maintains periodic inspections of the listed equipment where produced, and whose listing states either that the equipment meets nationally recognized standards or that the equipment has been tested and found suitable for use in a specified manner.
II. "Building" means any structure, framework or housing, public or private, excluding single family dwellings as defined in paragraph X and multi-unit dwellings as defined in paragraph VI, but including tanks, receptacles and containers for the storage of commodities or other materials.
III. "Dwelling unit" means a single unit providing complete and independent living facilities for one or more persons including permanent provisions for living, sleeping, eating, cooking, and sanitation.
IV. "Explosives" means any chemical compound, mixture, or device, the primary purpose of which is to function by explosion or through the substantially instantaneous release of gas or heat.
V. "Fire hazard" means any building, premises, place or thing which, because of its nature, location, occupancy, condition, or use, constitutes an unreasonable danger of loss, damage or injury to persons or property by fire or explosion of any origin.
V-a. "Fire protection and warning devices" means, but is not limited to, water sprinkler systems; heat detection systems; non-battery operated smoke detection units or systems; and heat sensing automatic closing fire doors with a door minimum fire retardant rating of not less than 20 minutes as defined by the Underwriters Laboratories, Inc.
V-b. "Health care facility" means a facility licensed under RSA 151.
VI. "Multi-unit dwelling" means any structure not defined in paragraph II, which contains 2 or more single units which provide permanent or transient living facilities which may or may not include cooking and eating facilities, for one or more persons. This term shall include but not be limited to: rooming houses, dormitories, motels, hotels, apartment buildings, buildings which contain condominium units, duplexes, and houses; provided, however, that such buildings contain 2 or more units.
VI-a. "New Hampshire fire code" or "state fire code" means the adoption by reference of the Life Safety Code, NFPA 101, 2021 edition, and the Uniform Fire Code NFPA 1, 2021 edition, as published by the National Fire Protection Association and as amended by the state board of fire control and ratified by the general court pursuant to RSA 153:5. The provisions of any other national code, model code, or standard referred to within a code listed in this definition shall be included in the state fire code unless amended in accordance with RSA 153:5.
VII. "Officer" means such officer or officers as the marshal shall nominate or designate to execute the powers and perform the duties which the fire marshal is authorized to delegate under this chapter.
VIII. "Owner" means a person with legal title to or a freehold interest in property, including any trustee or a board of trustees of property. A lessee or mortgagee of property is not considered an owner.
IX. "Premises" means any lot or parcel of land, excluding the buildings upon it, and includes parking lots, tourist camps, trailer camps, airports, stockyards, junkyards, wharves, piers, and other places or enclosures, however owned or occupied.
IX-a. "Rental unit" means any residential unit in a building or single family dwelling which provides permanent

or transient living facilities for one or more persons, which is occupied by tenants on a rental basis. This term shall include but not be limited to: hotels, motels, dormitories, apartments, duplex units, rooms rented out of the home of another, and single family dwellings, so long as they are rented.
X. "Single family dwelling" means any structure not defined in paragraph II which contains one dwelling unit which is designed to be occupied for living purposes, and which is used by one, 2 or more families exclusively as a home.
XI. "Substantial rehabilitation" means any improvement to a building or single family dwelling which is valued at an amount greater than 1/2 of the assessed valuation of the building or dwelling.

**Source.** 1947, 251:1, par. 1. RSA 153:1. 1955, 190:6. 1975, 442:1, 2. 1981, 497:1. 1983, 446:1; 450:1. 1986, 14:1, 2. 2012, 242:2, eff. June 18, 2012. 2016, 282:1, eff. June 30, 2016. 2019, 186:1, eff. Sept. 8, 2019. 2020, 37:94, eff. July 29, 2020. 2022, 311:9, eff. July 1, 2022. 2024, 94:1, eff. Aug. 13, 2024.