

# TOWN OF SWANZEY

## Building Permit & Construction Checklist

Code Enforcement Officer: Mike Jasmin (603)-352-7411 ext. 105 [code@town.swanzey.nh.us](mailto:code@town.swanzey.nh.us)  
Office Hours: Mon - Fri 8:30–5:00

**Applicant should review the Town of Swanzey’s Zoning and Building Ordinances before planning new construction or making changes to any structure.**

### **Items to accompany building permit application:**

- 1) Completed Building Permit Application.
- 2) Buildable Plans, for construction. (Must be the final draft and complete.)
- 3) Site (plot) plan including property line setbacks.
- 4) State septic design Approval for Construction when applicable
- 5) Copy of Driveway Permit from the Public Works Director for new driveways on all town & state roads. Also a copy of the NHDOT driveway permit for driveways on state highways or roads.
- 6) Copy of NHDES SWQPA shoreline permit when applicable.
- 7) Copy of ZBA Variance or Special Exception if required.
- 8) Copy of NHPUC Energy Certification if required.
- 9) Payment of permit fee per fee schedule.

Plan review and approval is required before a building permit is issued

### **Inspections:** (As required by Code Enforcement) (48 Hour prior notice requested)

- 1- Site: To confirm building footprint, setbacks and installation of any required erosion control.
- 2-Footings: When footings have been formed and rebar is in place before the concrete is poured.
- 3-Foundation: When foundation walls are formed with rebar in place and before concrete is poured.
- 4-Foundation drainage: When foundation has been sealed & drainage is complete and ready for backfill
- 5-Structure: When all framing, roof, windows & doors are installed.
- 6-Rough-in: When Plumbing, Electrical, HVAC & etc. has been roughed-in before insulation.
- 7-Insulation: When insulation has been installed before drywall starts.
- 8-Final: Check completion, code and zoning compliance.
- 9.-Issue Certificate of Occupancy/Completion.

**NO BUILDING OR STRUCTURE SHALL BE USED OR OCCUPIED WITHOUT A CERTIFICATE OF OCCUPANCY/COMPLETION. THE APPLICANT IS RESPONSIBLE FOR COMPLIANCE WITH SWANZEY BUILDING & ZONING ORDINANCES. ANY ADDITIONAL WORK WILL REQUIRE AN APPROVED BUILDING PERMIT OR AN AMENDMENT.**

### **Items required for Certificate of Occupancy/Completion:**

- 1) Driveway final approval.
- 2) Installation of street number as required for 911.
- 3) Septic system, Approval for Operation from NHDES
- 4) Applicable Planning Board and/or Zoning Board conditions have been met
- 5) Swanzey Fire Dept. approvals if required