

SALISBURY PERMITTING REQUIREMENTS

PERMIT REQUIREMENTS - MISCELLANEOUS

1. A **Siding** (vinyl, wood or other) Permit will also require an electrical permit to be Approved prior to issuance of the Building permit.
2. A **Demo** permit requires completion of the Utilities & Hazards signoff sheet (*available on line on the FAQ's page*). You may also need Conservation approval.
3. All Projects on Salisbury Beach, and/or subject to Flood Regulations may require the FEMA Substantial Renovation worksheet (*available on line at the Building Dept. during regular business hours*)
4. **Fire Protection** Permits are to be submitted on the appropriate Building Permit forms.
5. **Accessory Structures**, that can provide verifiable evidence of zoning conformance, may not require a Plot Plan but will require signoff of a Zoning Waiver (*see FAQ's page on Website*) by the Property Owner.

DOCUMENTS

1. Minor Projects **including Siding, Windows, Doors, Roofs, Solar, Demolition, Pools;**
ATTACH ON-LINE a copy of all submission documents to the online Permit Application. These documents must include, as applicable;
 - a. Copies of All applicable Licenses (CSL, HIC or other)
 - b. Copy of Workers Compensation Insurance Certificate with the Town of Salisbury listed as an additional insured. (Do not fax)

** Attachments may be added after initial permit application submission.*

2. Major Projects **including New Homes/Additions/ Accessory Structures/Remodels/Decks & Stairs**
HAND DELIVER (2) each paper copies of Construction Drawings & Plot Plan, (not to exceed 11"x17" in size) to the Department Office. Attach PDF copies to On-line application also. Drawings shall include, as applicable,
 - a. Elevations
 - b. Floor Plans including Foundation Plan
 - c. Structural Plan for each Floor including Roof
 1. Provide Braced Wall Line Diagram, indicate all braced wall sections
 2. Provide complete Portal Frame details, if applicable
 3. Show eave blocking, seam blocking and other Wall Bracing requirements per code
 - d. Cross Section showing walls and roof intersections
 - e. Site/Plot Plan must be wet-stamped by Engineer with all applicable FEMA flood elevation information shown

- f. Both Construction Drawing copies must be signed off by the Fire Department where Smoke/CO detectors are involved.

OTHER DOCUMENTS

- a. HERS Analysis (Salisbury is a Stretch Code Community)
 - b. Signed Copy of Contract for work between Owner and Contractor
 - c. Copies of additional approvals incl. Conservation, Planning, Health, ZBA or other Town Department/Board.
 - d. Letter of Approval from Condo Association where applicable.
 - e. License and Insurance requirements as noted under Minor Projects.
3. Mechanical Projects **including Fire Protection (sprinkler and/or Fire Alarm), Sheet Metal Mechanical;**

ATTACH ON-LINE a copy of all submission documents to the online Permit Application. These documents must include, as applicable;

- a. Copies of All applicable Licenses
- b. Copy of Workers Compensation Insurance Certificate with the Town of Salisbury listed as an additional insured.
- c. *Mechanical* – Provide a Manual J and Manual D
- d. *Fire Protection* – Provide shop drawings and narrative signed off by Fire Department.

PAYMENT

1. **Payment is Due in Full at time of Application submission. Your Permit Application will not begin processing until payment has been received.**
2. We accept;
 - a. Cash – exact change only
 - b. Credit – see Quickpay on website
 - c. Check – to ‘Town of Salisbury’, write the project address on check
3. **Payment of fees does not constitute an Approval to Proceed with work. Any work begun prior to receiving notification of Approval may be subject to fines and penalties.**

PERMITS CARDS

1. We will provide Electrical, Plumbing, Gas & Mechanical Permits via email upon request only, otherwise you are approved once payment is received.
2. Plumbing and Gas permit applications submitted via hand-written form will be charged an additional \$50 for Submission. This is for data entry and handling.
3. Plumbing & Gas permits will be provided on paper, via snail mail if so requested, for the additional fee of \$50 for handling. Please allow 14 days for processing and mailing.

4. Building Permit will be provided by email for the following work; Minor and Mechanical Work including Solar, Windows, Doors, Roofing, Siding, Signs, Fire Protection only.
5. Building Permit will be provided for New Homes, Additions, Remodels and Decks and available for Pick Up at the Building Dept. office upon email notification. Any approved drawings/documents will be provided at the same time.

ASSESSOR, TAX COLLECTOR, CONSERVATION APPROVAL

1. There may a delay in processing a Building Permit Application if the Assessor's Office places a HOLD due to a lack of a current inspection. Please contact them to discuss.
2. There may be a delay in processing a Building Permit Application if the Tax Collector's office places a HOLD for non-payment of outstanding fees such as water, sewer, real estate, etc. Please contact them to discuss.
3. There may be a delay in processing a Building Permit Application if the Conservation Agent places a HOLD to verify jurisdiction. Please contact them to discuss.

NOTICE

1. The listed requirements may change without notice, please consult the most currently published list.
2. Any deviations from this list will be allowed at the sole discretion of the Building Inspector.