

SALISBURY PERMITTING INSTRUCTIONS

Current as of 1/3/2018

PERMITLINK

Permitlink is our on-line permit application process and all permits must go through this system for tracking purposes.

Permitlink works best on Firefox as a browser. Google Chrome and others are less compatible and may create unknown difficulties in entering and processing an application.

**If you are having difficulties entering an application from a remote location, such as your home, please come into the office and use our Kiosk terminal. It is difficult to resolve your problem by phone especially if you are using a different browser.*

PERMIT APPLICATION

1. The Application must be completely filled out including *Flood Zone, Water/Sewer, Zoning District, Number of Units in Structure, Owner Occupied.*
2. Fill out required information on ALL pages including Waste.
3. If your Work touches the ground at all; consult with Conservation first.
4. Attach all required documents (PDF or JPEG formats) by uploading online.
5. You can upload additional documents once a permit application has been submitted, but you cannot make changes to the application again.

PERMIT REQUIREMENTS - MISCELLANEOUS

1. A separate Permit is required for each Dwelling Unit. (ex. For a 3 unit structure, whether condo or apartment, there need to be 3 permits each for Building and all trades). For large structures, these will be reviewed on a case by case basis by the Building Inspector.
2. A Siding (vinyl, wood or other) Permit will also require an Electrical permit to be *approved* prior to issuance of the Building permit.
3. 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.
4. All Projects on Salisbury Beach, and/or are subject to Flood Regulations may require the FEMA Substantial Renovation worksheet (*available on line at the Building Dept. during regular business hours*)
5. Fire Protection Permits are to be submitted on the appropriate Building Permit forms.
6. 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 to be PROVIDED

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. Licenses – see below
- b. Workers Compensation Insurance Certificate – see below ‘other documents’
- c. Construction documents as applicable

** 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 as well for other department reference.

Drawings shall include, as applicable,

- a. Elevations
- b. Floor Plans including Foundation Plan
- c. Structural Plan for each Floor including Roof including
 1. Braced Wall Line Diagram, indicate all braced wall sections
 2. Portal Frame details, as 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 Drawings copies must be signed off by the Fire Department where Smoke/CO detectors are involved- BEFORE forwarding to this Office.**
- g. Identify which code is being used; 8th or 9th Ed.
- h. Provide engineered calculation sheets for all engineered materials (LVL’s, Trusses, AJS, etc.)

3. **Mechanical Projects** including **Electrical, Plumbing, Gas, 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.
- e. ‘*Other Documents*’ as required above.
- f. *Paper submission of Plumbing/Gas Permits – see below*

4. OTHER DOCUMENTS REQUIRED ON PERMIT APPLICATIONS

Attach online these additional required documents as applicable;

- a. HERS Analysis (Salisbury is a Stretch Code Community)
- b. Signed Copy of Contract for work between Owner and Contractor
- c. Copies of additional approval letters 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.
- f. Copy of Licenses (CSL, HIC, etc.)
- g. Current Workers Compensation Proof of Coverage Certificate (***Town of Salisbury must be listed as additional insured***)
- h. FEMA Substantial Improvement, Foundation Affidavit for Projects nearing 50% of value requirements (Consult with building Inspector)
- i. Zoning Waiver
- j. Other documents as may be required by the Building Inspector.

*** PERMIT APPLICATIONS WILL NOT BEGIN TO BE REVIEWED FOR APPROVAL AND CONFORMANCE TO BUILDING/ZONING UNTIL ALL DOCUMENTATION HAS BEEN PROVIDED.**

*** IF YOU ARE ATTACHING DOCUMENTS AFTER INTIAL SUBMISSION, PLEASE ADVISE THIS OFFICE THAT YOU HAVE DONE SO. WE DO NOT MONITOR YOUR PERMIT ATTACHMENTS ON A DAILY BASIS.**

PAYMENT

1. **Payment is Due in Full at time of Application submission. Your Permit Application will not begin processing/review 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. Building Permit will be provided by email only for the following work; **Minor and Mechanical** Work.
3. Building Permit yellow card will be provided for **Major** work and available for Pick Up at the Building Dept. office upon email notification. Any approved drawings/documents will be provided at the same time.

PLUMBING AND GAS PERMITTING

1. 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.
2. 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.
3. Plumbing and Gas applications are required to submit additional documentation, such as Worker's Comp affidavit and Certificate, License copies online only. The Worker's Comp Affidavit is not a document required under the Plumbing Code and as such may be required to be filled out on-line.
4. No work shall commence until the paper permit is received; all inspections called for must provide the permit # in order to be scheduled.
5. All Plumbers and Gas Fitters *may* be subject to Town of Salisbury registration prior to submission of a permit.

FEE NOTES

1. Fees will be assessed per Dwelling Unit. (Ex. A 3 dwelling structure will require 3 separate permits/fees. This applies to Building and the Trades.)
2. All Fees will be assessed as published. For very large and large structures, the assessed fees may be reviewed by the Building Inspector on a case by case basis. If such a review is desired, please submit a letter noting the requesting and offering an alternative fee structure for review.

FEE REFUNDS

- a. No refunds of Permit fees will be given once a Permit has been issued.
- b. Fees *may* be refunded, upon *written* request, if a Permit Application is retracted by the Applicant before a permit is issued.
- c. If a Permit Application is denied, the fee will be refunded, minus a \$100 application review charge.

PERMIT VALIDITY

- a. Work must begin within 6 months of the issue date of a permit; otherwise a permit may be voided.
- b. Permits are valid for 1 year. and may be renewed annually for a fee. Permits that are more than 1 year old will be charged the fee per each year needing to be renewed.

ASSESSOR, TAX COLLECTOR, CONSERVATION APPROVAL

1. There may be 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.