

## Salisbury Building Department

As of 10/1/2018

### Policy : Modifications Required to Remove a Non-Allowed Dwelling Unit

If the Building Department has determined that an Added Dwelling Unit is not allowed; the following steps must be taken to resolve the matter;

1. **KITCHEN** - The Kitchen shall be removed as follows;
  - a. Remove all cabinets and countertops
  - b. Remove all cooking appliances and fixtures
  - c. Remove all water/waste drain, vent and supply piping and fixtures. (This shall include removal of all supply and waste piping to a main supply or stack, including replacement of tee connections with straight pipe and shall not include only straight capping off of terminations within the wall cavity.)
  - d. Remove all electric circuits, devices and fixtures specific to the Kitchen use including wiring, boxes, and circuit breakers at electrical panel.
  - e. Remove and cap all exhaust fans as may be related to the above appliances and fixtures.

NOTE : (Should the applicant request to change to a sleeping room/bedroom, additional life safety code requirements shall be met to their fullest extent)

2. **CREATE OPEN PASSAGE** -
  - a. Remove all impediments to obstructed passage between Dwelling Unit area and Original Structure; such as doors, etc. (The removal of a door shall include removal of the existing door jamb and replacement with either standard trim or a drywall cased opening.)
  - b. Create stairs and stairwells as need to connect areas
  - c. Additional passageway obstructions shall be reviewed by the Building Inspector on a case by case basis.
3. **SMOKE/CO DETECTORS** - The entire Structure shall have fully inter-connected and hardwired Smoke Detectors/CO detectors installed in accordance with all current codes.
4. **EMERGENCY EGRESS** - The entire Structure shall have proper means of egress as defined by the Building Code.
5. **PERMITS & INSPECTIONS**
  - a. Permits and licensed contractors are required for all work including Building, Electrical, Plumbing, Gas and/or Mechanical. Those Contractors shall upgrade the Violation area to current codes and shall certify that all work is code-compliant.
  - b. Newly Permitted work shall be inspected and approved by the Town Inspectors; this shall not preclude additional requirements per the discretion of the specific Inspector.

- c. All work must be completed, in its entirety and to the satisfaction of the Building Inspector, within a reasonably agreed amount of time.
- 6. **OCCUPANCY PERMIT** - Applicant shall apply for, and receive, a Certificate of Occupancy that clearly states the current configuration and dwelling unit status as agreed.
  - A. A floor plan for all levels of the structure, which clearly identifies all rooms by their use, must be submitted with the Application.
  - B. The structure must be inspected by the Assessor, the Fire Department and other departments as applicable.

*The Building Inspector reserves the right to amend, waive or otherwise alter these requirements, in writing, on a case by case basis.*