

**TOWN OF MADBURY
13 TOWN HALL ROAD
MADBURY NH 03823
(603) 742-5131**

BUILDING PERMIT PROCESS

Application for building permit is to be filled out in full by the owner or representative and filed with the Building Inspector along with the required fee. To avoid delays please fill out the application as completely as possible and include the following with the application.

- 1) One set of plans of the proposed structure including at least two elevations, floor plans for all levels and such sections, details, and specifications as required to indicate conformance with all applicable codes.
- 2) One set of the State's approved Certificate for private Septic System construction. (usually mailed directly to this office by NHWS&PCC).
- 3) One set of State approved engineers drawings of the Septic System.
- 4) If the application is signed by other than the owner of record, it must be accompanied by a letter indicating that the proposed work is to be performed with his/her approval.
- 5) All appropriate fees as determined by the Town must be paid in full before the Permit will be issued.

Please allow ten working days for the application review process. If you have questions regarding Building Permits or the application process, please call the Building Inspector at 742-5131

BUILDING INSPECTIONS

1. After the building application has been approved a permit may be obtained at the Building Inspector's office. The Building Permit must be posted in a conspicuous place on the Construction premises.
2. A minimum of three call inspections are required for construction works:
 - a.) Foundation (Prior to backfill, with drains and sealer complete)
 - b.) Structural, electric and plumbing (Prior to insulation and wallboard)
 - c.) Final (For Certificate of Occupancy).

Note:

Other inspections as may be required by the size or complexity of the project.

3. It is the responsibility of the owner or contractor to notify the Building Inspector at least two working days in advance of any required inspection. Please call the Town offices (742-5131) to notify. The BI then has three working days to make the required inspection. If any work is covered (ie. Soil, insulation, etc.) such covering will be removed and replaced at the owner/contractor's expense. If the required inspections are not performed by the BI within the time period stated, the contractor may proceed as if the inspection was performed.
3. The building may be occupied only after a Certificate of Occupancy has been issued by the BI.

PRESENT ENFORCEABLE CODES

MADBURY

Life Safety Code
Zoning Ordinances
Building Regulations

STATEWIDE

Life Safety Code
BOCA Codes — Plumbing & Fire Prevention
National Electric Code — All construction
National Fire Protection Assc. — All construction
Energy Conservation in new bldg. const.
Sewage Disposal — NHWS&C Comm.
State Highway Access — NH Dept. Public Hgwys.