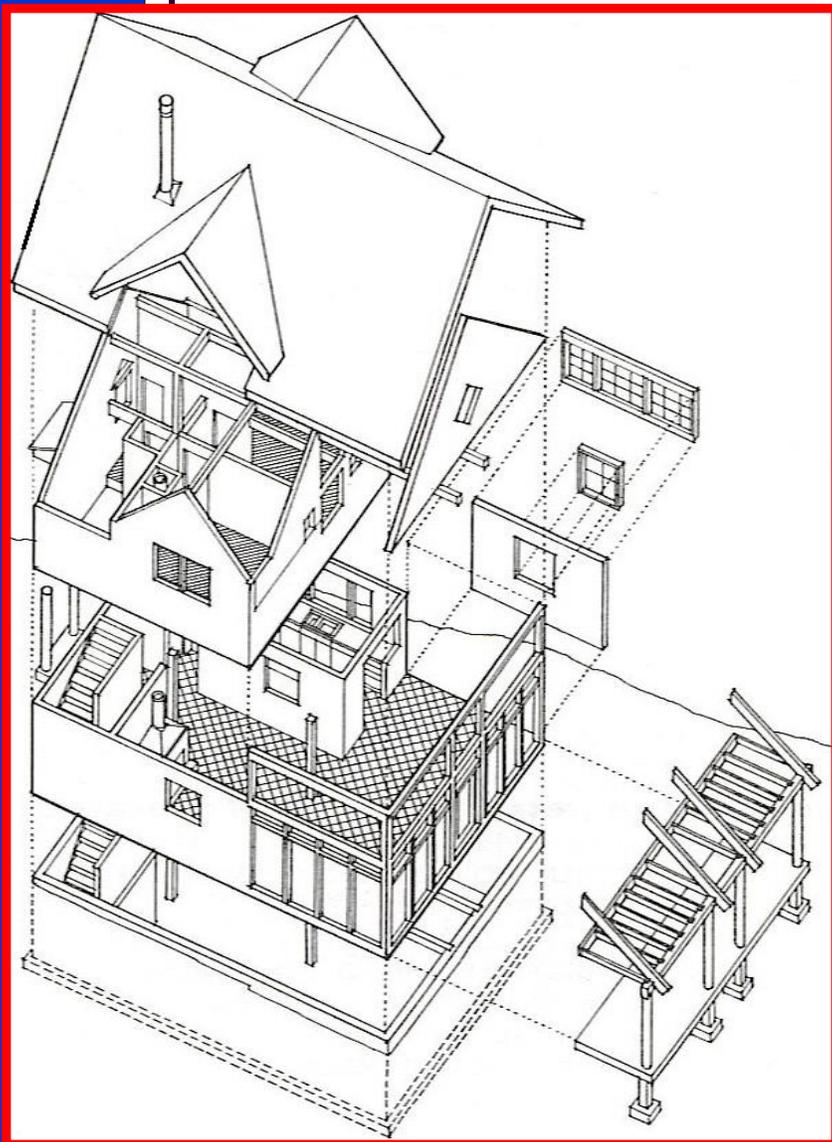


City of Laconia

Builders' Resource Guide



Laconia City Hall
45 Beacon Street East
Laconia, New Hampshire 03246

Builders' Planning Guide

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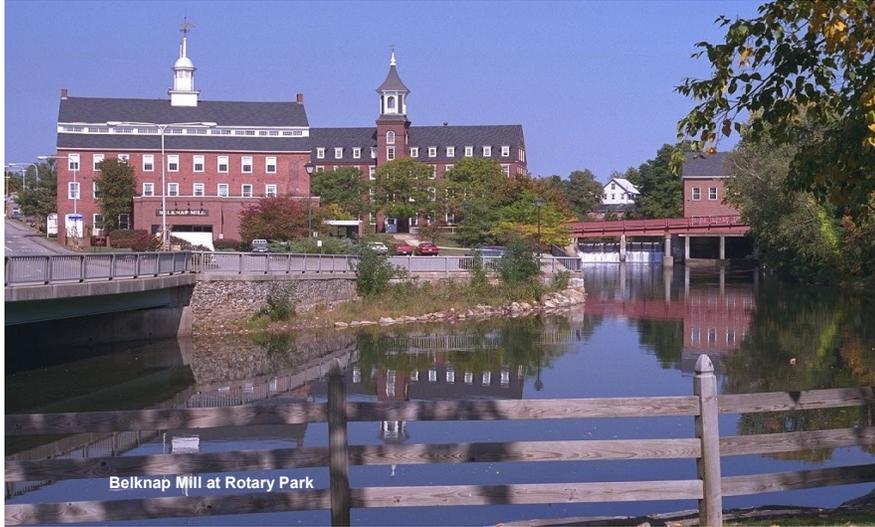
Helpful Hint



When using the on-line version of the handbook you can access additional information by clicking on the highlighted [LINKS](#) provided throughout the book.

Welcome to the City of Laconia!

Whether you are a current, returning or prospective property owner, this handbook is designed to provide the basic information you will need to accomplish your building or business project.



Belknap Mill at Rotary Park

IMPORTANT CONTACT NUMBERS:

Assessing:	603.527-1268	Reviews, Inspections
Code Enforcement:	603 527-1293	Reviews, Inspections, Permits
Fire Department	603 524-6881	Reviews, Inspections, Permits
Planning Department	603 527-1264	Reviews, Inspections
Public Works	603 528-6379	Reviews, Inspections, Permits
Water Department	603 524-0901	Reviews, Inspections, Permits

Things you need to know:

The City of Laconia is one of the largest communities within the State and the largest within the Lakes Region. Our main purpose in conducting building plan/proposal reviews and inspections is to provide the safest community possible. Included in this is the protection of designers, contractors and you-the final building owner. In order to fulfill this pledge, several City departments are afforded oversight into each project.

City agencies may be involved at different stages of each project from initial concept review to final building acceptance. These offices may be contacted at any time you have questions or need clarification on a Code or other City requirements. Each City department plays an important role in many aspects of completing new buildings or developments and new business ventures within the City.

The Planning Process

The Laconia Planning Department regulates land use, development and zoning issues in Laconia. The Planning Department is usually the first stop in building or establishing a new business in the city. In any case, a telephone call to their office will always prove useful as you begin your project.

The Planning Department works with several important boards that could affect your proposal, these are:

- Planning Board
- Zoning Board of Appeals (ZBA)
- Conservation Commission

The department also coordinates the activities of these committees:

- Minor Site Plan Committee (MSP)
- Technical Review Committee (TRC)
- Special Events Committee (SEC)

Each of these committees provide reviews for larger or more complex residential and commercial projects and may not be required for your specific proposal. A quick check with the Planning Department will provide this information.

The Planning Department will provide you with the submittal requirements for each of these committees and will notify you of the date and time of any hearings required.

Other agencies and organizations to consider are:

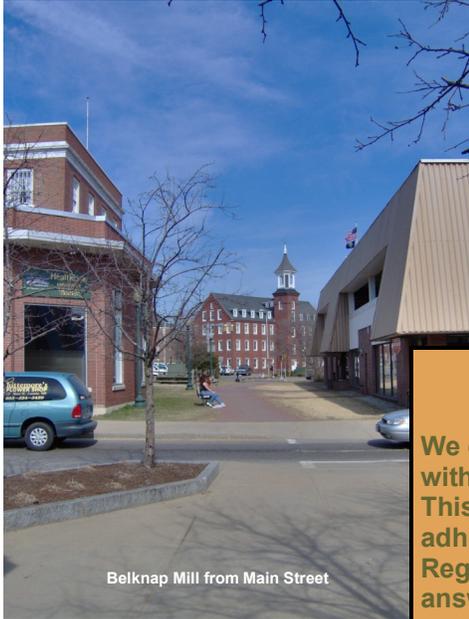
- Laconia Main Street
- Chamber of Commerce
- The Weirs Action Committee
- Lakeport Community Association
- The Laconia Downtown Business Association
- Lakes Region Planning Commission

Contact information for these organizations may be obtained through the Planning Department.



Laconia Public Library

Subdivision Plans



Does your project require Subdivision approval?

Helpful Hint



We encourage everyone to call or meet preliminarily with our department before filling out an application. This will help us make sure your proposal generally adheres to the Zoning Ordinance and Subdivision Regulations, provide you with some pointers and answer any questions.

If you answer 'yes' to any of the following, you will need subdivision approval:

Are you proposing to subdivide one or more lots?

Are you proposing a Condominium Conversion (residential, non-residential, multifamily, boathouse or parking lot)?

Are you proposing a new residential development?

Are you proposing a lot/boundary line adjustment?

Finding the Application:

Applications can be obtained in the Planning Department or printed from the internet at [Site Plan-Subdivision Review](#).

You will need a "Planning Board Application" and "Subdivision Checklist". If you are planning work within a wetland buffer or under a Cluster proposal, you will need a Conditional Use Permit (CUP).

Subdivision Plans

Filling Out the Application:

Be sure to fill out the application completely – the more information you include, the easier and quicker it will be for the reviewers to understand your project.

- Start off with an explanation of what the property currently is.
- Explain in writing what it is that you propose to do.
- Include plans showing existing conditions and proposed conditions:
- Professionally drafted plans are required.
- Submit a completed "Subdivision Checklist".
- Include any other applicable reports/plans (drainage, wetland, traffic, architecture, etc..)
- Follow the additional instructions on the coversheet of the Planning Board Applications & Instructions.
- Submit a list of abutters. This list can be obtained from the Assessor's Department
- Submit prepared abutter envelopes (prepare = put each abutter's name and address on an envelope, apply the required postage, and include a return address of 'City of Laconia Planning Department, 45 Beacon St East, Laconia, NH 03246).

Submitting the Application:

Fees to be paid at the time of submittal:

A \$200.00 flat fee PLUS one or more per lot/unit/lot line adjustment fees referenced in the "Planning Board [Application Fees](#)" available at the Planning Office.

Deadlines:

How will your proposal be reviewed?

The Technical Review Committee (TRC) will review your pre-submittal application and meet with you in one week to discuss at a TRC 1 Meeting. You will have one (1) month to make necessary revisions that were requested at TRC 1 before resubmitting revised plans/material. The TRC members will review this second submittal and meet with you in one week to discuss their comments, this will be TRC 2 Meeting. One week from TRC 2 you will present your proposal to the Planning Board for a decision.

This is a two month process.

Site Plans

Does your project require Site Plan approval?

Use the descriptions below to find where your proposal fits:

Single or Two-Unit Dwelling Unit:

Single unit and two-unit residential properties are exempt from Site Plan regulations. Any building or alterations to these units please see the Code Office.

Agricultural Uses:

Agricultural uses that are recognized under a Current Use Assessment are exempt from Site Plan regulations.

Non-Residential or Multiple Dwelling Unit (structures with 3 or more dwelling units):

If you plan on developing, expanding, or changing the use of your non-residential OR multiple dwelling unit property, please refer to the information below to determine which category your proposal fits within. What type of Site Plan application must be applied for?

Administrative Review Application:

A. Driveway Permitting

- a. Paving of previously approved graveled areas under 1,500 square feet.
- b. A one time per property allowance to pave not more than 1,500 square feet of green space.
- c. Resurfacing an existing paved driveway or access.
- d. Relocation or resizing of curb cuts so long as the result is the cut(s) is brought in conformance or becomes more conforming with the Zoning Ordinance.

B. Interior changes of use under 5,000 square feet of gross floor area.

(NOTE: If determined that the proposed use is more intensive and results in the need for additional infrastructure than the previous use, the change of use must be reviewed by the TRC or Planning Board as applicable).

C. Accessory structures, stationary equipment, and buildings with gross square footage under 501 square feet.

D. Clearing, stumping, re-grading, and/or alteration of natural or man-made drainage, total area of alteration up to 10,000 square feet.

Minor Site Plan Application:

- A.** Paving of a previously approved graveled area between 1,500 and 15,000 square feet.
- B.** New paving or graveling of existing green space of up to 5,000 square feet.
- C.** Additions to existing buildings or new buildings of up to 2,500 square feet of gross floor area.
- D.** Changes of use, as defined in these regulations, of up to 10,000 gross square feet of floor area.

Site Plans

Major Site Plans:

- A. Projects requiring a Conditional Use Permit.
- B. Projects converting the use of a building to multifamily.
- C. Any project requiring a lot line adjustment, lot merger, boundary line agreement, or other subdivision.
- D. Projects paving/graveling, building structures, or changing use(s) that exceed the limits covered by Administrative and Minor Site Plan applications.
- E. Condominium Conversions.

How to Find, Fill Out, and Submit an Application:

We encourage everyone to call or meet with our department before filling out an application.

This will help us make sure your proposal generally adheres to the Zoning Ordinance and Site Plan Regulations, provide you with some pointers and answer any questions.

Finding the Application:

Applications can be picked up in the Planning Department or printed from the internet at [Site Plan-Subdivision Review](#) and for Major Site Plan, applications, you will need “Planning Board Application” and “Site Plan Checklist”, as well as any [Conditional Use Permit](#) applications that are required.

Filling Out the Application:

Be sure to fill out the application completely – the more information you include, the easier and quicker it will be for the reviewers to understand your project.

- Start off with an explanation of what the property currently is.
- Explain in writing what it is that you propose to do.
- Include plans showing existing conditions and proposed conditions:
 - For Administrative Applications include plot plans. The Planning Dept can print a plot plan (map) of your property for \$2.00, you can use this website to print your own: from caigisonline.com/
 - For Minor Site plans, professionally drafted plans may or may not be required, please contact us.
 - For Major Site plans, professionally drafted plans are required.
- Submit a completed “Site Plan Checklist”.
- Include any other applicable reports/plans (drainage, wetland, traffic, architecture, etc..)
- Pictures help too!
- Follow the additional instructions on the coversheets of the Minor Site Plan Applications & Instructions or Planning Board Applications & Instructions. (Note –there are no additional instructions for Administrative Applications).
- Submit a list of abutters. This list can be obtained from the Assessor’s Department
- Submit prepared abutter envelopes (prepare = put each abutter’s name and address on an envelope, apply the required postage, and include a return address of City of Laconia Planning Department, 45 Beacon St East, Laconia, NH 03246).

Site Plans

Submitting the Application:

Fees to be paid at the time of submittal:

Fees are located on our fee chart and are specific to each proposal. Please refer to the "Planning Board [Application Fees](#)" available at the Planning Office.

As always please call or stop in with any questions.

Deadlines:

- Administrative – There are no set deadlines, you can submit at any time.
- Minor Site Plan – Refer to Minor Site Plan Schedule
- Major Site Plan – Refer to Major Site Plan Schedule

How will your proposal be reviewed?

Administrative Application- The Planning Director will review your application for completeness and conformity to Planning/Zoning rules. You will be mailed notice of your approval or denial.

This is a two week process.

Minor Site Plan Application- The Minor Site Plan Committee will have 4 weeks to review your application. On the 4th week they will meet with you to discuss and vote on your application.

This is a one month process.

Major Site Plan Application -The Technical Review Committee (TRC) will review your pre-submittal application and meet with you in one week to discuss at a TRC 1 Meeting. You will have one (1) month to make necessary revisions that were requested at TRC 1 before resubmitting revised plans/material. The TRC members will review this second submittal and meet with you in one week to discuss their comments, this will be TRC 2 Meeting. One week from TRC 2 you will present your proposal to the Planning Board for a decision.

This is a two month process.

Signage Permits

What if I want to change or add a sign to my business?

We encourage everyone to call or meet preliminarily with The Zoning Department before filling out an application. This will help us make sure your proposal generally adheres to the Zoning Ordinance, provide you with some pointers and answer any questions. In order to fill out the application for a sign permit you need to know the following information:

What **zoning district** the property is located in. This can be found at caigisonline.com, or by calling the Zoning Department at 527-1264.

The linear **amount of building frontage** along a road that your specific unit has on the street. This can be determined by your property card or by measuring from a plot plan. The Planning Dept can print a plot plan (map) of your property for \$2.00, you can use this website to print your own at: caigisonline.com.

This “sign frontage” is then used to determine how much square footage of signage is allowed on the lot.

There is a **maximum** square footage of signage allowed for each zone and that is indicated on the actual sign permit in Table VI, Table of Sign Regulations. The maximum square footage is per lot. There is also a maximum number of signs allowed for each zone and that is indicated on the Table of Sign Regulations, as well. The maximum number of signs is per business.

Next you need to know is what **type of sign** you plan to have. Those are also located in the Table of Sign Regulations, however please look at the definitions of each type that are also included in the sign permit.

With this information, you can now use the matrix of the [Table of Sign Regulations](#) to see if the type of sign you want is permitted in your zone and what size or height restriction may apply. The letter in the matrix coincides with either “Permitted” or “Not permitted”. The number in the matrix coincides with a note under the table that identifies maximum size of a particular type of sign.

In the end, each particular sign has criteria that must be met and the cumulative total of number of signs and cumulative total of square footage must be no greater than the maximum permitted in the zone.

When submitting the application you must provide pictures, dimensions and locations of all existing signs, as well as pictures, dimensions and locations of all proposed signs.

Please call the Planning & Zoning Department at **603-527-1264** for clarification or with any questions **before** you order your sign.

Conservation

If you are planning work within a wetland or a buffer you will need a Conditional Use Permit (CUP). This permit is approved by the Planning Board, with Conservation Commission recommendation. Depending on the location of the property, the required protective water body/wetland buffer will vary from at least 50-75 feet in size.

The City cannot determine the location of wetlands or buffers for you. You must retain a wetland or soil scientist to do this.

The City cannot recommend a specialist, but is happy to give out lists of all wetland and soil scientist who have come before us in the last year, upon request.

How to Find, Fill Out, and Submit an Application:

We encourage everyone to call or meet with the Conservation Technician before filling out an application.

Conditional Use Permit Applications can be picked up in the Planning Department.

You must also inform your abutters of your intent to develop in a wetland or buffer.

- Submit a list of List of abutters. This list can be obtained from the Assessor's Department.
- Submit prepared abutter envelopes (prepare = put each abutter's name and address on an envelope, apply the required postage, and include a return address of:

(City of Laconia Planning, 45 Beacon St East, Laconia, NH 03246).

- The Planning Staff will send the abutters notice.

Fees to be paid at the time of submittal:

Application Fees are located on our fee chart and are specific to each proposal.

Deadlines:

Once your application is submitted the Conservation Technician, who sits on the Technical Review Committee, will contact you about whether you need to schedule a meeting with the Conservation Commission.

IF you attend a CONSERVATION COMMISSION Meeting they will most likely request the following:

- No phosphorus fertilizers may be used within 250-feet of any water body in Laconia.
- No herbicides and pesticides can be applied in the City of Laconia, unless it can be proven that a minimal amount of pesticides or herbicides is needed and can only be applied by a licensed applicator if outside of the 250-shoreland buffer.
- Removal of any direct discharge pipes into our waterways.

Conservation

- The addition of an oil water separator/deep sump at the end of any drainline before entering a retention pond or waterway. A seasonal maintenance plan of these devices should be added to the site plan.

Rain gardens should be used to filter any discontinued drainage pipes and eliminate any runoff flows.

- Snow cannot be stored within 100 feet of any water body.
- If porous pavement is used within 250-feet of the shoreline inspections are required during and just after construction is complete and at any time a repair is to be made in the future, this will guarantee the pavement remains porous and is not replaced with impervious materials.
- Invasive species encountered on any site need to be removed and properly disposed of to prevent issues with street trees and landscaping therefore reducing the need to resort to herbicides and pesticides in the future.
- Plantings, seedlings and other vegetation must be maintained within 50-feet of any Shoreland protected water body.

Vernal pools are also protected in Laconia including their 100-foot buffers.

The Wetlands CUP has specific criteria that must be met, with responses submitted in writing to the Planning Department to proceed forward with the application process:

Ensure the protection of wetland resources from activities that would adversely affect their functions and values:

- Submit an erosion and sedimentation control plan.
- List all wildlife habitat affected including wildlife corridor impacts and adverse impacts to fish.
- List groundwater locations and potential sources of contamination.
- List any rare wetland plants and/or animals.
- List other unique characteristics of the wetland buffer.
- Show any recreational or educational opportunities trail and open space linkage.

Follow the **New Hampshire Method** for complex projects. Depending on the project size or significance of the wetland complex other wetland documentation options may be available upon consultation with staff.

Conservation

Show the project has addressed the minimization of environmental impacts to abutting or downstream property and/or hydro logically connected water and/or wetland resources.

- Include drainage analysis and a watershed map showing wetland locations, watershed flows and the direction of those flows.
- Please propose to utilize Best Management Practices which infiltrate, slow the flow of, and filter storm water, doing so will prevent rilling/rutting of the land, eliminate the movement of heavy sediments, and remove pollutants. These practices will also prevent contamination of our waterways and stop the spread of invasive species, including milfoil.
- If sediment leaves the site, at a minimum, you will be required to clean the site at your own expense. If neglect of the site continues State and Federal enforcement action will occur resulting in hefty daily fines and delays to the project. In other words, do not try to get away with not filing all required State, Federal, and local permits because it will hold up your project.

Your projects must be located where it makes the least impact to wetlands and/or their “Buffers” (A detailed explanation of why the area is the least impacting alternative will be required for submittal).

The Conservation Commission is concerned about what impact your project will have on water quality and the natural resources. Citing aesthetics, views, or financial hardships for reasons as to why you propose to impact these environmental resources are reasons that will not be supported.

Provide us with copies of all required permits outside of the city’s jurisdiction and list them by number on the final site plan.



Endicott Rock Park

Building Permits

The building permit is an important factor in all building projects within the City. Building permits may be for major construction projects or for minor renovations.

Building permits are obtained from the Code Enforcement Office at Laconia City Hall. The permit consists of a single page form that must be completed and returned to the Code Office. In order to quickly process your application, all portions of the application must be completed, to include:

In some cases a demolition permit may also be required. These are also available from the Code Office.

It should be noted that some small projects, decks, out buildings, pools or stairways may not require review or approval from all city departments.

Major Building Permit:

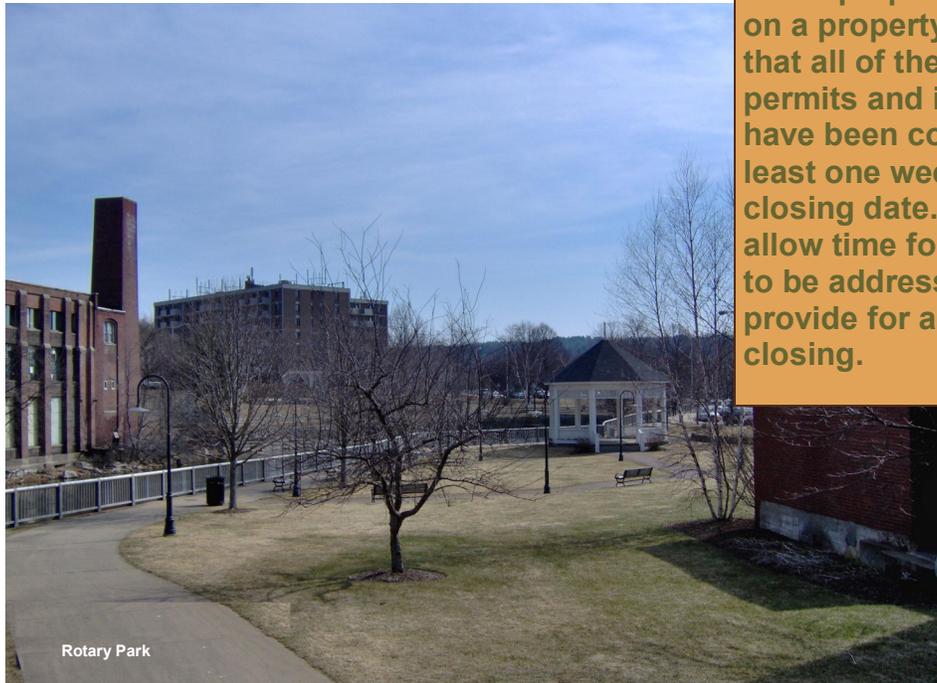
New commercial structures, additions to commercial structures over 200sf., new residential units, additions to residential units over 200sf., detached garages if more than 1 bay.

Minor Building Permit:

Additions to commercial structures over 200sf., additions to residential units over 200sf., decks, covered porches, roof re-shingling, structure re-siding, sheds, detached garage with only 1 bay, pools.

Helpful Hint

When preparing to close on a property, make sure that all of the required permits and inspections have been completed at least one week prior to the closing date. This will allow time for any issues to be addressed and provide for a smooth closing.



Rotary Park

Building Permits

Building Permits:

Application for building permit is submitted along with application fee. [Application forms](#) are located in the Code Office.

A [application fee](#) chart can also be picked up at the Code office.

Be sure to fill out the application **completely**, including all sections – the more information you include, the easier and quicker it will be for the reviewers to understand your project:

- Explain in writing what it is that you propose to do.
- Complete mailing address of the applicant (building owner)
- Complete mailing address of the contractor doing the construction
- Contact number(s) for both the applicant and the contractor
- Include 3 sets of plans showing existing conditions and proposed conditions.
- Include a plot plan and a property card. The Planning Department can print a plot plan (map) of your property for \$2.00, you can use this website to print your plan or property card at caigisonline.com.
- Make sure you check whether your property is in a flood zone.
- Include a permission form from the Condo Assoc if you are in a condominium development.
- Provide an energy code compliance certificate, also available online at www.puc.nh.gov

Building permit application is circulated to the Zoning, Fire Department, Water Department and Public Works/ Sewer Department for approval. This process may take up to 2 weeks, but may be expedited if you have met with the departments prior to submittal.

After the fully reviewed permit is signed by the Director, you will be called to pick up your Yellow Building Permit (w/comments/recommendations attached). At the time of pick up a building permit fee is assessed and collected. This is done last since it is based on square footage and that value may have changed throughout the review process.

Electrical Permit:

Application for electrical permit is submitted along with electrical permit fee.

[Application forms](#) can be obtained at the Code Office.

An [application fee](#) chart can also be picked up at the Code Office.

Unless you are working on your own home you are required to be a Master Electrician. The electrical Permit process takes 1-3 days. Once approved, we will send the permit directly to the Electrical Contractor.

Building Permits

Demolition Permits:

Application for Demolition permit must be picked up and then circulated by the **OWNER/CONTRACTOR** to the following entities:

Public Works Department – 27 Bisson Ave, 528-6379
 Water Department – 988 Union Ave, 524-0901
 Public Service of New Hampshire (PSNH) – call PSNH at 1-800-362-7764
 Heritage Commission – Contact the Code office about contacting the Heritage Commission
 Gas Supplier – specific to each supplier.
 Fire Department – Central Station, 848 North Main Street, 524-6881
 Planning Department – 45 Beacon Street E, 527-1264
 Tax Collector - 45 Beacon Street E, 527-1269

[Application forms](#) can be obtained at the Code Office.

An [application fee](#) chart can be picked up at the Code Office. Once all signatures are received the application is submitted along with demolition permit fee, a demolition permit will be issued.

The Demolition Permit process takes 1-3 days. Once approved, we will call the owner/contractor to pick up the permit.

Inspections:

Inspections are listed on the front of the Building Permit in **RED**. When the owner/contractor calls in for an inspection, the inspection is scheduled within 48 hours.

It is IMPORTANT that the owner/contractor call for all inspection. If inspections are missed, the inspector may require test pits dug or portions of sheet rock removed prior to a final inspection.

Certificate of Occupancy:

Application for Certificate of Occupancy must be picked up and then circulated by the **OWNER/CONTRACTOR** to the following entities. Several of these entities will require final inspections or as-built plans:

Public Works Department – 27 Bisson Ave, 528-6379
 Water Department – 988 Union Ave, 524-0901
 Fire Department – Central Station, 848 North Main Street, 524-6881
 Planning/Zoning Department – 45 Beacon Street E, 527-1264
 Finance Department - 45 Beacon Street E, 527-3877

[Application forms](#) can be obtained at the Code Office. An [application fee](#) chart can also be picked up at the Code Office. Once all signatures are received the application is submitted, a final inspection will then be scheduled within 48 hours.

The Certificate of Occupancy Permit process takes 1-2 weeks from start to finish as many departments require final inspections or as-built plans. Once approved, we will call the owner/contractor to pick up the certificate of Occupancy and pay the fee.

If you should have any questions, please contact the Code Office at 603 527-1293.

Dig Safe

Dig Safe—It's the Law

When do I need to call Dig Safe when working on my project or property?

Are you planning home improvements, planting a tree or installing a fence or deck?

Whether you do it yourself or hire a professional, a safe job starts with a call to Dig Safe® at 811.

Dig Safe® is a not-for-profit clearinghouse that notifies participating utility companies of your plans to dig. In turn, these utilities (or their contract locating companies) respond to mark out the location of their underground facilities. Dig Safe is a free service, funded entirely by its member utility companies. (Note: Dig Safe does not mark utility lines.)

It's a risk to make faulty assumptions about when to notify Dig Safe. That's why [state law](#) requires you to notify Dig Safe for even small projects, like installing a mailbox or planting shrubs.

The depth of utility lines vary, and there may be multiple utility lines in a common area. It's important to know what's below.

Call 811 to avoid utility service disruption to an entire neighborhood, harm to you and those around you, as well as fines and repair costs.

Reminder

A call to Dig-Safe does not result in notification to city departments of proposed excavation work (Dig-Safe notifies only private utilities).

Therefore, to assure that municipal facilities (Public Sewer, Water and Drainage) are located prior to an excavation event, in addition to making a call to Dig Safe, a "Digging Permit" must be secured from Laconia Department of Public Works.

(DPW – 528-6379).

Fire Department

The Laconia Fire Department is charged with assuring the safe construction, installation and use of all fire safety systems, gas or oil-fired appliances and tanks, compliance with the *Life Safety Code* and other applicable Codes and standards. To this end, the Laconia Fire Department requires permits for and/or inspections of these systems and the building itself to ensure compliance:

These include:

Fire Alarm Systems:

- Plans Review
- Rough-in Inspections
- Final Acceptance Testing

Fire Suppression Systems: (Includes sprinkler and kitchen systems)

- Plans Review
- Rough-in Inspections
- Final Acceptance Testing

Gas and Oil-Fired Appliances and Storage Tanks:

- Permitting
- Piping System Pressure Testing (Completed by Contractor)
- Final Acceptance Testing

Blasting Operations:

- Permitting
- Site Inspection

Emergency Egress:

- Marking and Location
- Minimum Numbers
- Emergency Lighting Systems

Fire-rated Separations:

Final Certificate of Occupancy Inspection for Code Enforcement

These permits and inspections are REQUIRED by Code, statute and City Ordinance. Inspections may be scheduled by contacting the Laconia Central Fire Station at 603 524-6881. Permits must be obtained in person at the Laconia Central Fire Station at 848 North Main Street during normal business hours. Fees for permits and inspections do apply. See the fee structure listing for additional information.

Frequently Asked Questions

When is a full fire alarm system required?

Fire alarm systems are required by Code for certain occupancies which can be based on the size of the building, uses and tenants and any special hazards associated with the intended use. In residential settings, where not specified by Code, Section 149 of the Laconia City ordinances, a full fire alarm, in compliance with the Laconia Fire Alarm Regulations, is required in one and two-family homes, located in cluster subdivisions and in all new apartment buildings containing three or more units or when required by other Codes.

Fire alarm plans must be submitted in accordance with the *Fire Alarm Submittal Requirements* of the Laconia Fire Department. Fire alarm plan review, rough-in inspections and final acceptance tests are required.

When do I need to install a fire sprinkler system?

Fire sprinkler systems are required by Code for certain occupancies which can be based on the size of the building, uses and tenants and any special hazards associated with the intended use.

Additionally, for certain residential occupancies addressed under Section 149 of the Laconia City ordinances, sprinkler systems are required in residential properties over 3000 square feet of living space, not including basements or garages. In one and two-family homes, the sprinkler system must be monitored by an internal and external horn or bell to indicate water flow has occurred.

In one and two family homes, located in cluster subdivisions, where a sprinkler system has been installed, the requirements for a full fire alarm may be waived.

In multifamily dwellings (three or more units) a SUPERVISED residential sprinkler, connected to a fire alarm system is required.

In new commercial buildings or additions to existing commercial buildings over 8000 square feet, a full, SUPERVISED sprinkler system connected to a full fire alarm system is required.

Plans review, rough-in and final acceptance inspections are required. Coordination with the Laconia Water Department is also required.

When will the fire department complete their portion of the Certificate of Occupancy Inspection?

When the building is nearing completion, contact the Fire Prevention Office to schedule the CO inspection. In order to complete the inspection, the following items must be completed:

- Permitting and inspection of all gas or oil-fire appliances and tanks
- Installation and acceptance of all full fire alarm & sprinkler systems
- Interior and exterior door hardware is installed.
- All required fire separations are completed.
- House numbers are affixed to the exterior of the building per Code.

Frequently Asked Questions

What are egress windows and how can I find out if my windows are compliant?

Egress windows are windows that have been determined to be large enough to allow escape when the primary exit is blocked and are considered as a “secondary means of escape”. **Egress windows** are required in each sleeping room and in each living area. The requirements for egress windows can be found in NFPA 101, the *Life Safety Code*. Egress windows are required to be at least 20 inches wide, clear width when open, 24 inches high, clear width when open, a minimum of 5.7 square feet in open area, no more than 44 inches above the finished floor. It must be understood that a window opening 20 inches wide by 24 inches tall does not meet the 5.7 square foot requirement. Existing windows meeting the 20 x 24 open area will need to be evaluated and approved by the LFD for continued use. These dimensions also apply to apartment buildings. Where the windows are existing, the minimum opening allowed is 20 inches wide by 24 inches high. Buildings with residential sprinkler systems are not required to comply with this section of the Code.

Are smoke and carbon monoxide detectors required?

In new one and two family homes, hard-wired smoke detectors are required in each sleeping room, one outside of the sleeping rooms AND on each level of the building, including basements. Carbon Monoxide detectors are now required in new homes, one on each level of the building, adjacent to the sleeping rooms.

In apartment buildings and all rental units, a hard-wired smoke and CO detector are required, one in each level of the living unit, basement or other common areas.

Do I need permits for my gas or oil-fired appliances or storage tanks?

Permits and inspections are required for all gas or oil-fired appliances and storage tanks, whether they are new or replacement installations within the City. Permits must be obtained at the Laconia Central Fire Station at 848 North Main Street. Permits for gas appliances and storage tanks must be obtained by a currently certified licensed gas-fitter. Permits for all installations must be obtained PRIOR to beginning the installation. Gas system pressure tests are required to be completed by the installer and a test form completed and returned to the fire department. The permit and pressure test form (where required) must be completed and returned to the fire department before an inspection can be scheduled.

Can I do my own appliance installation?

State law does allow the owner of a residential building, which serves as the their primary residence and is not used as a rental property to do their own gas and oil appliance installations. However, it must be noted that homeowners wishing to do this must obtain a permit for the Installation, pay all associated fees and obtain a final inspection from the fire department. It is also a requirement that any installer must be competent and have a complete understanding of the applicable codes. The installer is also legally responsible for any installations that have been completed.

I plan to do blasting on my property. What do I need to do?

The blasting contractor must obtain a blasting permit from the fire department. The permit also requires that a certificate of insurance is provided to the city by the contractor. Once the permit is obtained, a safety inspection will be conducted by the fire department at the site and the permit issued for a period of 30-days.

Water Department



The Water Department works in conjunction with all city departments including Planning and Code in its review of projects within the city. If your project is on city water or if you would like it to be, please contact this office at (603) 524-0901 prior to any construction commencing. Early conversations will allow us to discuss what regulations will apply to the specific project and it will also allow greater time for compliance on your behalf.

Large sub-divisions will require an approved set of site plans and a contract, which shall be drawn up stating the Terms and Conditions as set forth in the Tariff.

Extension of water mains will be made upon petition of prospective customers, subject to the following Terms and Conditions:

- 1.) The Utility will extend its water mains only in the highways, streets and roads that are laid out, in which grades have been established.
- 2.) Water mains shall be laid by, and will be the property of the Utility.
- 3.) With one exception to the above, a qualified contractor can make application to lay a water main with the approval of the Utility, but will be responsible for maintenance and repair of said main for one (1) year after the finish date to the satisfaction of the Utility, however, it will be the property of the Utility from the day of operation, provided the materials specified by the Utility are used and is inspected and approved by the Utility. After one year, if properly operating, and all conditions of the Waterline Extension Agreement have been met, the Utility will assume maintenance of said main after inspection by the Utility.
- 4.) The size and type of pipe shall be determined by the Utility in accordance with conditions surrounding the extension including the possibility of future extension or the addition of fire protection service.
- 5.) A. Extensions shall be made only upon condition that prospective customer and/or customers sign an agreement with the Laconia Water Department which shall provide that the customer and/or customers shall pay the entire cost of the extension and/or extensions applied for.
 B. The full amount of the estimated cost of the extension shall be deposited at the office of Laconia Water Department before starting work on any such extensions.
 C. No additional customer and/or customers for water service will be served subsequently from an existing extension built under the above provisions for a minimum period of ten (10) years, or as determined by the Board of Water Commissioners for each extension, from the completion of said extension except by signing such extension agreement and becoming parties hereto which agreement shall provide for an equitable and proportional distribution of the original cost, to be paid to the original customer and/or customers.

Water Department

Individual single services are a much simpler process where the only requirements are an application for water service to be filled out and an inspection to verify that the installation has been done according to the [Specifications on Materials and Regulations](#).

Any new building service and some reclassifications of an existing building usage will require conforming with our [Construction and Maintenance Assessment](#) (CMA) policy. The CMA is a one-time fee assessed when a new connection is made to the water system or when an existing connection is provided with a larger meter because an existing customer has substantially increased water usage. These fees are based on greater demand being placed on our system.

Most additions/renovations generally only require a review to see if the property is in compliance with our cross connection control program as required by NHDES and the Safe Drinking Water Act. Cross connections between water supplies and non-potable water sources represent one of the most significant threats to health in the water supply industry. Guidelines and instructions for installing backflow devices can be reviewed by accessing the [Cross Connection Policy](#).

Please keep in mind that more than one requirement/policy may apply.

Regulations/Policies:

[Specifications on Materials and Regulations](#)
[Construction and Maintenance Assessment](#)
[Tariff](#)
[As-built Requirements](#)
[Cross Connection Policy](#)
[Laconia Water Department Web Page Link](#)

Thought:

Before you start a project or buy a property give us a call at 524-0901 or stop by #988 Union Ave. Monday-Friday 7:30-4:00

Frequently Asked Questions

What should I do if I notice a leak at my water meter?

Laconia Water Department owns the water meter. Please call the office at 524-0901 for water meter repairs. All other plumbing fixtures are your responsibility. If the leak is in the house, please shut off the water before the leak if possible before calling for assistance. All valves located inside the building are the responsibility of the homeowner and should be maintained in proper working order.

How often are water meters changed?

The Public Utilities Commission recommends testing of residential water meters at least every 7-10 years. Some larger commercial meters are tested more frequently. There is no charge to change a meter, and customers are notified in advance to schedule an appointment.

Do I need a backflow prevention device?

Any residential property that has an irrigation system is required to have a backflow device installed. This will avoid cross contamination of the drinking water system. Commercial, industrial and multiunit properties are also required to have devices and should contact Laconia Water Department for more information.

What do I do in case of a water emergency?

If you do not have any water or if you see a water main break, please call us at 524-0907. Water Department personnel are available 24 hours a day, 7 days a week. If there is a water leak inside your house, please try to shut off the valves before and after the meter. This will prevent further water damage and possibly save you the cost of a "service call."

Who is responsible for the water service to my house?

The property owner is responsible for the maintenance of all service pipes from and including the curb stop into the structure. The property owner shall maintain the plumbing and fixtures at their own expense within their own premises in good repair and protected from freezing.

Where does our drinking water come from?

Laconia Water Department gets its water from Paugus Bay in Lake Winnepesaukee. It is pumped to our treatment plant facility on Stark Street where it is processed. It is then fed to other tanks in the city and then to your house.

How many gallons of water are there in a cubic foot?

There are 7.48 gallons in 1 cubic foot. Laconia Water Department bills in hundreds of cubic feet and there are 748 gallons in 100 cubic feet.

Frequently Asked Questions

Can water be shut off if I do not pay my bill?

Payment on water bills is due approximately 30 days from the billing date. After that time a penalty is added to the bill. After that the property is posted to be shut off. If you are unable to pay the bill by the due date, please contact the office as soon as possible.

Do I have to pay sewer charges when I fill my pool?

If you read the meter before you start the pool fill and directly after filling the pool and call our office with the two readings then we can abate the sewer charges for that pool fill. Please keep in mind that only the initial pool fill is deducted. Hot tubs do not use enough water to qualify for this abatement.

Can I put my bill in my tenant's name?

Yes. We can bill your tenant as a courtesy to you. Please be aware that as the owner of the property any unpaid bill becomes your responsibility. You will need to read the meter at the start of the lease and call the office to change billing information. You will also need to read the meter at the end of the lease and call the office for a final bill for your tenant. Please note that billing information will only be changed for leases lasting at least 1 year.

How do I get a final water bill?

The meter will need to be read 2 days prior to the closing. Call the office 524-0901 with the reading, the new owner's name, billing address and phone number. We will prepare a final bill for pick up at the office. Please be aware that we do not fax or e-mail final bills. Currently there is no charge for final bills.

How can I pay my water bill?

Water bills can be automatically withdrawn from a bank account on the due date. A Preauthorized Payment form needs to be filled out and delivered to our office along with a voided check or deposit slip. These cannot be faxed as we need an original signature on the form. The form can be obtained at our office or on this website. Payments of cash or checks are also accepted at the office at 988 Union Avenue or at City Hall at 45 Beacon Street East. Payments may also be mailed to Laconia Water Department P.O. Box 6146 Lakeport, NH 03247-6146.

Can I pay my water bill with my debit/credit card?

At this point Laconia Water Department can only accept check or cash for water bills.

Frequently Asked Questions

How much will my water bill be?

There are two parts to the water/sewer bill. The first part is the base rate. A single family house will be billed a \$20.00 base rate per quarter for water and a \$30.00 base rate per quarter for sewer. The second charge is the consumption charge. Water is billed at \$1.45 per hundred cubic feet and sewer is billed at \$3.30 per hundred cubic feet. Each bill will fluctuate due to the amount of water that goes through the meter.

Quick Reference formula for invoice calculation:

(#of units x \$20.00) plus (consumption x \$1.45/hcf) = quarterly water invoice

(#of units x \$30.00) plus (consumption x \$3.30/hcf) = quarterly sewer invoice

(#of units x rate of fire protection items= quarterly fire protection invoice

Note: Franchise areas (specific service areas outside of city limits) are charged a 15 % surcharge for water. Charges are \$23.00 base charge and consumption charges of \$1.67/hcf. See [Tariff](#) for complete rate schedules. Unmetered Sewer Charges are flat rate of \$132.75/unit/quarter.

Why is my bill so high?

What will make the bill fluctuate from quarter to quarter is how much water goes through the meter. Bills tend to rise in the summer months. If you see a large jump in the water bill, a leaking toilet might be the cause. These are not always easily detectable. Check the water level in the tank to make sure it is not dripping into the filler pipe. Another test is to add food coloring to the tank before going to bed at night. If in the morning the water in the bowl has turned to that color, then there is a leak. Another way to check for a leak is to look at the meter. Make sure no one is using any water in the house and see if the numbers and/or dials on the meter are moving. If they are, water is being pulled into the property somewhere and it usually is a toilet or a dripping faucet. These leaks can be quite costly.

How do I set up a water account?

An application for service needs to be completed for each new water service installation. Please contact the office at 988 Union Avenue. There is no charge for this application. If you are purchasing a home, please call the office at 603-524-0901 to be sure a final bill is being processed before the closing.

What are the drinking water standards?

Laconia Water Department posts its annual "Our Daily Water" Consumer Confidence Report elsewhere on this website. The report is mailed to all customers in the spring of each year.

Can I get my water tested?

Customers of Laconia Water Department should contact the Water Treatment Plant Laboratory at 603 524-1096. One of our technicians will call to schedule an appointment to collect an appropriate sample and you will be notified with the results in 2-3 days. Individuals who are not Laconia Water Department customers can have a basic potability (bacteria) test done. You will need to pick up our sterile bottle at the office at 988 Union Avenue along with instructions. Water samples must be dropped off at the office no later than 1:00 p.m. Monday through Friday. The cost of the test is \$17.00 payable by cash or check.

Frequently Asked Questions

LOW WATER PRESSURE

If you are experiencing lower pressure than usual, check to see if the low pressure is in all locations in your house, if so call the Laconia Water Department. If the low pressure is isolated to one location you can check your strainer at the outlet of your faucet to make sure it is clear. If after cleaning the strainer your water pressure is still low you should contact a plumber.

DISCOLORED WATER

If you experience discolored water the one thing you can do is run just the cold water for about one minute, if the water is still discolored, call the Water Department. If the cold water runs clear, shut off the cold water and let the hot water run for one minute, if the hot water is discolored, your hot water heater may need to be purged or replaced.

NO WATER

If you turn on a faucet and find that you have no water, try another faucet in your home. If you find that you do have water at the second faucet, you have an internal problem and need to contact a plumber. If you find that you do not have water at the second faucet and you are the homeowner and know that no one is working in your home that may have shut your water off, then call the Water Department. If you are a tenant in a multi-family dwelling check with other tenants to see if they have water. If no one does check with the owner to see if work is being done. If you are the only one experiencing no water a plumber must be called.

LEAK IN STREET

If you see water bubbling up in the street or sidewalk, please call the Laconia Water Department.

LEAK IN BASEMENT

If you notice water leaking into your property or have pipes leaking in your basement that you cannot control by closing the shut-off valve, please call the Laconia Water Department.

Who is responsible for repairing a leak on my water service?

A leak on a copper water service from the water main up to the customer's service box will be repaired by this department. A leak on any water service from the service box (including the underground shut off), entering the structure and any plumbing up to the water meter is the responsibility of the owner. If the service is iron from the water main to the service box, then it is also the responsibility of the owner to repair any leaks on this service.

Public Works

The Public Works Department administers and maintains the City's highways and its storm drainage and sanitary sewer systems. The department also provides solid waste collection and disposal. Laconia is a member of the Concord Regional Solid Waste Resource Recovery Cooperative which operates a waste-to-energy incinerator to dispose of the solid waste of 27 communities. In addition, Laconia is a member of the Winnepesaukee River Basin Program which provides interceptors and a regional wastewater treatment plant serving nine communities.

Solid Waste:

The City of Laconia Currently contracts curbside [solid waste/recycling collection](#) and operation of the Laconia Transfer Station under an agreement with Waste Management of NH. In 2008, approximately 6600 tons of municipal solid waste (MSW) was collected curbside, and over 700 tons of recycling was collected curbside and at four (4) remote recycling drop-off sites. Another 10,000 tons of commercial MSW was processed at the transfer station. Over 1600 tons of construction/demolition was processed, as well as 850 appliances, and 200 tons of yard waste. Electronic waste was also processed/recycled through disposal at our facility.

The City of Laconia is a member of the Winnepesaukee River Basin Program (WRBP) - a state owned and operated regional wastewater system serving 10 communities in the Lakes Region. The treatment facility is located in Franklin, NH. Funding for the WRBP is provided through the sewer rates assessed by the member communities. For more information on the Winnepesaukee River Basin Program please see the [WRBP Website](#).

Sanitary Sewer:

Feeding into the WRBP infrastructure, Laconia manages 18 sewer pump stations and approximately 91 miles of gravity main and 13 miles of force main. Connection to the [sanitary sewer system](#) is required when an improved property is within 250' to the public sewer system. The point of measurement is from the closest part of any structure which contains plumbing to the sewer system. If easements are necessary, the distance would be measured along or across the shortest available easement.

Plumbing Permits:

Plumbing permits and inspections are obtained through the Laconia Public Works Department located on Bisson Avenue. [Plumbing permit fees](#) are dependant on the type and number of fixtures installed. Permits must be obtained PRIOR to beginning installations and will only be issued to New Hampshire Licensed Master Plumbers.

Public Works

The City of Laconia DPW is responsible for a number of engineering related tasks. These tasks include:

- Providing input regarding drainage, roadways, sewers and related information as a member of the City of Laconia Technical Review Committee (TRC).
- Maintenance of street records and plans.
- Assignment and maintenance of 911 addressing.
- Mapping support for other City departments.
- Construction inspection for City road improvement projects.
- Provide road, sewer and drainage information for surveyors, engineers, contractors and home owners.
- Provide field support for DPW sewer, drainage and road projects.
- Completion of permitting relating to sewer, drainage and road projects.
- Prepare bid documents and administer City projects involving road, sewer and drainage improvements.

When is an As-Built required in Laconia?

Section 6.8 of the Site Plan Regulations relates to *As-Builts* (reflecting all changes made in the specifications and working drawings during the construction process) for all development or change or expansion of use of land for non-residential uses and multiple dwelling units. As-Builts for residential subdivisions and cluster developments are required as a condition of approval from the Planning Board.

Sewer & Drainage As-Built:

Because the sewer and drainage infrastructure does not define the limits or extent of legal rights or interest in land, the Sewer & Drainage As-Built will not be recorded at the Belknap County Registry of Deeds (BCRD) (RSA 478.1 III). However, it will be archived in the Public Works records vault. DPW will require this plan to be on a 22"x34" mylar. If detail is too cluttered, a Sewer As-Built and Drainage As-Built may be submitted on separate sheets. A draft plan must be approved before the mylar is accepted. This plan must include the following:

- Roads and road names. Any buildings constructed at the time the field work is being completed.
- 911 #'s labeled on all lots (even if vacant).
- Structures (SMH's, DMH's, CB's, and pump stations) with rim and invert elevations and pipe size and materials.
- Sewer mains and storm water mains shall be shown indicating pipe size and material. Depth to the top of a sewer force main shall be shown in selected places. The material and schedule of pipe for the force main shall be labeled.
- The distance of sewer service wyes from SMH shall be shown.

Public Works

- Swing ties to sewer service laterals stubbed off for future tie in. A depth to top of pipe shall be indicated.
- The horizontal location of sewer services from the main to the building shall be shown including ties from building corners and/or other physical features to angle points in the service line and a distance from a bldg. corner to where the service enters the building. DPW understands that in most instances this information will need to be supplied to the surveyor by the contractor. A note indicating "supplied by others" is fine to include on the plan.
- Location of sewer clean-outs with swing ties shall be shown.
- Detention/retention ponds (above ground systems and/or underground pipes or chambers) and swales shall be shown. The ponds should include a top of berm elevation, shelf elevations, a bottom elevation, and the location and elevation of emergency spillways. The inlet inverts and size should be shown as well as outlet control features with elevations. We do not need elevations on the swales, just horizontal location.
- Culvert locations and cross pipes (with size and material) shall be shown but we do not need elevations on these.
- Sewer and drainage easements with BCRD recording references.

General As-Built Site Plan:

Section 6.8 (b) of the Site Plan Review Regulations addresses As-Builts for non-residential and multi-unit housing. It specifies that the actual location and details of all improvements and changes to previously existing conditions be produced at the same scale as the approved drawing. In residential subdivisions and clusters, the same standard applies. DPW specifically requires:

- Underground utility cabinets and any poles and anchors.
- Roads, curbs & sidewalks. The only elevations required are a centerline profile.
- Approved street names.
- Delineated wetlands.
- Guard rails & fences.
- Underground storage tanks.
- Driveways.
- Buildings completed.
- 911 numbers shown (even on empty lots).
- The location and dimension of easements including BCRD references.
- Retaining walls (just horizontal location).

Public Works

Road Layout Plan:

RSA 676:18 II allows for the recording of street layouts. In those situations when a road is petitioned to become a City accepted street, a separate road layout plan will be required that will be recorded at the registry of deeds. This would be a very simple plan on a 22" x 34" mylar and shall include:

- The sidelines of the Right Of Way with road monumentation and description (granite bounds to be set at locations agreed upon by DPW).
- Lot frontage monumentation (with description).
- Road width.
- Curve data.
- Street names.
- Lot numbers (if applicable).
- 911 #'s.
- Planning board chairman's signature indicating that "this plan has been approved for recording purposes only".

Stamped and dated certificate by a licensed land surveyor indicating "I certify that this survey plat is not a subdivision pursuant to this title and that the lines of streets and ways shown are those of public or private streets or ways already established and that no new ways are shown" (from RSA 676:18 III).

Zoning

Did You Know?

The Zoning Board of Adjustments is a quasi-judicial board which consists of up to five (5) full members who all serve at-large (they don't represent a particular district within the City), and two (2) alternate members. Members of the ZBA are appointed by the City Council of Laconia, NH. The meetings are held on the third Monday of the month, at 7 pm, in Room 200A, on the second floor of City Hall. The decisions are typically given at the meeting unless it is determined that additional information is needed from the applicant in order for the board to make the decision. Once the decision is handed down – either approval or denial - the applicant is issued a Notice of Action (NOA) with the determination and any additional requirements that need to be met.

We encourage everyone to call or meet preliminarily with our department before filling out an application. Staff can sit down with you, review your proposal and advise you as to what application is required and what issues might be necessary for you to address before hand.

When do you need a variance? You apply for a zoning variance when you want to do something that doesn't adhere to the local zoning ordinances. The ZBA can issue relief from dimensions, such as setbacks and building height and uses, as well as any other requirement in the ordinance such as street trees, sign requirements and parking criteria. Laconia is divided into 15 different zoning districts and each has different criteria that must be met. Criteria vary from zone to zone.

When do you need a Special Exception? When a use is allowed only by special exception, this means you must have ZBA approval to proceed with the design plan for the site.

Finding the application:

[Zoning Applications](#) can be picked up in the Planning, Zoning and Code Office in the basement of City Hall.

Zoning

Filling out the application:

The process for submitting an application for a special exception or a variance is detailed on the application itself. but, basically, the process is as follows:

- Return the completed, signed application.
- Return the completed answers to the criteria questions.
- Submit a list of abutters. This list can be obtained from the Assessor's Department.
- Submit prepared abutter envelopes (prepare = put each abutter's name and address on an envelope, apply the required postage, and include a return address of "City of Laconia Planning, 45 Beacon St East, Laconia, NH 03246").
- To-Scale plot plan of the property. The Planning Dept can print a plot plan (map) of your property for \$2.00, you can use caigisonline.com to print your own.
- Filing Fee of \$125 per application. If you are requesting more than 1 variance and want separate decisions, and each decision is stand alone and will not affect the other you must submit separate applications.
- Letter of Authorization if an agent is representing the property owner.
- Any photographs of the existing site or the surrounding neighborhood.

Submitting the Application:

Seven copies of everything except abutters' list and abutters' envelopes should be submitted to the Zoning Department. Once an application is accepted for processing, it is scheduled for the next available public hearing before the ZBA. The application will be reviewed in-house by staff within the Department of Planning, Zoning and Code. The City is responsible for advertising the public hearing in the newspaper, posting notices of the upcoming public hearing on the property, and sending out the abutter notifications.

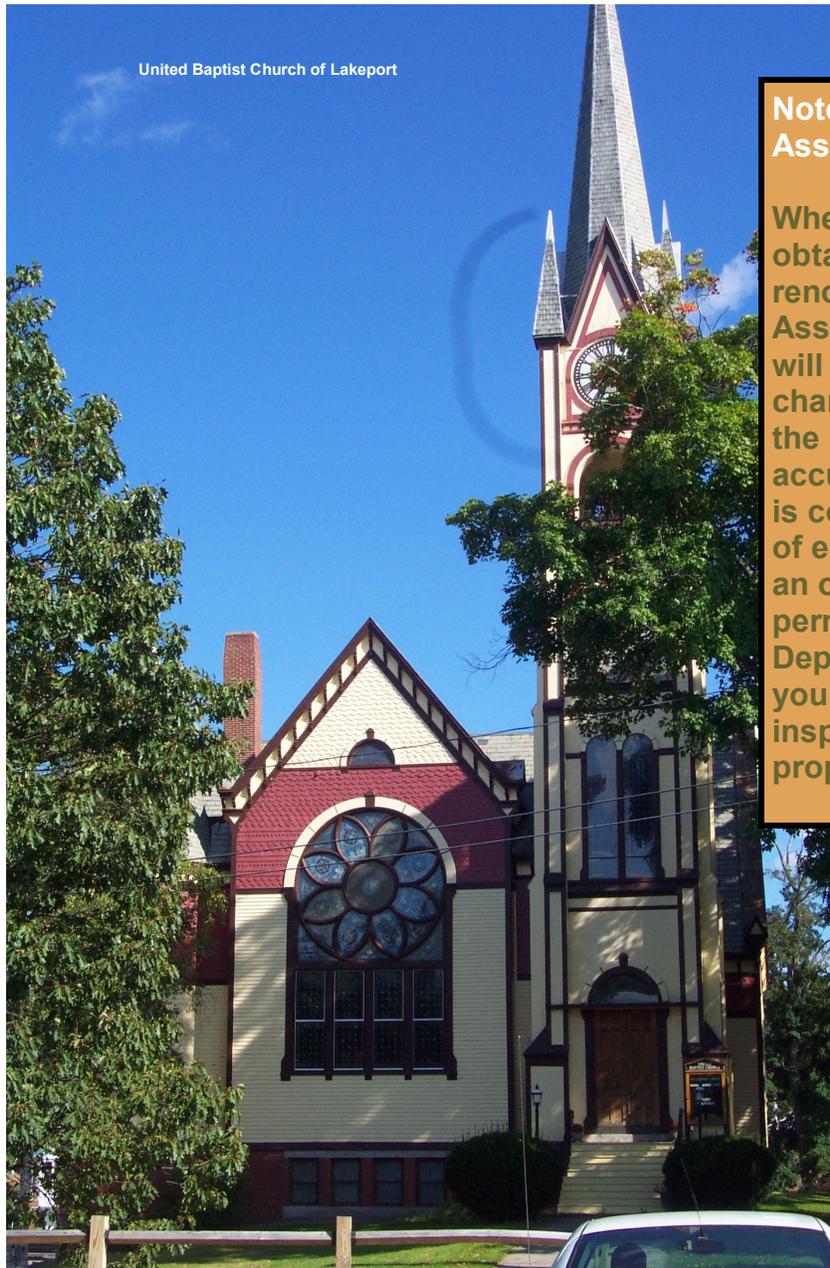
Deadlines:

Please refer to the [Zoning Board Meeting Schedule](#). It is approximately a month from submittal date to meeting date.

If you should have any questions, please contact the Zoning Department at 603 527-1264.

Assessing

The Assessing Department is responsible for providing an equitable real estate assessment to the citizens and property owners in Laconia. The department does perform inspections of properties to ensure a fair assessment has been determined. They also work with other city departments to maintain an accurate listing of properties within the city.



United Baptist Church of Lakeport

Notes from the Assessing Department

When a permit is obtained to construct or renovate a property, the Assessing Department will need to review any changes to be sure that the property listing is accurately updated. This is completed by April 1st of each year. If you have an outstanding building permit, the Assessing Department will contact you to schedule an inspection of the property.

Licensing

Depending on the business or occupancy you are planning to bring to Laconia, a license for that activity may be required. This may include permanent businesses such as pawn brokers or temporary events that may require an entertainment or loudspeaker license. Either way, you should contact the Licensing Office at 603 528-6331 during the early stages of your project to be sure the proper licenses and fees have been obtained.

In some cases, the proposed business may not be allowed in the city or within a certain area, for example fireworks sales, which are prohibited. That's why it is important to get this information early in the process.

Entertainment: Any person who wants to provide entertainment to the public needs to obtain an entertainment license. This requirement also extends to any establishment holding a liquor license and who intends to provide dancing, live music or general entertainment also needs to obtain a license.

Outdoor Loud Speaker: Anyone who operates a loud speaker of any kind is required to obtain a loud speaker permit.

The permit application must be accompanied by applicant with written permission of the property owner.

Pawnbrokers License: Is required by anyone engaged in the business as a pawnbroker as defined in RSA 398.

The permit must be accompanied by:

A State of New Hampshire Criminal History Check for each employee working under the Pawnbrokers license.

Check the city fee schedule on page 24 - 27 for each of these licenses.



Notes from the Licensing Department

Certain events, such as the annual Motorcycle Week Rally have specific fees and permits that are specific to that event. There may also be specific additional requirements that must be met in order to obtain a license. Contact their office at 603 528-6331 to ensure all of the necessary documentation is obtained.

Licensing

Taxi Company: Any company that wants to pick up passengers in the city needs a Taxi Company license.

The application must be accompanied by:

- Certificate of Liability Insurance listing the City of Laconia as an additional insured with a 10-day notification of cancellation (at the bottom of the certificate).
- If a new company, letters of necessity must be provided. One from an industrial business, one from a school and one retail business, all located within the City.
- Copies of the registrations for the vehicles that are being used.

Taxi Driver: Anyone who wants to drive for a taxi company in the city needs a taxi driver permit.

The application must be accompanied by:

Criminal Background Check from the State of New Hampshire.
Driving Record from the NH DMV (or out of state if necessary).



Referenced Codes and Standards



Building Codes:

<i>International Building Code</i>	(IBC)
<i>International Plumbing Code</i>	(IPC)
<i>International Residential Code</i>	(IRC)
<i>International Mechanical Code</i>	(IMC)
<i>International Property Maintenance Code</i>	(IPMC)

Fire Safety Codes:

<i>Uniform Fire Code</i>	NFPA 1
<i>Sprinkler Codes</i>	NFPA 13, 13-D, 13-R
<i>Oil-Fired Appliances</i>	NFPA 31
<i>Gas-Fired Appliances</i>	NFPA 54 and NFPA 58
<i>National Electrical Code</i>	NFPA 70
<i>National Fire Alarm Code</i>	NFPA 72
<i>Life Safety Code</i>	NFPA 101

Other NFPA Codes are also adopted by reference

State Codes:

<u>State Fire Code</u>	Saf-C 6000
<i>New Hampshire RSA's</i>	

Ordinances:

- Laconia Code of Ordinances*
- Laconia Sub-division Regulations*
- Laconia Site Plan Regulations*

Regulations:

- Laconia Fire Department - Fire Alarm Regulations*
- [Laconia Fire Department—Fire Alarm Plan Submittal Requirements](#)
- [Laconia Fire Department—Fire Sprinkler Plan Submittal Requirements](#)
- Americans with Disabilities Act (ADA)*
- Clean Water Act, USEPA*
- Fair Housing Act, USHUD*

All Codes, standards or regulations are current editions.

Helpful Hint



It is suggested that contractors and property owners consider purchasing copies of the code books if they intend to do large or multiple projects.

All building projects are subject to any applicable or required Code, Standard, or Regulation whether listed above or not.

Fees

Code Enforcement Fees:

Building Permits:

One and Two Family Application: **\$100.00**

Plus New Construction per Sq. Ft. **\$0.15**

Addition/Renovation per Sq. Ft. **\$0.15**

Commercial/Multi-Family Under 1000 Sq. Ft. Application: \$100.00

Plus New, Addition/Renovation per Sq. Ft. **\$0.20**

Commercial/Multi-Family Over 1000 Sq. Ft. Application: \$300.00

Plus New, Addition/Renovation per Sq. Ft. **\$0.20**

Garages, Sheds, Decks, Pools: \$50.00

Plus Additional Total Per Sq. Ft. **\$0.15**

Sheds under 150 sq. ft. **Exempt**

Certificate of Occupancy:

Principal Residential **\$50.00**

Principal Commercial **\$100.00**

Accessory Residential **\$25.00**

Accessory Commercial **\$50.00**

Temporary Residential **\$25.00**

Temporary Commercial **\$50.00**

Demolition Permits:

One and Two Family **\$100.00**

Accessory Structure **\$50.00**

Primary Commercial **\$200.00**

Accessory Commercial **\$100.00**

Electrical Permits:

One and Two-Family Residential

Renovation/Repair **\$75.00**

New Building per Unit **\$125.00**

Commercial/Multi-Family: (Based on estimated costs)

\$0 to \$2,000 **\$50.00**

\$2001 to 4,000 **\$80**

Over 4,000 **\$100**

Plus **\$0.50 for each 1,000 over 4,000**

Fees

Health Inspections:

Daycare, up to 12 children	\$20.00
Child Care Centers:	\$40.00
Foster Homes	\$20.00
Re-inspection fee for Health Related Inspections	\$50.00

Fire Department Fees:

Acceptance Testing:

Fire Alarm (Residential)	\$25.00 unit
Fire Alarm (Commercial)	\$50.00 unit
Fire Sprinkler (Residential)	\$25.00 unit
Fire Sprinkler (Commercial)	\$0.03/sq. ft. or \$40.00 unit
Kitchen Suppression System/Hood	\$140.00

Blasting Permits:

Initial	\$60.00
30-day Renewal	\$20.00

Certificate of Occupancy: \$40.00

Gas Appliance - other: \$10.00

Gas-Fired Furnace: \$40.00

Gas Fuel Storage Tank - Above Ground: \$60.00

Gas Fuel Storage Tank - Under Ground: \$60.00

Oil Fired Appliance: \$40.00

Oil Storage Tank: \$40.00

Plan Review:

Residential	\$15.00
Commercial	\$20.00 hr
Fire Alarm	\$20.00
Fire Sprinkler	\$20.00

Re-inspection Fee—Per Occurrence: (Fire) \$50.00

Plan Review:

Residential	\$15.00
Commercial	\$20.00 hr
Fire Alarm	\$20.00
Fire Sprinkler	\$20.00

Re-inspection Fee—Per Occurrence: (Fire) \$50.00

Fees

Licensing Fees:

Entertainment:

Quarterly fee for establishments	\$50.00
One-time events	\$50.00

Outdoor Loud Speaker:

One-time event	\$50.00
Quarter for extended events	\$50.00
Monthly fee for non-profit organizations or one-time event	\$100.00

Pawnbrokers:

Initial application fee	\$100.00
Renewal fee due in January of each year.	\$25.00

Taxi Company:

Annual Fee - Renewable on March 1st of each year	\$100.00
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Taxi Driver:

Annual Fee - Renewable on March 1st of each year	\$25.00
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Planning Fees:

After-the-Fact Applications: Normal Fee

Plus \$500.00 or double the regular application fee, which ever is greater

Abutter Notification per Abutter: \$3.24

Conditional Use Permits per Item: \$100.00

Lot Merger Applications: \$25.00

Minor Site Plan (MSPC) Review: \$100.00

Planning Board Basic Fee: \$200.00

<i>Plus</i> New Commercial Construction per 1000 Sq. Ft.	\$50.00
New Industrial Construction per 1000 Sq. Ft.	\$30.00
New Residential Construction per Unit	\$50.00
Parking or Paving per 1000 Sq. Ft.	\$20.00

Fees

Plot Plan Print:	\$2.00
Recording Fees—Belknap County:	Contact Clerk
Request for Hearing Continuation:	
Initial Request:	\$25.00
Additional Request(s):	\$50.00 each
Request for Extension of Approval:	
Initial Request:	\$25.00
Additional Request(s):	\$50.00 each
Request for Street Acceptance:	\$100.00
Sign Permits per Sign:	\$50.00
Site Plan Fee for New or Expanding Parking Lots:	\$500.00
Sub-division Plan Submittal	\$200.00
<i>Plus</i> For 1-3 Lots per Lot	\$50.00
For over 3 Lots per Lot	\$75.00
Lot Line Adjustments per Every Two Lots	\$50.00
Boundary Line Adjustments per Every Two Lots	\$50.00
Zoning Applications/Re-hearings:	\$125.00
Zoning Petitions:	\$100.00
Public Works:	
Plumbing Permit Fees:	Various
Driveway Permit:	\$35.00
Excavation Permit:	\$75.00
Sewer Connection:	\$75.00
Sidewalk Encumbrance:	\$10.00

Helpful Hint

Additional specialized fees, not listed here, may apply.

Contact the specific department for additional information.

Fees and requirements are subject to change without warning.