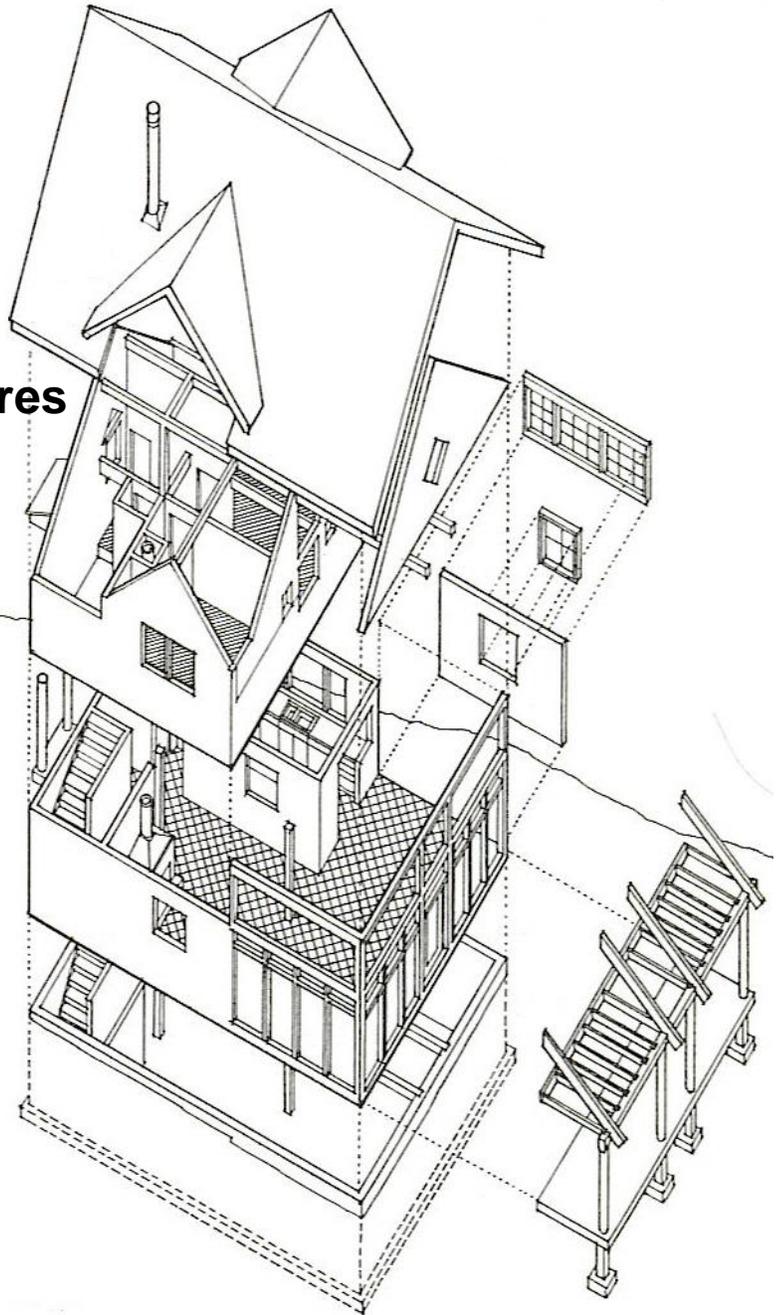


# Laconia Fire Department



## Building Permit Policies & Procedures Handbook

**Residential  
Light Commercial**



*Procedures  
Inspections  
Fees  
Timelines  
Contacts*

848 North Main Street—Laconia, New Hampshire—03246 603.524.6881

# Welcome to the City of Laconia!

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

## Contact Numbers:

|                     |              |                               |
|---------------------|--------------|-------------------------------|
| Assessing           | 603.527.1268 | Reviews, Inspections          |
| Code Enforcement    | 603.527.1293 | Reviews, Permits, Inspections |
| Fire Department     | 603.524.6881 | Reviews, Permits, Inspections |
| Planning Department | 603.527.1264 | Reviews, Inspections          |
| Public Works        | 603.528.6379 | Reviews, Permits, Inspections |
| Water Commission    | 603.524.0901 | Reviews, Permits, Inspections |

 *Clip and Save*

## Getting Started:

### *Initial Phase:*

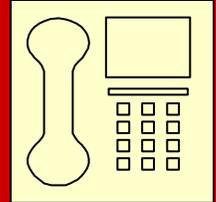
The City of Laconia is one of the largest communities within the state and the largest within the Lakes Region. Our main purpose in conducting building plan/proposal reviews and inspections is to provide the safest community possible. Included in this is the protection of the designers, contractors and you—the final building owner. In order to fulfill this pledge, several city agencies 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 anytime you have any questions or need clarification on a Code or city requirement. The Laconia Fire Department plays an important role in many aspects of completing new buildings or developments within the city. These include:

Plans Review Committee Meeting (PRC I and II).  
Technical Review Committee (TRC).

These reviews are designed for larger commercial or complex residential projects and may not be required for your specific proposal.

A quick check with the Laconia Planning Department will provide this information.





## The Building Permit:

The building permit is the first step for ALL building projects within the City.

Building permits are obtained from the Code Enforcement Office on the second floor of Laconia City Hall at 45 Beacon Street East. These permits may be obtained during normal business hours, Monday-Friday 8:30 a.m. to 4:30 p.m.

The permit consists of a single page form that must be completed and returned to the Code Enforcement Office. In order for the Laconia Fire Department to process your application quickly, all portions of the application that pertain to your building project must be completed. These include:

A complete description of the project.

Map—Block—Lot numbers for the specific property.

The official Statewide E-911 address for the property.

Complete mailing address of the applicant (building owner) with telephone number.

Complete mailing address of the contractor with emergency telephone number.

Additionally, three (3) complete building plan sets for the project must be submitted for review. One of these plan sets will be provided to the Fire Prevention Office for review. Additional information that effect the project should also be submitted at this time. Three (3) sets of all explanatory information is again required.

A fee will be assessed by the Code Enforcement office payable at the time the application is submitted. An additional, separate fee will be assessed and invoiced directly by the Laconia Fire Department. These fees can be a standard a application fee or may be based on the overall building size proposed and the time required to complete the review.

Once the application is deemed complete by the Code Enforcement Office, the plan sets, additional information and signature sheet will be forwarded to other city agencies for review.

It should be noted that some projects, smaller decks, out buildings, pools or stairways may not require review by the fire department for final approval. This is done on a case-by-case basis.

## The Building Permit Review Time Fames:

From the date the application is received at the Fire Prevention Office, the plans must be reviewed and returned to the Code Enforcement Office, either approved or disapproved, with comments, within 20-days, (50-days for commercial projects).

Once all reviews have been received, the Code Enforcement Office will issue the building permit.



## ***Fire Department Special Requirements:***



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 and enforcement of applicable safety Codes and regulations. To this end, the Laconia Fire Department requires permits and inspections of these systems and the building structure itself to ensure compliance.

These requirements include the permitting and inspection of the following:

### Fire Alarm System:

- Plans Review
- Rough-in Inspection
- Final Acceptance

### Fire Protection Sprinkler Systems:

- Plans Review
- Rough-in Inspection
- Final Acceptance

### Gas and Oil-Fired Appliances and Storage Tanks:

- Permitting
- Pressure Testing (completed by installer)
- Final Acceptance Inspection

### Blasting Operations:

- Permitting
- Site Safety Inspection

### Emergency Egress:

- Egress Windows
- Doorways, Hallways and Stairs

### Fire-rated Separations:

- Garage and Living Space
- Separation of Uses or Buildings

### Newly-Installed Chimneys:

Final Certificate of Occupancy Authorization for Code Enforcement:

These permits and inspections are **REQUIRED** by State Law and/or City Ordinance. Inspections must be scheduled by the Administrative Secretary at the Laconia Fire Department from 9:00 a.m. to 12:00 p.m. and from 1:00 p.m. to 3:30 p.m. by stopping by the Laconia Central Fire Station, 848 North Main Street or calling 603.524.6881.

## ***Frequently Asked Questions:***

### ***How long will it take to get my Building Permit?***

Building permits must be approved or rejected by the Code Enforcement Office within 30-days of application (60-days for commercial applications). The complexity of the permit application or proposed construction may require the full review period. However, most permits will be returned under the 30-day time-frame.

### ***If I should have any questions who should I contact?***

You should contact the city department directly using the telephone number provided. For more complex applications, it is suggested that a meeting be scheduled with the primary reviewers prior to submitting the application. This should be coordinated through the Code Enforcement Office.

### ***What are Egress Windows and how do I find out if my windows are compliant?***

Egress windows are windows that are determined to be large enough to allow escape if the primary exit is blocked. The requirements for the windows are found in NFPA 101, *Life Safety Code*, Currently Adopted Edition. The windows are required to provide a clear opening of 5.7 square feet AND no less than 20 inches wide and 22 inches high and no more than 44 inches above the finished floor. The requirement for these windows change when installed in apartments or other type structures. Ask your contractor if the windows provided meet the egress requirement. Please note that failure to install egress windows to Code will result in denial of the Certificate of Occupancy.

### ***Are smoke detectors required?***

In new One and Two-Family Homes, hard-wired, interconnected smoke detectors with battery back-up are required in each sleeping area AND on each level of living, including the basement. The requirements for apartment and other buildings may differ. Please contact the Laconia Fire Department for specific information.

### ***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 appliance and storage tanks, whether they are new or replacements for existing units by State law and City Ordinance and must be obtained from the Laconia Fire Department. Faxed permits will not be accepted and a modest fee is required. By law, these permits shall be obtained PRIOR to any installation. Gas system pressure tests are completed by the installer and a report is forwarded to the fire department. This must be completed in order to schedule an inspection.



## ***Frequently Asked Questions:***

### ***When is a full fire alarm system required?***

Under Section 149 of the Laconia City Ordinances, full fire alarm systems, in compliance with the *Laconia Fire Department, Fire Alarm Regulations*, are required for all new One and Two-Family homes located in certain cluster developments and in all residential buildings containing three (3) or more living units. These requirements vary for light commercial buildings.

Fire alarm plans must be submitted for review and approval and rough-in and final acceptance tests are required.

In lieu of a full fire alarm system, the installation of an approved fire protection sprinkler system may be used. Approval of the Laconia Fire Chief is required along with submittal of design plans, rough-in and final acceptance inspections.

Contact the Laconia Fire Department for more information.

### ***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 a CO inspection. This inspection must be scheduled through our office to ensure a fire inspector is available. A call or notice to the Code Enforcement Office alone will not meet this requirement.

In order to complete the CO inspection, the following items must be completed:

Permitting and inspection of all gas or oil-fire appliances and storage tanks.  
Installation and testing of the fire alarm system and/or smoke detectors.  
Installation and inspection of any fire sprinkler system.  
Interior and exterior door hardware must be installed.  
All required fire-rated separations must be complete.  
Exterior numbers must be provided on the exterior of the building per Code.

Some final acceptance tests such as fire alarms or fire sprinklers can be conducted during the CO inspections. However, when doing so, the fire alarm or sprinkler technician must be present at the inspection to correct any problems or answer questions about the installation.

## Permit and Inspections Fees:

### ***Plans Review:***

|  |          |         |
|--|----------|---------|
| Building Plans-Fire Department (residential) |          | \$20.00 |
| Building Plans-Fire Department (commercial)  | Per hour | \$20.00 |
| Fire Alarm Plans Review                      | Per hour | \$20.00 |
| Fire Sprinkler Plans Review                  | Per hour | \$20.00 |

### ***Permit Fees:***

|   |         |
|---|---------|
| Blasting (per event)  | \$10.00 |
| Blasting (annual)   | \$50.00 |
| Gas or Oil-Fire Appliances                                    | \$10.00 |
| Gas or Oil Storage Tanks (Above Ground less that 1000 gallon) | \$10.00 |
| Gas or Oil Storage Tanks (In-Ground less that 1000 gallon)    | \$25.00 |
| Fire Alarm Master Box   | \$50.00 |

### ***Inspection Fees:***

|  |          |
|--|----------|
| Blasting   | Included |
| Gas or Oil-Fire Appliances                         | Included |
| Place of Assembly                                  | None     |
| Daycare Center                                     | None     |
| Fire Alarm Acceptance Test                         | \$50.00  |
| Sprinkler Acceptance Test                          | None     |
| Certificate of Occupancy (Fire Department)         | \$15.00  |
| Certificate of Occupancy (Other)                   | \$15.00  |
| Re-inspection* (per appliance or other inspection) | \$50.00  |

\* In the event that a re-inspection is required due to no fault of the City of Laconia, a \$50.00 fee will be assessed for each occurrence and shall be paid prior to re-scheduling the inspection.

**The Laconia Fire Department will always attempt to provide you with a specific time when each of our inspections will take place. These times are based on the best information available at the time the inspection is scheduled. However, it must be understood that emergency situations, unannounced or emergency inspections elsewhere and the availability of an inspector may affect these schedules. We request your patience and understanding when scheduling your time for these inspections. In the event an appointment must be canceled, we will make every attempt to notify you as soon as it is apparent we will not be available.**

## Referenced Code, Standards and Regulations:

### Building Codes:

|                                       |       |      |
|---------------------------------------|-------|------|
| <i>International Building Code</i>    | (IBC) | 2003 |
| <i>International Plumbing Code</i>    | (IPC) | 2003 |
| <i>International Residential Code</i> | (IRC) | 2003 |

### Fire Safety Codes:

*Current Editions*

|   |                     |
|---|---------------------|
| <i>Uniform Fire Code</i>                    | NFPA 1              |
| <i>Sprinkler Code(s)</i>                    | NFPA 13, 13D or 13R |
| <i>Installation of Oil-Fired Appliances</i> | NFPA 31             |
| <i>National Fuel Gas Code</i>               | NFPA 54             |
| <i>Liquefied Petroleum Gas Code</i>         | NFPA 58             |
| <i>National Fire Alarm Code</i>             | NFPA 72             |
| <i>Life Safety Code</i>                     | NFPA 101            |

Other NFPA Codes adopted by reference.

### State Codes:

|                                      |       |              |
|--------------------------------------|-------|--------------|
| <i>State Fire Code</i>               | Saf-C | 2003 Edition |
| <i>NH Revised Statutes Annotated</i> | RSA's |              |

### City Ordinances:

*Laconia Code of Ordinances*  
*Laconia Subdivision Regulations*  
*Laconia Site Plan Regulations*

### Regulations:

*Laconia Fire Department, Fire Alarm Regulations, Rev. F*

**All building projects are subject to any applicable or required Code, standard or regulation whether listed here or not.**



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Fax: 603-524-0437

Published by the  
Laconia Fire Department  
Fire Prevention Office

We're on the Web  
[laconiafire.org](http://laconiafire.org)



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