



# BUILDING PERMIT PLAN REVIEW CHECKLIST

Do you have your setbacks? PROPERTY CARD? Drawings/Plans? Please review following CHECKLIST.

City of Laconia Department of Code Enforcement requires the following information to process your plan review in a timely fashion. **Please check all boxes** upon review (N/A for items not applicable to your project). Failure to provide pertinent information will result in disapproving your application.

- For **RESIDENTIAL** submittal, please supply **A PROPERTY CARD** and **four (4) sets** of 11" x 17" drawings or plans, prepared, signed and which bear the seal of a New Hampshire professional engineer or registered architect.
- For **COMMERCIAL** submittal, please supply **A PROPERTY CARD**, **four (4) sets** of **FOLDED** drawings or plans; C or D size plans are acceptable for commercial submittals (please refrain from submitting rolled plans.)
- Plans for all **commercial and multi-family buildings** must bear original seal and signature of licensed professional engineer or registered architect. This requirement applies to ALL commercial installations and may also be required for residential construction as determined by the Director of Code Enforcement.
- **GIS Plot Plan**, available from Planning or Code Enforcement for \$2.00 fee.
- **PROPERTY CARD must be submitted.** Application will be not be accepted without it. This can be obtained from Assessors Office, 1<sup>st</sup> floor-City Hall. You may also obtain this card online at [www.visionappraisal.com](http://www.visionappraisal.com).
- **CONDOMINIUM owners must provide permission from Condo Association.**
- Provide footing detail and foundation details.
- Provide energy code compliance certificate and information (available on-line at [www.puc.nh.gov](http://www.puc.nh.gov))
- Fire alarm system/suppression details and information for all commercial and multi-family buildings.
- Windows and doors be shown and (MUST meet egress, light and ventilation requirements.)
- Indicate use for each space (i.e., bedroom, kitchen, recreation, etc.)
- All new structures and additions to include 'STAKE-OUT' or 'AS-BUILT' surveys as per decision of C.E.O.

**THANK YOU!**



If you have any questions regarding your Plan Review, please contact the Department of Code Enforcement. (603)527-1293 or FAX(603)527-1266

- **PROPERTY CARD-Assessors Office / City Hall** (603-527-1268)
- **Zoning Inquiries - Planning Dept. / City Hall** (603-527-1264)
- **Building Inquiries – Code Enforcement/City Hall** (603-527-1293)
- **Electrical Permit – Code Enforcement/City Hall** (603-527-1293)
- **Fuel Tank Permit - Laconia Fire Dept./**  
Central Station N. Main St. (603-524-6881)
- **Plumbing Permit, Driveway Permit, Sewer Connection Permit -**  
Dept. of Public Works/Bisson Ave. (603-528-6379)
- **Water Permit -Laconia Water Works/Union Ave.** (603-524-0901)

**PLEASE NOTE:** Planning Board and/or Zoning Board approval(s) may be required **BEFORE** your permit is issued. The undersigned agrees to follow all State and Local Laws, Rules, Ordinances and Regulations.

**CODE ENFORCEMENT AND PLANNING/ZONING ARE LOCATED AT CITY HALL IN THE LOWER LEVEL**

REMARKS: \_\_\_\_\_  
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APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_