TOWN OF SWANZEY
Building Permit & Construction Checklist

Code Enforcement Officer: 603-352-7411 ext. 105 | code@swanzeynh.gov

APPLICANTS SHOULD REVIEW ALL RELEVANT TOWN OF SWANZEY ORDINANCES BEFORE PLANNING NEW CONSTRUCTION OR MAKING CHANGES TO ANY STRUCTURE.

Building Permit Application Requirements:

1. Completed building permit application.
2. Building plans.
    a. Plan review and approval is required before a building permit is issued.
3. Site plan, including property line setbacks.
4. State septic design approval when applicable.
5. Driveway permits from the Public Works director or NH Department of Transportation when applicable.
6. Copy of NH Department of Environmental Services Shoreland Permit when applicable.
    a. The following link has more information: https://www.des.nh.gov/land/waterfront-development/protected-shoreland
7. Copy of Zoning Board of Adjustment approvals when applicable.
8. Copy of NH Public Utilities Commission energy certification if applicable.
9. Payment of permit fee per fee schedule.

Inspections:

As required by Code Enforcement. 48-hour prior notice is requested.

1. **Site:** To confirm building footprint, setbacks, and installation of any required erosion control.
2. **Footings:** When footings have been formed and rebar is in place before the concrete is poured.
3. **Foundation:** When foundation walls are formed with rebar in place and before concrete is poured.
4. **Foundation drainage:** When foundation has been sealed and drainage is complete and ready for backfill.
5. **Structure:** When all framing, roof, windows, and doors are installed.
6. **Rough-in**: When plumbing, electrical, HVAC, etc. has been roughed-in before installation.
7. **Insulation:** When insulation has been installed before drywall starts.
8. **Final:** Check completion, as well as code and zoning compliance.
9. **Issue certificate of occupancy/completion**

Items required for Certificate of Occupancy/Completion:

1. Applicable Zoning Board application approvals.
2. Applicable Planning Board application approvals.
3. Driveway final approval.
4. Installation of street number as required for 911.
5. Septic system approval from NH Department of Environmental Services.
6. Swanzey Fire Department approvals if required.

NO BUILDING OR STRUCTURE SHALL BE USED OR OCCUPIED WITHOUT A CERTIFICATE OF OCCUPANCY/COMPLETION. THE APPLICANT IS RESPONSIBLE FOR COMPLIANCE WITH SWANZEY BUILDING AND ZONING ORDINANCES. ANY ADDITIONAL WORK WILL REQUIRE AN APPROVED BUILDING PERMIT OR AN AMENDMENT.

OFFICE USE ONLY

Building Permit Application Requirements	YES	NO	N/A
Completed Application			
Building Plans			
Site Plan			
Zoning Board Approval			
Planning Board Approval			
State Septic Approval			
Driveway Permit			
NHDES Shoreland Permit			
NHPUC Energy Certification			
Payment			