TOWN OF SWANZEY
Building Permit & Construction Checklist

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

Applicant should review the Town of Swanzey's Zoning and Building Ordinances before planning new construction or making changes to any structure.

Items to accompany building permit application:

1) Completed Building Permit Application.
2) Buildable Plans, for construction. (Must be the final draft and complete.)
3) Site (plot) plan including property line setbacks.
4) State septic design Approval for Construction when applicable
5) Copy of Driveway Permit from the Public Works Director for new driveways on all town & state roads. Also a copy of the NHDOT driveway permit for driveways on state highways or roads.
6) Copy of NHDES SWQPA shoreline permit when applicable.
7) Copy of ZBA Variance or Special Exception if required.
8) Copy of NHPUC Energy Certification if required.
9) Payment of permit fee per fee schedule.

Plan review and approval is required before a building permit is issued

Inspections: (As required by Code Enforcement) (48 Hour prior notice 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 & drainage is complete and ready for backfill
5- Structure: When all framing, roof, windows & doors are installed.
6- Rough-in: When Plumbing, Electrical, HVAC & etc. has been roughed-in before insulation.
7- Insulation: When insulation has been installed before drywall starts.
8- Final: Check completion, code and zoning compliance.
9.-Issue Certificate of Occupancy/Completion.

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

Items required for Certificate of Occupancy/Completion:

1) Driveway final approval.
2) Installation of street number as required for 911.
3) Septic system, Approval for Operation from NHDES
4) Applicable Planning Board and/or Zoning Board conditions have been met
5) Swanzey Fire Dept. approvals if required

(Revised 7/11/2016)