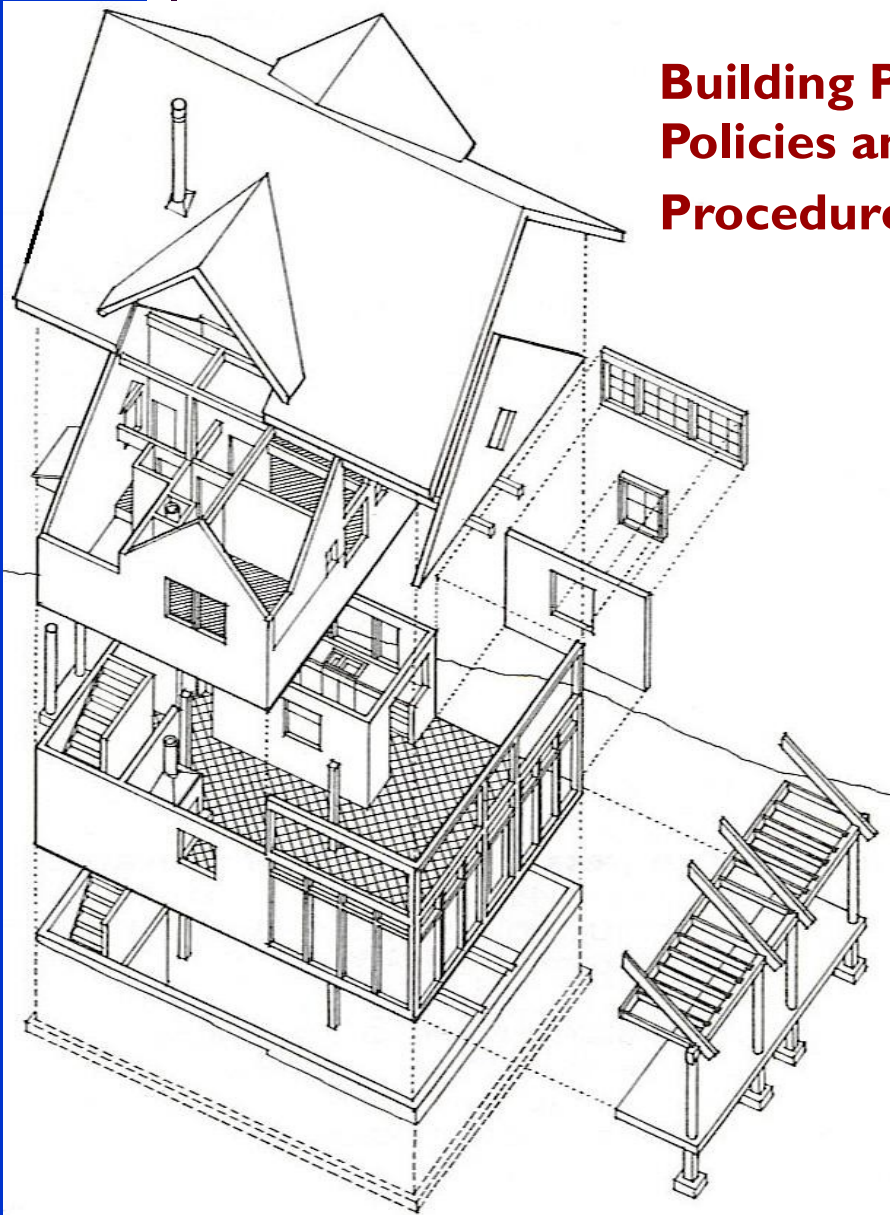


# Laconia Fire Department

Residential—Light Commercial

## Building Permit Policies and Procedures Handbook



848 North Main Street  
Laconia, New Hampshire 03246  
603 524-6881

2010

# 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 project.

## 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 Commission	603 524-0901	Reviews, Inspections, Permits

## Things you need to know:

The City of Laconia is one of the largest communities within 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. The Laconia Fire Department plays an important role in many aspects of completing new buildings or developments within the City. These include:

Minor Site Plan Committee (MSP)  
 Technical Review Committee (TRC)

These reviews are designed 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 Building Permit

The building permit is an important factor in all building projects within the City.

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

- A complete description of the project
- Map-Block-Lot numbers for the specific property
- Official E-911 address number for the specific property
- 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

Additionally, a minimum of three copies of complete building plan sets for the project must be submitted for review. One of these plan sets must be provided to the Fire Prevention Division.

There are fees associated with building permit submissions. Check with each department to obtain their particular fee requirements.

Once the Code Officer determines that the application is complete, they will forward the plan sets to the appropriate departments for review and sign-off.

It should be noted that some small projects, decks, out buildings, pools or stairways may not require review or approval from the fire department.

From the date the application is received at the Fire Prevention Office, the plans must be reviewed and returned to the Code Officer, either approved or denied, with comments, within 20-days (50 days for commercial projects). This time frame is usually substantially less than the maximum allowed.

Once all of the comments and signatures are approved and returned to the Code Officer, the building permit will be issued.

# 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, compliance with the *Life Safety Code* and other applicable Codes and standards. To this end, the Laconia Fire Department requires permits and inspection 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

- 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:

- Installation

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 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

### ***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. 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. These dimensions also apply to apartment buildings. Where the windows are existing, the minimum opening allowed is 20 inches wide by 24 inches high. Building with residential sprinkler systems are not required to comply with this section of the Code.

### ***Are smoke 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 building and all rental units, a hard-wired smoke and CO detector are required, one in each living unit, basement or other common area.

### ***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.

# Frequently Asked Questions

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

Under 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. The requirements vary for light commercial occupancies.

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?***

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 a SUPERVISED residential sprinkler, connected to a full 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.

## ***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

# Referenced Codes and Standards

## Building Codes:

*International Building Code* (IBC)  
*International Plumbing Code* (IPC)  
*International Mechanical Code* (IMC)  
*Property Maintenance Code* (IBC)

## Fire Safety Codes:

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

Other NFPA Codes are also adopted by reference

## State Codes:

*State Fire Code* Saf-C 6000  
*New Hampshire RSA's*

## Ordinances:

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

## Regulations:

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

**All Codes, standards or regulations are current editions.**

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