

# Town of Bow, New Hampshire COMMERCIAL BUILDING PERMIT AND PLAN SUBMITTAL REQUIREMENTS

## NEW BUILDING AND/OR ADDITION

Completed [Building Permit Application \(PDF\)](#) **must** accompany all plan submittals. Allow a **minimum of fourteen (14) business days for review of completed plan packets and permit issuance**. Omission of any required information may cause delay with plan review and permit issuance.

### APPLICANT TO SUBMIT THE FOLLOWING:

- Written approval of property owner if, different than applicant, shall be submitted.
- Two (2) sets of building material and equipment device specifications and one (1) set of structural calculations. The plans shall be in compliance with [the New Hampshire Building Code](#) and reflect any Planning Board and/or Zoning Board approvals and stipulations.
- Plans shall be accompanied by a Code Evaluation Summary completed by a New Hampshire licensed design professional.

### EACH PLAN SET SHALL INCLUDE THE FOLLOWING WHEN APPLICABLE:

- Architectural
- Structural
- Plumbing
- Electrical
- Mechanical/HVAC
- Gas Piping (If Applicable)
- Fire Alarm (If Applicable)
- Fire Suppression (If Applicable)
- Site/plot plan

### PROJECTS REQUIRING AN ARCHITECT'S STAMP ARE LISTED BELOW. THE ARCHITECT MUST STATE COMPLIANCE WITH THE [NEW HAMPSHIRE ENERGY CODE](#) AND SUBMIT CALCULATIONS (COMCHECK).

- New commercial construction, alterations or change of use to places of assembly (restaurants, nightclubs, bars, churches, etc.)
- Multi-family dwellings (over two units)
- Plans that add units to existing multi-family dwellings
- All other projects as required by the **architectural licensing law for the State of NH**

### ENGINEERING PRODUCT REQUIREMENTS

**Projects utilizing engineered products (beam, truss, LVL, etc.) shall submit the following:**

- Product specifications and drawings are required to be stamped by the design engineer.
- Manufacturer product and installation specifications shall be submitted for engineered lumber (truss, LVL, micro-lam, etc.)
- A Statement of Special Inspections (Refer to Chapter 17 of the IBC) shall be completed for all plans required to be designed by a registered design professional
- Electrical, plumbing, and mechanical drawings require a stamp by a NH licensed
- Engineer registered in the respective disciplines.
- Sign permit(s) may be required for designs and artwork on building elements.

- The Bow Building Department, at its discretion, reserves the right to require any project submittal, due to square footage, complexity or time constraints, be accompanied by a plan review conducted by **an approved third party agency**.
- Prior to Certificate of Occupancy, one (1) set of as-built plans, bound or stapled in an appropriate order (Minimum size 11 inches x 17 inches. Maximum size 30 inches x 42 inches) **and** 1 Compact Disc in pdf format shall be submitted to the Building Department. The code official may, at his or her discretion, waive specific requirements on a case by case basis.

## INTERIOR FIT-UP - ALTERATION / RENOVATION

Building Permit Application (PDF) **must** accompany all plan submittals. Allow a **minimum of fourteen (14) business days for review of completed plan packets and permit issuance**. Omission of any required information may cause delay with plan review and permit issuance.

### APPLICANT TO SUBMIT THE FOLLOWING:

- Written approval of property owner, if different than applicant.
- Two (2) sets of floor plans, bound or stapled, and drawn to scale with dimensions (Minimum size 8.5 inches x 11 inches). Include accessory areas (storage, electrical, etc.). When applicable, include two (2) sets of building material and equipment device specifications and one (1) set of structural calculations. The plans shall be in compliance with New Hampshire Energy Code and reflect any Planning Board and/or Zoning Board approvals and stipulations. Specific requirements for new buildings or additions may also apply.

### EACH PLAN SET SHALL INCLUDE THE FOLLOWING WHEN APPLICABLE:

- |                 |                                    |
|-----------------|------------------------------------|
| ▪ Architectural | ▪ Mechanical HVAC (if applicable)  |
| ▪ Plumbing      | ▪ Fire Alarm (if applicable)       |
| ▪ Structural    | ▪ Gas piping (if applicable)       |
| ▪ Electrical    | ▪ Fire Suppression (if applicable) |

### PROJECTS REQUIRING AN ARCHITECT'S STAMP ARE LISTED BELOW. THE ARCHITECT MUST STATE COMPLIANCE WITH THE NEW HAMPSHIRE ENERGY CODE AND SUBMIT CALCULATIONS (COMCHECK):

- New commercial construction, alterations or change of use to places of assembly (restaurants, nightclubs, bars, churches, etc.)
- Multi-family dwellings (over two units)
- Plans that add units to existing multi-family dwellings
- All other projects as required by **the architectural licensing law for the State of NH**.

### AS A MINIMUM, PLANS SETS SHALL NOTE:

- Square footage of existing building; include number of stories
- Square footage of existing space
- Use of existing and proposed space
- Square footage of proposed area of work
- Use of adjacent (each side, above, below) units (tenants) if applicable
- Type of existing and proposed construction materials
- Occupancy load of proposed use
- Means of egress and associated door size, hardware, etc.
- Fire stopping materials (include UL system number if applicable)
- Interior finishes (wall, floor, and ceiling ratings) if applicable

- Door and window schedule (If applicable)
- Locations of emergency backup fixtures (lighting, exit signage, etc.)
- Presence of fire alarm system and location of fire alarm panel
- Presence of sprinklers and riser location

#### ENGINEERED PRODUCTS REQUIREMENTS

**Projects utilizing engineered products (beam, truss, LVL, etc.) shall submit the following:**

- Product specifications and drawings are required to be stamped by the design engineer.
- Manufacturer product and installation specifications shall be submitted for engineered lumber (truss, LVL, micro-lam, etc.) When applicable plans shall be accompanied by a code evaluation summary completed by a New Hampshire licensed design professional.
- The Bow Building Department, at its discretion, reserves the right to require any project submittal due to square footage, complexity or time constraints be accompanied by a plan review by **an approved third party agency**.
- Sign permit(s), artwork and written approval of property owner, if different than applicant, shall be submitted. The code official may, at his or her discretion, waive specific requirements on a case by case basis

## CHANGING THE OCCUPANCY & USE OF A BUILDING

Completed [Building Permit Application \(PDF\)](#) **must** accompany all plan submittals. Allow a **minimum of fourteen (14) business days for review of completed plan packets and permit issuance**. Omission of any required information may cause delay with plan review and permit issuance.

#### APPLICANT TO SUBMIT THE FOLLOWING:

- Two (2) sets of building plans, bound or stapled, (Minimum size 11 inches x 17 inches. Maximum size 30 inches x 42 inches) to include two (2) sets of building material and equipment device specifications and one (1) set of structural calculations. The plans shall be in compliance with [New Hampshire Energy Code](#) and reflect any Planning Board and/or Zoning Board approvals and stipulations.

#### EACH PLAN SET SHALL INCLUDE:

- |                   |                                    |
|-------------------|------------------------------------|
| ▪ Architectural   | ▪ Gas Piping (if applicable)       |
| ▪ Structural      | ▪ Fire Alarm (if applicable)       |
| ▪ Plumbing        | ▪ Fire Suppression (if applicable) |
| ▪ Electrical      | ▪ Site/plot plan                   |
| ▪ Mechanical/HVAC |                                    |

**PROJECTS REQUIRING AN ARCHITECT'S STAMP ARE LISTED BELOW. THE ARCHITECT MUST STATE COMPLIANCE WITH THE [NEW HAMPSHIRE ENERGY CODE](#) AND SUBMIT CALCULATIONS (COMCHECK).**

- New commercial construction, alterations or change of use to places of assembly (restaurants, nightclubs, bars, churches, etc.)
- Multi-family dwellings (over two units)
- Plans that add units to existing multi-family dwellings
- All other projects as required by **the architectural licensing law for the State of NH**

Projects utilizing engineered products (beam, truss, LVL, etc.) shall submit the following:

- Product specifications and drawings are required to be stamped by the design engineer.
- Manufacturer product and installation specifications shall be submitted for engineered lumber (truss, LVL, micro-lam, etc.)
- A Statement of Special Inspections (Refer to Chapter 17 of the IBC) shall be completed for all plans required to be designed by a registered design professional.
- Plans shall be accompanied by a Code Evaluation Summary completed by a New Hampshire licensed design professional.
- Electrical, plumbing, and mechanical drawings require a stamp by a NH licensed engineer registered in the respective disciplines.
- The Bow Building Department, at its discretion, reserves the right to require any project submittal, due to square footage, complexity or time constraints, be accompanied by a plan review conducted by **an approved third party agency**.
- Prior to Certificate of Occupancy, one (1) set of AS-BUILT plans, bound or stapled in an appropriate order (Minimum size 11 inches x 17 inches. Maximum size 30 inches x 42 inches) **and** 1 Compact Disc in PDF format shall be submitted to the Building Department.
- Sign permit(s), artwork and written approval of property owner if, different than applicant, shall be submitted. The code official may, at his or her discretion, waive specific requirements on a case by case basis.

## TIME LIMIT EXCEPTIONS

### SPECIAL EXCEPTIONS, VARIANCES, & CONDITIONAL USE PERMITS

With the exception of approvals for excavation (which are granted for a duration of three (3) years pursuant to Article 7, Section 7.15 Excavation of Earth Materials) Conditional Use Permits issued by the Planning Board or Special Exceptions and Variances issued by the Zoning Board of Adjustment shall automatically expire two (2) years after the date of approval if at that time:

- The Conditions of approval have not been met; or
- Any related state of local permit or approval is outstanding; or
- The action authorized by the land use board(s) has not commenced

## GAS PIPING & GAS FIRED APPLIANCES

### APPLIANCE REQUIREMENTS

The following requirements shall apply to all Commercial Natural and Propane Gas pipe and new gas fired appliance installations. Completed [Gas Pipe Installation Permit \(PDF\)](#) application **must** accompany all plan submittals. Allow a **minimum of fourteen (14) business days for review of completed plan packets and permit issuance**. Omission of any required information may cause delay with plan review and permit issuance.

### APPLICANT TO SUBMIT THE FOLLOWING:

- Two (2) sets of gas piping plans (maximum size 30 inches x 42 inches), bound or stapled, drawn to scale with dimensions.
  - Plans shall show piping material, location and piping sizes including branch lines.
  - Indicate how combustion air is being achieved, show how venting of appliances is being achieved.
  - Two (2) sets of appliance/equipment specifications.
  - Two (2) sets of appliance gas load calculations in cubic feet per hour
- The code official may, at his or her discretion, waive specific requirements on case by case basis.

## SIGNS

Town of Bow Zoning Ordinance states that no sign may be erected, placed, replaced, moved, enlarged illuminated or altered without a permit. The only exceptions are for construction site identification signs (with restrictions); temporary signs indicating for sale, lease, or rent (one sign per lot, not to exceed 4 square feet); historic marker signs; and incidental signs directing traffic on private property (not to exceed two square feet, and no advertising matter).

Completed [Sign Permit Application \(PDF\)](#) **must** accompany all submittals. Allow a **minimum of ten (10) business days for review of completed packets and permit issuance**. Omission of any required information may cause delay with plan review and permit issuance.

## REQUIREMENTS

### Applicant to submit the following:

- Written approval of property owner, if different than applicant
- Total area of the proposed sign(s) in square feet
- Proposed support structure for the proposed sign(s)
- Proposed sign structure height
- Setback(s) of the proposed sign(s) if applicable
- Location of the proposed sign(s)
- Relationship of the proposed sign(s) to the property on which the proposed sign(s) is to be located and/or the building thereon;
- Approved site plan indicating locations and sign details if applicable.
- Photograph of existing signage, including dimensions drawn onto the photograph; provided, however, for multi-unit properties, condominiums and the like, the applicant need only submit a photograph detailing existing signage for the Applicant's particular unit
- Material from which the proposed sign(s) is to be constructed
- Design information such as illumination, animation, function and other essential characteristics of the proposed sign(s)

For the complete Sign Ordinance, please refer to Article 8 of the Town's [Zoning Ordinance \(PDF\)](#).