

# BULLETIN

## Permitting Tips

(03/2015)

**This bulletin is to make you aware of issues that have been identified by the City or other retailers and suggest Tenant's architect and engineer pursue further as it relates to Tenant's contract documents.**

- For additional information regarding City websites and other permitting information contact them directly at the following web site:

<http://www.townofsalemnh.org/building-division>

- Typical permit review time is 6 - 8 weeks.
- To expedite permit times, the City recommends using a Third Party Reviewer. Documents are attached for this process.

## **Town of Salem Building Department Voluntary Third Party Plan Review Program**

### **Objective:**

Plan review for large and/or complex projects consumes a significant amount of Building Department staff time and stretches the limited resources of the Department. In addition, allocation of the Department's resources for these types of projects diminishes the ability of staff to provide the best level of service to the general permit applicant, including homeowners and small businesses, and can result in permitting delays that are inconvenient and costly to all customers. A Voluntary Third Party Plan Review Program, which allows large and/or complex projects to be submitted to a qualified Third Party Plan Reviewer ("Third Party") as an alternative to the Department's standard plan review process, is a proven method to reduce permitting turnaround time, allow the limited resources of the Department to be allocated more efficiently, and ultimately improve the customer experience.

### **How the program works:**

The building owner, occupant, or an authorized agent (collectively "Permit Applicant") hires a qualified Third Party capable of handling each type of review (as required): building, mechanical, plumbing, electrical, accessibility, energy and fire. A list of pre-qualified Third Parties is provided for reference or the Permit Applicant may select a Third Party of their choice. Note that prior to hiring a Third Party to perform plan review under this program it is required that they be pre-qualified by the Chief Building Official.<sup>1</sup>

Once a qualified Third Party is selected and retained by the Permit Applicant, as many copies of the construction documents as required by the Third Party are submitted directly to the Third Party for review. Note that it is the responsibility of the Permit Applicant to pay the Third Party directly and provide the Third Party with all required construction documents. These documents must meet the requirements contained in the applicable New Hampshire State Building and Fire Codes ("Codes") and must also meet the Department submission standards.

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<sup>1</sup> If the Permit Applicant chooses to engage a Third Party that has not been pre-qualified, the proposed Third Party must provide the Chief Building Official with the resume(s) of the individual(s) that will be reviewing the project. The individual(s) must have a combination of professional licenses, certifications (such as ICC certifications) and plan review experience to ensure that the project is in compliance with all applicable codes and regulations. In addition, the Third Party must prove that there are no conflicts of interest with the Permit Applicant and/or any contractor or design professional associated with the project. The Town of Salem, acting through its Chief Building Official, reserves the right to qualify or disqualify any Third Party in its sole discretion.

Once submitted to the Third Party, it is the Third Party's responsibility to determine if the construction documents meet the applicable Codes. In addition, the Third Party must compare the construction documents to all approved Planning Board plans, if any.

Once the plans meet all Codes (and any Planning Board requirements) the Third Party shall stamp the plans "Reviewed for Code Compliance" and submit the same to the Department with a transmittal letter, a complete copy of the plans that were reviewed, and a recommendation for acceptance by the Department. In addition, the Third Party shall provide the Department with copies of all review notes and/or analysis, comments, and any correspondence between the Third Party and the Permit Applicant, design professional(s) and contractor(s) to be included in the public record. Note that the record plan set submitted by the Third Party shall be signed and sealed by the design professional(s) as required by New Hampshire state law. These plans must also include all details required by the Department submission standards. In addition, there shall be an attached copy of either REScheck or COMcheck (as appropriate) with a list of required inspections, signed and sealed by the design professional who prepared it.

When all of the above-described documents have been submitted to the Department and when the building owner, developer or contractor has submitted a complete permit application and two duplicate sets of the plans that match the plans reviewed by the Third Party Reviewer, the Department will conduct a quality control review to determine the completeness and accuracy of the submittal. The Department reserves the right to reject reviews which are incomplete or in the opinion of the Department are in error. If the review is found to be complete, the Department will then issue the building permit upon payment of fees and receipt of approval from other Town departments, if required.

**Town of Salem Building Department  
Voluntary Third Party Plan Review Program**

**THIRD PARTY PLAN REVIEWERS**

Sal Moccia, P.E.  
Hampstead Consultants, Inc.  
P.O. Box 958  
E. Hampstead, NH 03826  
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TOWN OF SALEM

VOLUNTARY THIRD PARTY PLAN REVIEW POLICY  
ACKNOWLEDGMENT AND INDEMNIFICATION

1. **Acknowledgement.** This Acknowledgment and Indemnification is executed by the undersigned as consideration for registration as a Third Party Plan Reviewer (“Third Party”) to perform plan review services for construction projects in the Town of Salem. The Third Party acknowledges receiving a copy of the Town of Salem Voluntary Third Party Plan Review Policy (“Policy”), and understands that it contains important information regarding expectations, responsibilities and obligations of a Third Party participating in the Voluntary Third Party Plan Review Program (“Program”). The Third Party agrees to abide by and conform to the rules, policies, and procedures set forth in the Policy and acknowledges that if the Third Party fails to do so, it may be removed from the Program at the sole discretion of the Chief Building Official for the Town of Salem.

2. **Indemnification.** The Third Party does hereby covenant and agree to waive all claims, release, indemnify, defend and hold harmless the Town of Salem and all of its officials, officers, agents and employees in both their public and private capacities, from any and all liability, claims, suits, demands or causes of action including all expenses of litigation and/or settlement which may arise from the Third Party’s acts or omissions or the acts or omissions of the Third Party’s employees, agents or subcontractors relating to the performance of plan review services for construction projects in the Town of Salem under the Program.

3. **No Employment Relationship.** The Third Party agrees to contract directly with the Permit Applicant for performance of plan review services, on terms agreed to by the parties. The Third Party shall not be deemed an officer, agent, employee or subcontractor of the Town of Salem. The Town of Salem shall have no liability to the undersigned or to any person retained by the undersigned, including but not limited to liability for payment for services.

THIRD PARTY

By: \_\_\_\_\_

Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

Title: \_\_\_\_\_

## **TOWN OF SALEM BUILDING DEPARTMENT**

### **MINIMUM SUBMISSION REQUIREMENTS FOR THIRD PARTY REVIEW**

#### **SITE PLANS /OTHER:**

The following site plans/other plans must be provided as the information may relate to the particular project.

- Provide copies of the signed, approved site plans and building elevations (if Planning Board approval is required).
- The construction documents submitted with the application for permit shall be accompanied by a site plan showing to scale the size and location of new construction and existing structures on the site, distances from lot lines, the established street grades and the proposed finished grades and, as applicable, flood hazard areas, floodways, and design flood elevations. All such site plans shall be drawn in accordance with an accurate boundary line survey. In the case of demolition, the site plan shall show construction to be demolished and the location and size of existing structures and construction that are to remain on the site or plot. These drawings must match the approved Planning Board site plans.
- Within the regulatory flood plain, the lowest floor elevation (including basement). For fully enclosed areas below the design flood elevation show compliance with ASCE 24 (2.6.2.1 and 2.6.2.2) and for any building constructed with any part of the structure below the regulatory flood plain elevation, dry flood-proofing in compliance with ASCE 24.
- Soil boring and geotechnical report.
- Sealed copy of COMCheck including required inspections.

#### **ARCHITECTURAL PLANS:**

Architectural plans signed and sealed as required by New Hampshire state law with the following information must be provided as the information may relate to the particular project.

- There shall be, on a cover sheet, indications of the design parameters for loading, wind, seismic, snow, flood etc and the codes used for design (including edition).
- There shall also be on the cover sheet a code review summary of the plans to be reviewed to include occupancy, occupant loads and calculations, construction type, compliance with height and area requirements and any height and area calculations, or exceptions.
- All plans must be drawn to scale (1/4" = 1 foot) and fully dimensioned. (Plans done in pencil are not accepted.) The minimum plan size is 24" x 36" (unless all of the work can be shown on smaller pages maintaining a 1/4" scale) and you are required to submit three sets at minimum of all plans and all documents. The contractor will be required to utilize for construction and inspections the permit set that has been stamped "Reviewed for Code Compliance." If the contractor needs more than one set for construction, you should submit additional duplicate sets.
- The applicant shall provide a statement of structural tests and special inspections prepared by the licensed architect or engineer in accordance with Chapter 17 of the State Building Code. All contractors will be required to submit a written statement of responsibility to the

Department and the owner prior to the commencement of work on the system or component. Special inspections are mandatory for penetrations of rated assemblies, fire proofing and all smoke/fire dampening.

- If appropriate for the proposed occupancy, submit complete data on types and amounts of materials to be stored, processed, manufactured or used in the manufacturing of products in this facility. State if such materials are corrosive, poisonous, under pressure, in a liquid or gaseous state, radioactive or other relevant properties.
- A letter of certification and cut sheets of fire resistance must accompany all fabric awnings or canopies from the manufacturer. Fabric awnings and canopies must meet the ground snow loads and be constructed to support all live and dead loads as specified in the State Building Code as adopted by the Town of Salem.
- Provide a Life Safety Plan showing means of egress, travel paths, travel distances, fire protection and fire detection systems. Provide the calculations for the means of egress widths for the entire floor occupancy load and the exiting capacity of all exits including all stairs, doors, corridors and ramped exits.
- Provide architectural floor plans of each floor showing the location and ratings of all walls proposed for the project including shafts.
- If the building is subject to Fair Housing show each unit to readable scale in each configuration with all clearances shown.
- Show all details required to demonstrate compliance with Chapter 11 of the State Building Code, including slopes and clearances both interior and exterior. Said details must also comply with NH RSA 155-A: 5, 5-a, and 5-b.
- Provide wall legends showing material sizes, construction, and each type of rated and non-rated wall where the walls terminate (deck or membrane) and reproduce all applicable UL/FM details for the walls on the drawings.
- The square footage of each floor must be shown on the corresponding floor plans.
- As applicable to the project, provide all UL floor and ceiling and ceiling and roof fire-rated design assemblies. All applicable UL/FM penetrating procedures used to maintain the integrity of the rated assemblies must be detailed for each type of penetration. The penetration details must be exactly as tested by an approved testing laboratory or agency and they must include their system
- The names and uses of each room must be provided.
- A door schedule that defines all doors (with ratings if applicable), frames (with ratings if applicable), and hardware (with ratings if applicable and hardware to meet accessibility requirements) shall be provided.
- An elevation with dimensions, defining overall building height, floor-to-floor heights, or heights to ridge and eave as applicable to the type of building construction proposed should be shown. These elevations must be compared to the elevation approved by the Planning Board for consistency.
- A roof plan showing roof slopes, primary and secondary drainage system, if applicable to the project must be provided.
- Provide exterior wall envelop/covering details (i.e. veneers, siding, exterior insulation) and finish systems, architectural trim details, cornices, soffits, fascias etc.) Provide flashing

details at windows, doors, chimneys, roof intersections, etc. Provide details on attachment methods.

- For assembly occupancy only, provide two (2) drawings showing the seating layout for determination of occupancy posting.
- Provide roofing details (i.e. materials, fire classification, performance requirements, flashing details, attachment method, etc.)
- If the plans to be submitted are for a “shell building,” show all proposed plumbing, HVAC and electrical rough-in work (if any is to be included) on the plans. Tenant walls must not be constructed under “shell only” permit and must not be shown on the shell drawings.
- If masonry construction is proposed, include the following information:
  - Type of brick ties and spacing of weep holes
  - Beam and column locations
  - Control joints
  - Location of all reinforcement
  - Placement of wall flashing
  - Materials proposed
- If a floor slab vapor barrier is included it must be shown.
- For pre-engineered metal buildings, submit the manufacturer’s letter of engineering certification, an engineered sealed foundation plan and complete architectural plans. The letter of engineering certification shall state the model number, size and design loads for the building. The letter also should state that the structural integrity of the building will be maintained as shown in the architectural plans and that the building meets the live and dead loads for Salem, New Hampshire. These loads must be stated in the correspondence. A registered architect or professional engineer must design the foundation plans and show the size and reinforcement of footings or turn-down slab and reaction loads for all columns. Also specify reinforcing, bolt pattern and bolt sizes and all connections for the building. Metal building drawings and columns reactions shall be submitted.

### **STRUCTURAL PLANS:**

Structural plans signed and sealed as required by New Hampshire state law with the following information must be provided as the information relates to the particular project.

- The loads, codes and code edition used for design.
- Provide complete footing and foundation plans.
- A footing schedule defining footing sizes and the required reinforcing must be provided.
- The established footing depth below grade must be shown.
- The thickness of the floor slab and size of reinforcing must be shown.
- Provide location, size and amount of reinforcing steel.
- Show foundation corner reinforcing bars and minimum overlapping (as applicable to project structure).
- Provide strength of concrete according to design.



- Wood beams, joists, girders, headers rafters and/or truss design and layouts (with reactions shown) and details of connections must be shown.
- The sizes, species, and design strength of all members must be provided.
- All steel columns, girders, joists, purlins, beams and base plates.
- Masonry details including grouting, beams, columns including strength of materials and reinforcement.
- A complete lintel schedule must be provided if lintels are used.
- Indicate the type of anchoring for steel bearing directly on masonry.
- Complete shop drawings for precast concrete and masonry units shall be submitted.
- The total of dead and live loads for floor areas, roofs, balconies, porches, breezeways, corridors, stairs, mezzanines and platforms must be shown. Also show concentrated loads, such as file rooms, machinery and fork-lift areas.
- Shear walls, bracing, strapping, fastening, reinforcement and any special anchoring required.
- Indicate on roof framing plan where concentrated loads (such as mechanical equipment, cranes, etc.) may be placed.
- Complete structural plans for canopies over entrances, and exterior exit stairs should be included in the submittal.

#### **PLUMBING PLANS:**

Plumbing plans with the following information must be provided as the information relates to the particular project:

- Indicate all supply and waste piping on the plans for each floor, with riser drawing.
- Indicate roof drainage plan including secondary drainage system on the roofing as well as calculations for leaders, with riser drawing.
- A fixture and equipment schedule as well as supply and waste/vent riser diagrams must be provided for all units on all floor levels.
- The number of water closets must be shown for each sex with their locations indicated on each floor plan. Calculations must be shown for fixture distribution for each floor area.
- Grease interceptors (as applicable to project) shall be provided and sized by the flow rate per minute.
- Detail types and location of backflow devices.

#### **MECHANICAL/GAS PLANS:**

Mechanical plans with the following information must be provided as the information on the plans relates to the particular project.

- Mechanical floor plans must be provided for each floor.
- The size of all duct runs must be clearly labeled and delineated on the drawings as well as the location of all detectors and dampers.
- Disconnect for fan shutdown must be indicated on the plans.

- The location and installation details of all fire dampers, smoke dampers and fire doors must be provided.
- All fire-rated walls must be shown on each applicable floor plan with a corresponding wall legend.
- Complete Energy Summary Sheet.
- Required systems and ventilation rates per ASHRAE 2001. (Note number of occupants per ASHRAE 2001)
- Refrigerant system requirements as per ASHRAE 34-2004. Identify if the refrigerant creates a hazardous location as defined in Article 500 of the National Electric Code.
- Commercial kitchen equipment drawings if submitted shall be sealed by a licensed architect or engineer. Calculations to show CFMs and makeup air required and the method of isolation of equipment (shunt trip, gas valve).

### **ELECTRICAL PLANS:**

Electrical plans with the following information must be provided as the information relates to the particular project:

- Provide power plans for each area. Indicate all device & equipment locations/ direct hook-ups. Show and size all equipment disconnects.
- Provide lighting plans (on reflected ceiling plans) for each area. Indicate control locations, fixture & lamp types, # of lamps and ballasts, and voltage of operation.
- Provide locations of all services, service disconnects, panels, transfer switches, generators transformers and distribution equipment.
- Provide all panel schedules. Include branch wiring and O.C. device size(s).
- Both 'connected' and 'code' load calculations for all panels, busses, feeders, generators, and services.
- A single line-riser diagram (NEC 215-5), showing service and feeder wire, equipment grounds, conduit, and O.C. device sizes, fuse types, max. available fault current, and equipment & device bracing. Include transformer sizes, grounding electrode conductors and grounding bonding jumper sizes and identify grounding electrodes to be used.
- Location of all services [NEC 230-2 (with plaques if required)] to show compliance with NEC 230-70a.
- Wiring methods to be used including conductor material & insulation types, and conduit types. All wire terminations and equipment are rated for 75 degrees C minimum.
- All life safety requirements, such as fire alarm systems and special power requirements with locations of exit signs and emergency egress illumination. Single line-riser diagram showing panel(s) and devices for fire alarm systems. In addition, a separate Fire Alarm Permit is required, issued by the Fire Department.
- If applicable, a note on plans indicating that no hazardous materials are stored or used on premises and that no area is deemed a hazardous area per NEC definitions.
- It is suggested that plan details required as to NEC Chapter 5 (Special Occupancies), Chapter 6 (Special Equipment), or Chapter 7 (Special Conditions), should be discussed with the department in advance of plan submittal.

## **FIRE PROTECTION PLANS**

Fire Protection plans with the following information must be provided as the information relates to the particular project.

- Floor plans showing sprinkler-piping layout, pipe sizes, pipe hanger details, piping materials, doors, walls and room identities must be provided seismic bracing requirements. A clear floor plan or a life safety plan to show compliance with NFPA 101 for egress.
- Ceiling plans showing sprinkler heads layout, walls, soffits, openings, doors, dimensions and room identities must be provided.
- Sprinkler design data sheet must be completed and included on the first sheet of the sprinkler drawings.
- Verify the system design by providing hydraulic calculations or pipe schedule along with the following information:
  - Recent water flow test
  - Fire pump summary
- All fire-rated walls must be shown on each applicable floor plan along with a corresponding wall legend.

## **ENERGY CONSERVATION:**

- COMCheck (forms are available on line at [www.energycodes.gov/comcheck/](http://www.energycodes.gov/comcheck/)).
- Energy Code Compliance: Submit COMCheck forms and inspection sheets. Details shall include building envelope requirements, building mechanical systems and specs, water heating systems and specs, electrical power and lighting systems.
- Compare Code and ensure compliance:
  - Ceiling Components
  - Wall Components
  - Floor and Foundation Components
  - Fenestration area 40%
  - Prescriptive practice
  - Total building performance
  - ASHRAE/IES NA 90.1
  - Low energy buildings
    - Peak energy use < 3.4 Btu/h • ft<sup>2</sup> (1.0 W/ft<sup>2</sup>)
    - Unconditioned
  - Materials, systems, equipment
  - Fenestration product rating
  - Foundation insulation
  - Information on construction documents

**Town of Salem Building Department  
Voluntary Third Party Plan Review Application**

Voluntary Third Party Plan Review is a private option the Town of Salem Building Department offers that may be used by a Permit Applicant seeking more expedient service than our normal plan review process may accommodate. **Voluntary Third Party Plan Review must be pre-approved by the Building Official.** Additional fees and coordination will be required between the Permit Applicant and the Third Party Plan Reviewer ("Third Party"). Smaller projects may not realize a time savings when choosing this option.

Building address: \_\_\_\_\_ Type of construction: \_\_\_\_\_  
Scope of permit: \_\_\_\_\_ Type of occupancy: \_\_\_\_\_

Permit applicant (print): \_\_\_\_\_ Telephone: \_\_\_\_\_  
Email address: \_\_\_\_\_

***By initialing and signing the following, the permit applicant understands and agrees to each of the following:***

\_\_\_\_\_ I understand that other Town of Salem/State of New Hampshire approvals and/or inspections may still be required.

\_\_\_\_\_ I understand that that I am responsible for delivering the required number of plan sets to the Third Party. When the Third Party plan review is completed, it is my responsibility to return three sets of approved stamped plans/documents to the Building Department for final review and processing prior to permit issuance.

\_\_\_\_\_ I understand and agree the Town of Salem's fees may not be waived or reduced because of my election to utilize third party plan review for this permit application. I understand I will also compensate the private plan reviewer for their service directly.

\_\_\_\_\_ I understand substantial changes, or deferred submittals, after issuance of the building permit, shall be reviewed by the same private plan reviewer, paid for directly by the permit applicant and may require additional Town of Salem approvals.

\_\_\_\_\_ I understand and agree this application is elective and purely voluntary, and by willingly choosing to participate in this alternative plan review process I agree to save, indemnify and hold harmless the Town of Salem against liabilities, judgments, costs and expenses which may in any way accrue against said Town in consequence of granting this application.

I wish to contract with the following pre-qualified Third Party: \_\_\_\_\_

**By my signature below, I affirm that I have read, understand and agree to the provisions of this application and the Town of Salem Voluntary Third Party Plan Review Program:**

Permit Applicant

By: \_\_\_\_\_  
Signature

**Town of Salem Building Department  
Voluntary Third Party Plan Review Program**

**Instructions**

1. Review the *Town of Salem Third Party Plan Reviewers* list included with this form. If you wish to use a firm/individual not listed, please contact the Chief Building Official for further instructions/requirements.
2. Complete, initial and sign the *Town of Salem Third Party Plan Review Application* and submit the same to the Town of Salem Building Department for review and approval.
3. Once your *Town of Salem Third Party Plan Review Application* is approved by the Building Official, coordinate with the selected Third Party Plan Reviewer directly to provide them with the necessary documents and payment for their plan review services.
4. It is the Third Party's/Permit Applicant's responsibility to understand and comply with all laws, regulations, ordinances and policies applicable to each plan review provided for projects within the Town of Salem.
5. The Third Party shall keep the Town of Salem Building Department and the public informed of all pertinent review and approval communication by providing the Town of Salem with a copy of all documents/communications.
6. It is the Permit Applicant's responsibility to transmit all documents, stamped and approved by the Third Party to the Town of Salem Building Department for further processing and/or review by the Town of Salem.