



# City of Rochester, New Hampshire

## *Building & Licensing Services*

### **NEW HOME BUILDING PERMIT GUIDELINES**

1. Completed Application: Fill in all applicable lines i.e, zoning district, lot size, number of bedrooms and bathrooms, use, setbacks, etc.
  - a. Floor Plan: Show layout of each level with dimensions of rooms and what they are (i.e living room, closet)
  - b. Foundation Plan: Show dimensions of walls, bulkhead, column footing, chimney footings, etc.
  - c. Structural Cross Section(s): Show foundation and framing. Specify type of lumber to be used. Show joist, stud, and rafter sizes, roof, wall and flooring sheathing. Indicate insulation in floors, walls, ad ceilings. Show fire separation between houses and garage if applicable.
  - d. Truss Specifications: If used, submit copies of all floor trusses / engineered joist ad roof trusses certified specifications that are going to be used.
  - e. Door and windows schedule: Including detailed specifications
2. Other items that may be applicable that require permits are (Fencing, Signs, Pool, Demolition, Other)
3. Other permits required for sub-contractors
  - a. Electrical
  - b. Plumbing
  - c. Mechanical
  - d. Fire Protection (Sprinkler, Fire Alarm, Commercial Hoods)
4. Department of Public Works permits that may be required (DPW Contact 603-332-4096)
  - a. Driveway
  - b. Excavation
  - c. Water / Sewer Connection
  - d. Sewer Assessment
  - e. Stormwater
  - f. Other
5. Street Address: Assessing Department at the Revenue Building located next to City Hall (603-332-5109)
6. Septic Design Plan: If applicable, approval for construction and septic system design.
7. Site Plan: Accurately drawn to scale. Show locations and name of street, driveway, lot dimensions, setbacks, building(s) location, septic system location.
8. Foundation Certification Survey: Must be submitted to department of Building and Licensing Services prior to footing inspection. A footing permit will be issued prior to the issuance of the building permit.
9. Energy Compliance Forms: RSA 155-D, All permit applications for new building and/or structures are required to submit a certification of compliance form for the energy code. A copy of the Energy Compliance Forms and ResCheck Software are available at the State of NH Public Utilities Commission's website <http://www.puc.state.nh.us/index.htm>

10. Storm Water Management and Erosion Control Permit Application: Pursuant to Chapter 218 of the General Ordinances, no person shall alter land or engage in any activity which causes or contributes to stormwater runoff discharge without first having obtained a stormwater permit (SWP) for land proposed to be altered or which will be affected by such activity. The owner shall be required to apply to the Commissioner of Public Works and obtain such permit from the Commissioner of Public Works, or his/her designee, as his/her jurisdiction warrants, prior to undertaking any such action. This requirement shall apply to any activity that will disturb or impact a land area greater than 5,000 cumulative square feet unless specifically exempted by the ordinance.
11. All buildings must meet the requirements of:
  - a. International Building Code, 2018 Edition
  - b. International Residential Code, 2018 Edition
  - c. State Fire Code, Saf-C 6000
  - d. National Electrical Code, 2020 Edition
  - e. International Plumbing Code, 2018 Edition
  - f. International Mechanical Code, 2018 Edition
  - g. Life Safety Code NFPA 101, 2018 Edition  
International Residential Code, 2018 Edition

Building Permit must be printed after approval is granted and displayed on site before construction begins, No inspections may be conducted if permit is not available.

All inspections must be requested in advance (48 HR notice required)

1. Rough inspections required as applicable:
  - a. Foundation and drainage
  - b. Underground utilities
  - c. Service
  - d. Electrical (exposed)
  - e. Plumbing (exposed)
  - f. Mechanical (exposed and including gas pressure tests)
  - g. Framing before any finish sheathing is applied (i.e. vinyl, cedar)
  - h. Other inspections as required by the fire department
2. Prior to concealment (i.e. sheetrock)
  - a. Energy compliance (i.e. insulation)
3. While sheetrock is being installed
  - a. Sheetrock compliance (i.e. fastening schedule)
4. Final inspections required as applicable:
  - a. Electrical
  - b. Plumbing
  - c. Mechanical
  - d. Other as required by Fire Department
  - e. Notice of decisions as required by Planning Department of Department of Public Works
5. Certificate of Occupancy: (See CO Inspection Checklist for specific requirements prior to CO Issuance)
  - a. A certificate of occupancy may be obtained after all prior steps have passed inspection, please contact the office before coming in to verify that it is ready.



# City of Rochester, New Hampshire

## Building and Licensing Services

### Certificate of Occupancy Checklist

Address for CO \_\_\_\_\_

Please separate photos, clearly identifying which permit they refer to.

**(All permits will need to have finals completed and documented prior to receiving Certificate of Occupancy)**

#### Building Final CO checklist (REQUIRED) Permit # to attach to \_\_\_\_\_

- 1. Safe and adequate access to Public Way
- 2. Photo of home from street showing address number
- 3. Tempered glass in all hazardous location
- 4. Proper guard and handrails in place inside and outside where required
- 5. Cellar stairways with dry wall on underside of stringers
- 6. Stair risers all equal with each other. Not to exceed 7.75"
- 7. Attic access scuttle hole cover insulated correctly (R-39)
- 8. Attic access cover sealed in opening with weather strip around seat
- 9. Draft stop on cellar access door. (From 1<sup>st</sup> floor to cellar stairs) Required to separate conditioned space 1<sup>st</sup> floor from unconditioned basement space
- 10a. A duct pressure test is required by IECC (International Energy Conservation Code) Article R403.3.4
- 10b. A blower door test is required by IECC Article 402.1.2 (Climate Zone 6= 3 air changes per hour).  
(For permits pulled on/after March 1st, 2023)
- 11. Photo of all exits from home
  - a. Front
  - b. Rear
  - c. Into Garage
  - d. Out of garage
- 12. Photo of garage showing:
  - a. Drywall on garage/house shared wall
  - b. If living space above, show all walls and ceiling
  - c. Show receptacles in garage
- 13. Photo of kitchen stove with anti-tip device
- 14. Photo of attic insulation showing depth indicators
- 15. Photos showing any and all chimneys

#### Electrical Final CO checklist (REQUIRED) Permit # to attach to \_\_\_\_\_

- 16. Smoke\carbon monoxide detectors in proper locations (common areas)
- 17. Smoke detectors in all sleeping rooms
- 18. Electrical panel identifying all circuits by labeling with legible script
- 19. Energy code (Res Check) compliance label attached to Electrical Panel cover
- 20. Switch controlled lights at stair ways
- 21. Kitchen circuits GFCI protected
- 22. Forced hot air heating systems require programmable thermostats
- 23. Exterior receptacles to be GFCI protection
- 24. Exterior exits require illumination

**Mechanical Final CO checklist (REQUIRED) Permit #'s to attach to \_\_\_\_\_**

- 25. Photo of all mechanical devices at exterior
  - a. Oil tank
  - b. Propane tank
  - c. A.C compressor
    - i. Show locking caps @ hi and low-pressure lines
    - ii. Show electrical placard on A.C compressor
    - iii. Show breaker @ electrical panel

**Plumbing Final CO checklist (REQUIRED) Permit # to attach to \_\_\_\_\_**

**Plumbing inspections are all being done (in person) at this time**

- 26. Water temperature at kitchen sink at 120 degrees
- 27. All bathroom water temps. Adjusted correctly
- 28. All hot water piping in unconditioned cellar areas require min R-3 pipe insulation minimum
- 29. On site wells require water test results stating safe for drinking
- 30. Water temps. At bathroom-tub/shower 110-120 degrees
- 31. Water temp. at kitchen sink no higher than 130 degrees
- 32. Plumbing vent through the roof

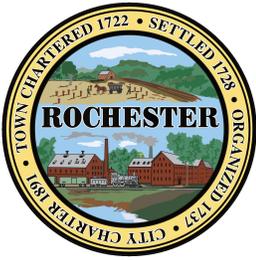
**Portable Toilet Facilities:** Portable toilet shall be on the construction site prior to the start of and during all times of construction per the International Plumbing Code, 2018 Edition.

311.1 General. Toilet facilities shall be provided for construction workers and such facilities shall be maintained in a sanitary condition. Construction worker toilets facilities of the non-sewer type shall conform to ANSI Z4.3

**Photo from road of Porta-Jon on site **Required** prior to issuing permit**





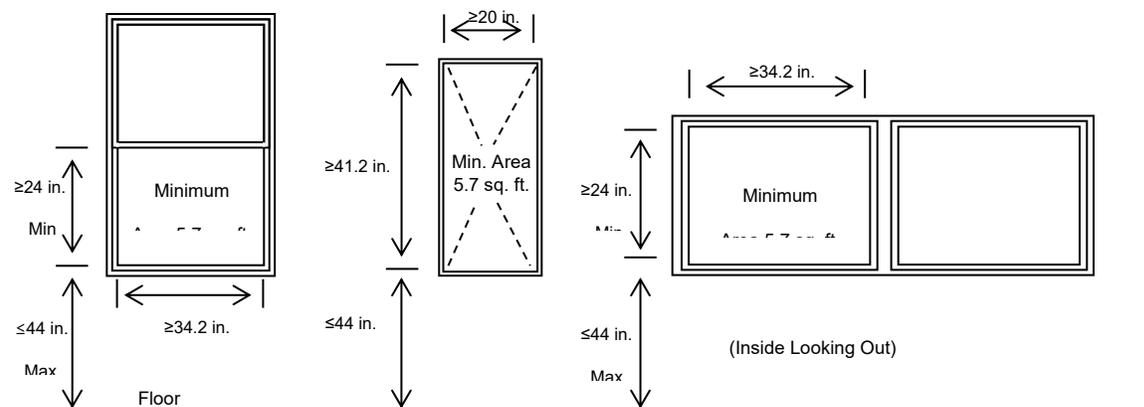


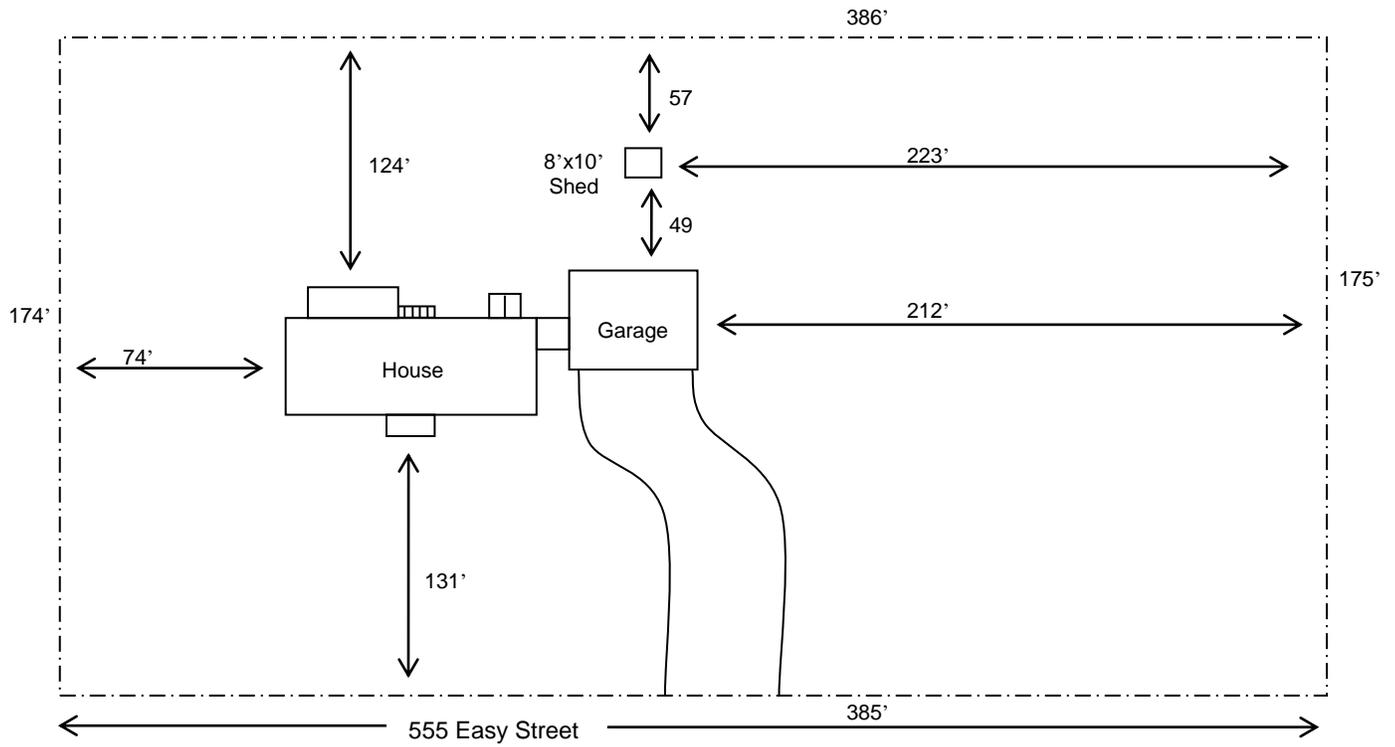
# City of Rochester, New Hampshire

## Building & Licensing Services

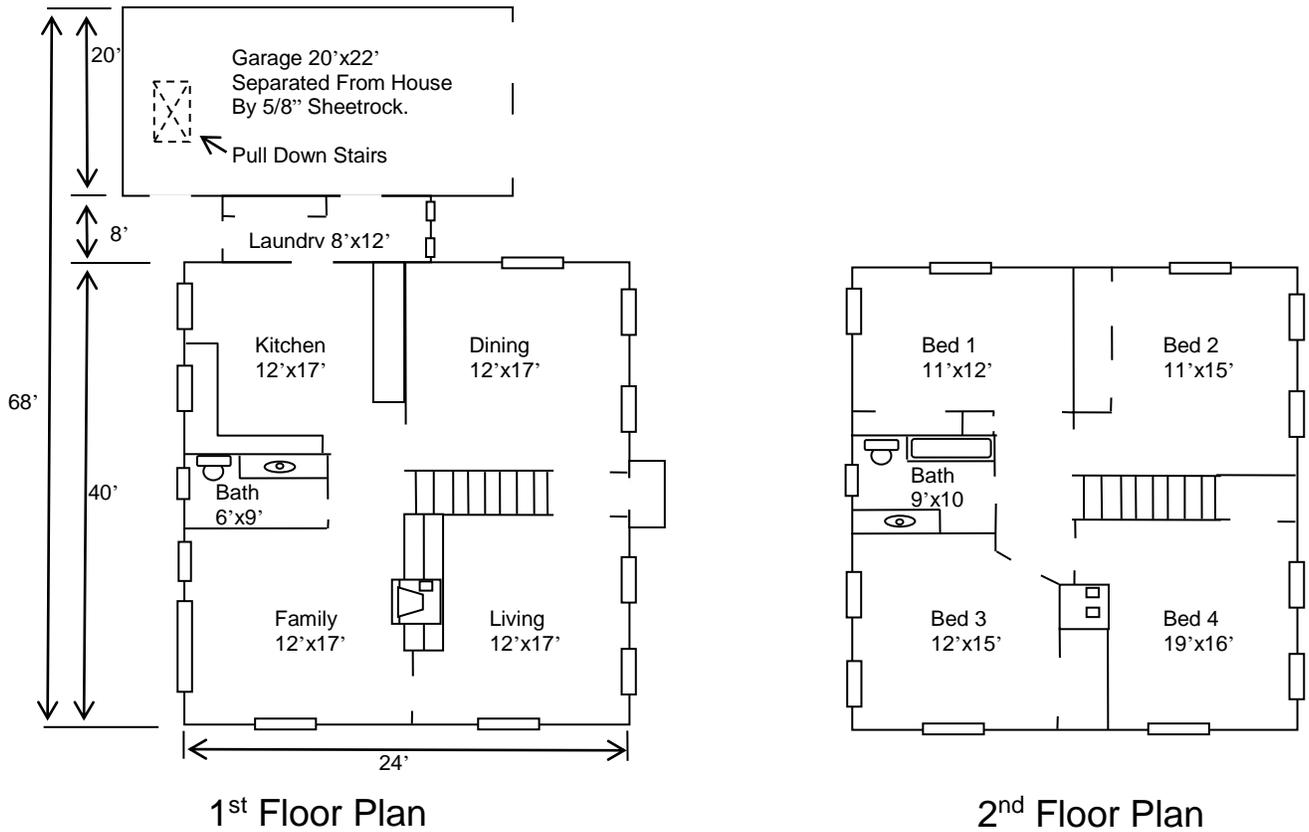
General Ordinances of the City of Rochester, Chapter 40, Section 15: Permits shall be obtained from the Director of Building and Licensing Services for the construction, alteration, removal, demolition, or repair of any foundation, footing, building or structure or for the installation of plumbing, use of concrete, masonry, metal, iron and wood, and other building material, the installation of electric wiring, and fire protection incident thereto for the prevention of fires, including but not limited to swimming pools, signs, and fences, except that no permit shall be required for painting, papering, laying floors, or upkeep in maintenance of any structure. Separate permits shall be required for building, electrical, plumbing, mechanical, fire protection, and demolition. Prior to the issuance of a foundation or building permit by the Director of Building and Licensing Services, the applicant for such permit shall file with the Department of the Building and Licensing Services a foundation certification plan bearing the stamp of a New Hampshire licensed land surveyor and containing a statement from such surveyor to the effect that the proposed building or structure complies with all applicable building or structure setback requirements and that no portion of the new building or structure is located within any of the setback areas required by law. The requirement for a foundation certification plan may be waived, in writing, by the Director of Building and Licensing Services if, in the discretion of the Director of Building and Licensing Services there are reasonable grounds to conclude that the preparation and submission of a foundation certification plan is unnecessary to ensure that the new building or structure does not violate any required setback.

Emergency Egress Windows: The State Fire Marshal's Office has rules that double hung tilt-in windows cannot utilize both sashes to satisfy the 5.7 square feet requirement. The bottom sash window opening alone must meet the area and dimensional minimums.

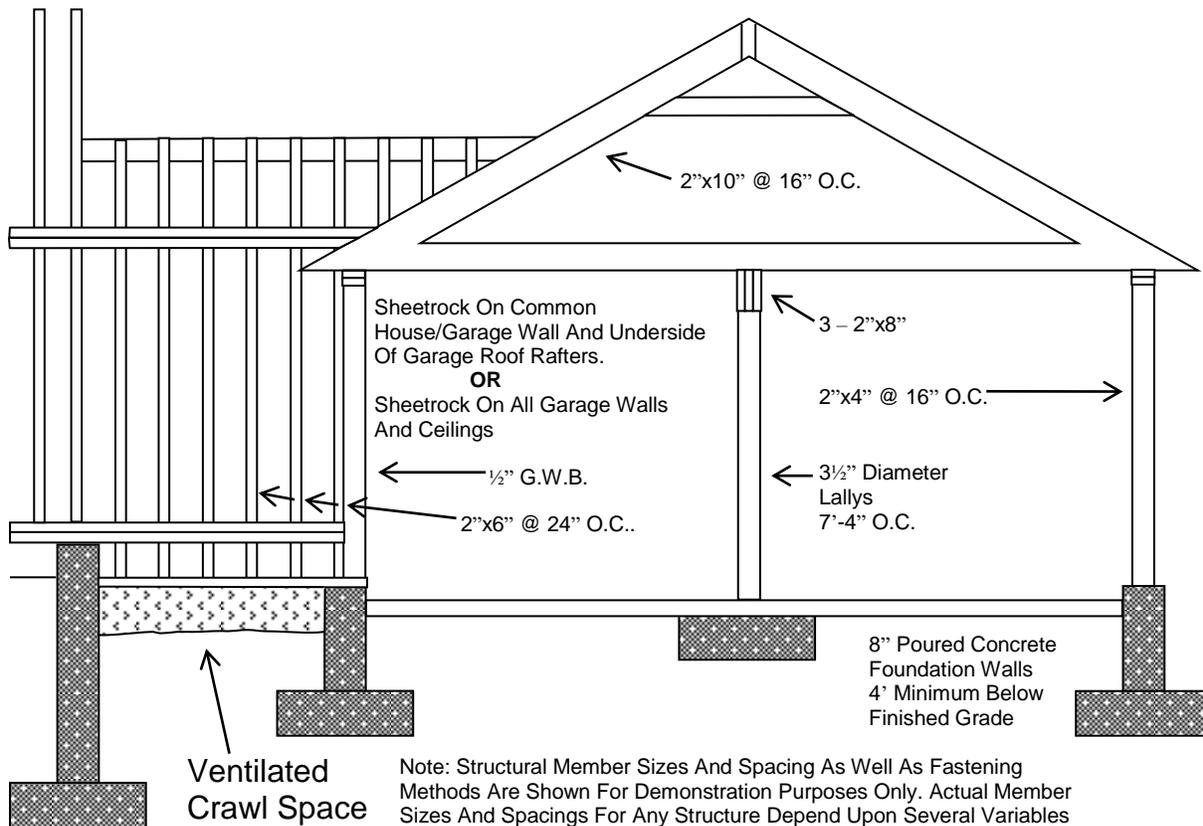
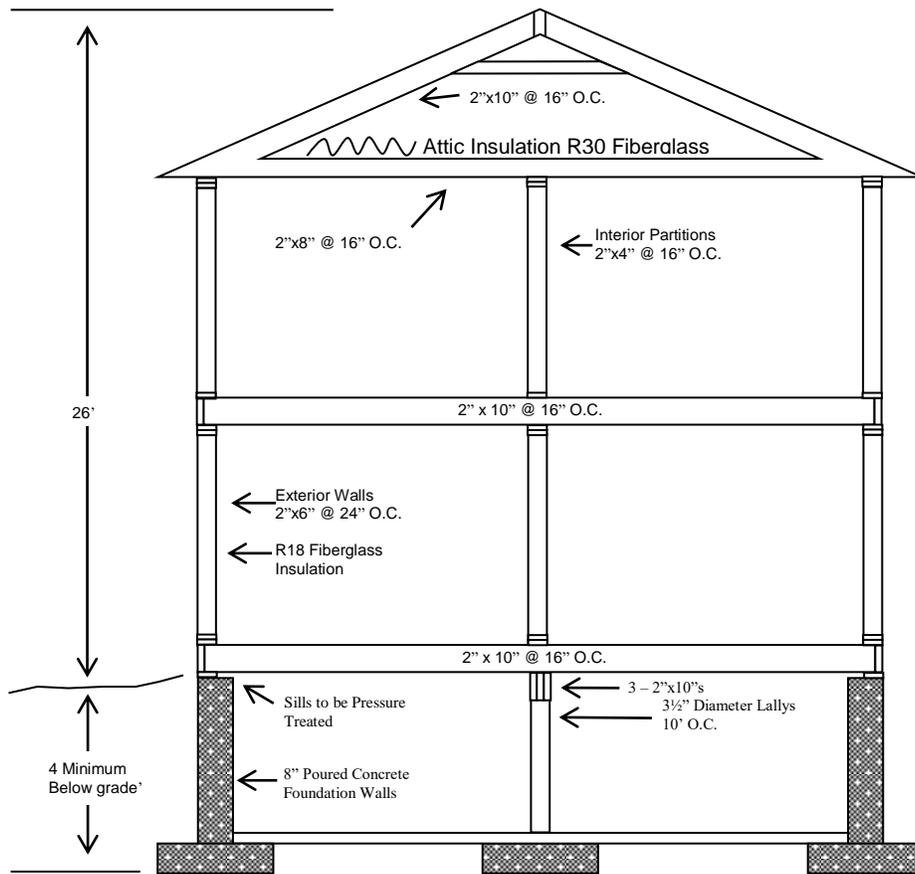




**Sample Site Plan**



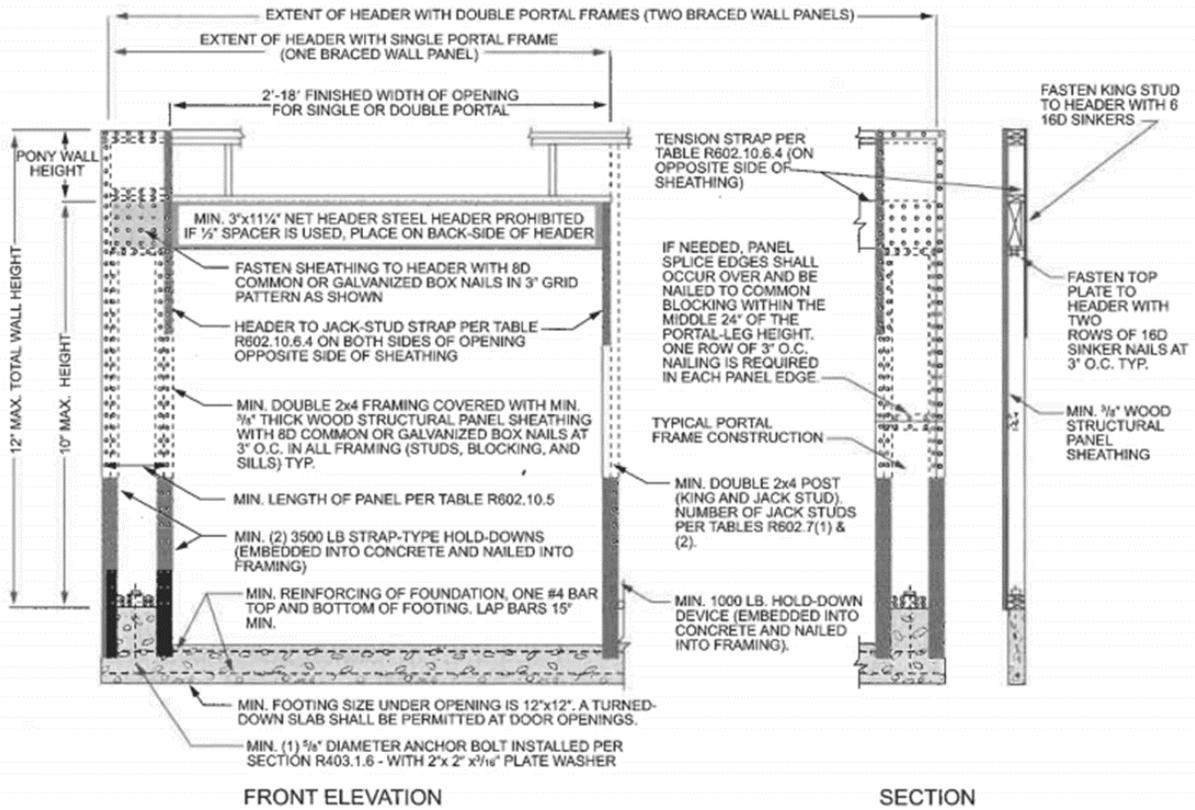
**Sample Floor Plans**



Note: Structural Member Sizes And Spacing As Well As Fastening Methods Are Shown For Demonstration Purposes Only. Actual Member Sizes And Spacings For Any Structure Depend Upon Several Variables Unique To Each Individual Case.

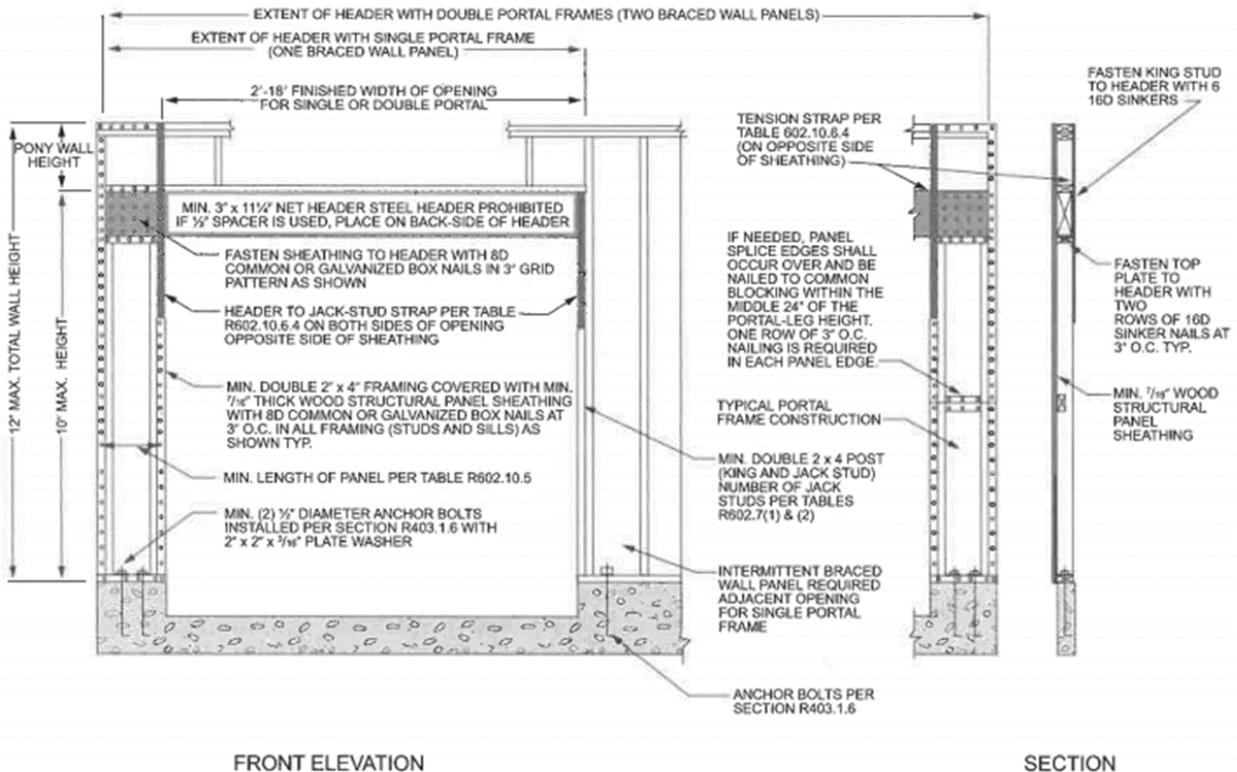
## Framing Cross Section Samples

**WALL CONSTRUCTION**



For SI: 1 inch = 25.4 mm, 1 foot = 304.8 mm.

**FIGURE R602.10.6.2  
METHOD PFH—PORTAL FRAME WITH HOLD-DOWNS**



For SI: 1 inch = 25.4 mm, 1 foot = 304.8 mm.

**FIGURE R602.10.6.3  
METHOD PFG—PORTAL FRAME AT GARAGE DOOR OPENINGS IN SEISMIC DESIGN CATEGORIES A, B AND C**

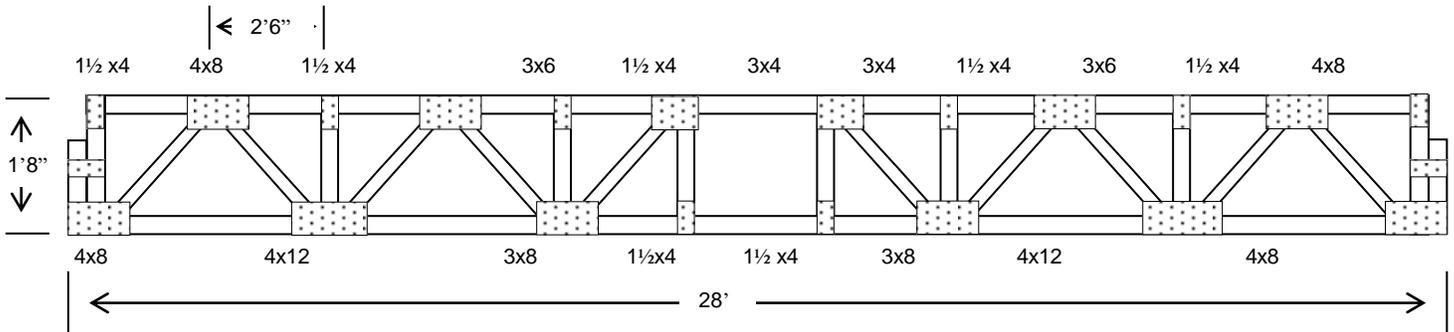
Job : 55512125551212

Top Chord 4x2 SP SS Dense  
 Bot Chord 4x2 SP SS Dense  
 Web 4x2 SP SS Dense

Truss Must Be Installed As Shown With Top Up.

2x6 Continuous Strongback. See ANSI/TPI 1-02 Sect. 7.5

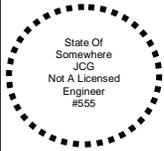
Calculated Vertical Deflection Is .78" Due To Live Load  
 .27" Due To Dead Load at X=13-1-12



IBC/TPT1995(STD)

QTY=27 TOTAL=27

Rev.7.18.1973.01



Warning. Trusses Require Extreme Care In Fabricating, Handling, And Bracing. This Is Only An Example Of A Truss Spec. If It Was Real, Other Words Would Be Here. I AM Only Trying To Fill The Space That I have Created. The Use Of This Drawing Is Not Intended To Be Used In Part Or Whole. It Was Drawn Not To Scale. It Was Drawn By An Electrical Inspector That Has No Clue About Structural Design.

TC LL	40 PSF
TC DL	10 PSF
BC DL	5 PSF
BC LL	0 PSF
TOT L.D	55 PSF
DUR	1.0
SPACING	34"

Ref	
Date:	07/18/2006
Drawing	1 <sup>st</sup> One
Type:	X2Y3

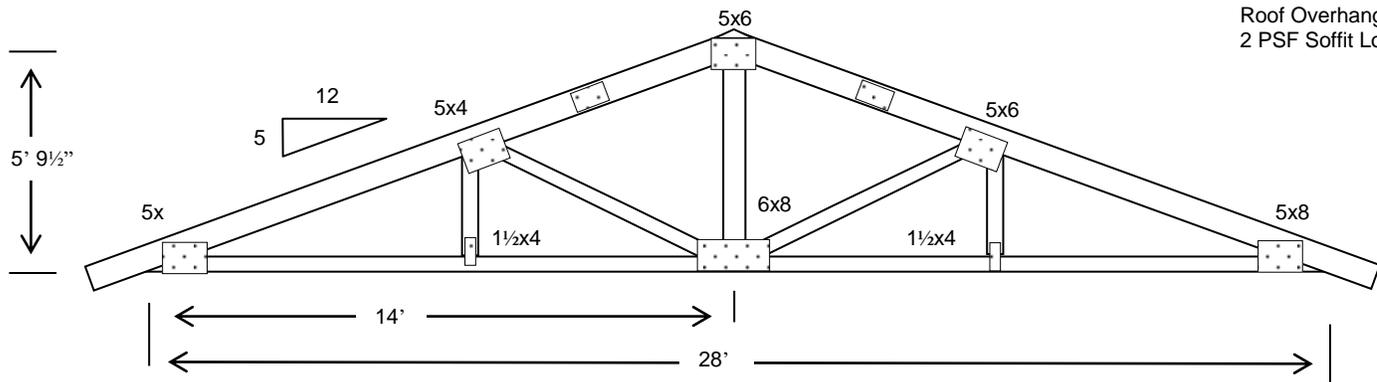
## TRUSS SAMPLES

Job : 55512125551212

Top Chord 2x6 SPF Dense  
 Bot Chord 2x4 SPF Dense  
 Web 2x4 SPF Dense

90 MPH Wind Speed  
 60 LBS Roof Snow Load  
 Seismic Zone D1

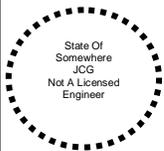
Roof Overhang Supports  
 2 PSF Soffit Load



IBC/TPT1995(STD)

QTY=25 TOTAL=25

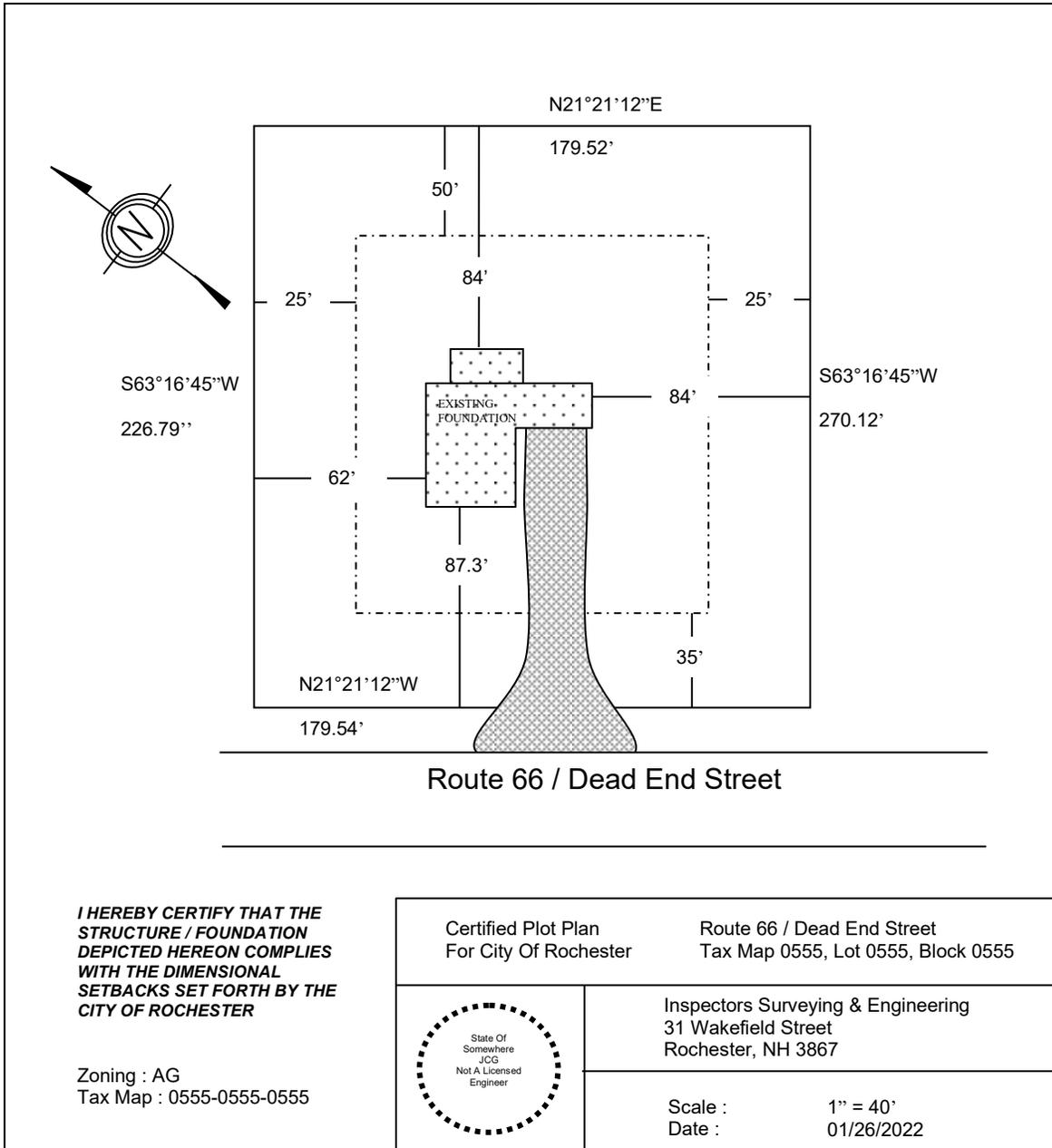
Rev.7.18.1973.02



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TC LL	75 PSF
TC DL	8 PSF
BC DL	7 PSF
BC LL	0 PSF
TOT L.D	55 PSF
DUR	125
SPACING	24"

Ref	
Date:	07/18/2006
Drawing	2 <sup>nd</sup> One
Type:	X3Y2



**FOUNDATION CERTIFICATION PLOT PLAN SAMPLE**

ZONING

275 Attachment 6

City of Rochester

**Table 19-A Dimensional Standards - Residential Districts**  
**[Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II)]**

Residential Districts	Lots			Setbacks				Other				Standards, Notes and References	
	Minimum Lot Area (square feet)	Minimum Frontage (feet)	Minimum Lot Area/Dwelling Unit (square feet)	Minimum Front (feet)	Maximum Front (feet)	Minimum Side (feet)	Minimum Rear (feet)	Maximum Building Footprint	Maximum Lot Coverage	Maximum Number of Stories	Minimum Building Height (feet)		Maximum Building Height (feet)
<b>Residential-1 (R1)</b>													
Single-family	10,000	100	—	10		10	20	30%	35%			35	See Article 19, Dimensional Standards
All other uses	10,000	100	—	10		10	20	30%	35%			35	
<b>Residential-2 (R2)</b>													
Single-family	6,000	60	—	10		8	20	30%	35%			35	See Article 19, Dimensional Standards
Two-family	9,000	80	—	10		8	20	30%	45%			35	See Article 19, Dimensional Standards
Three- and four-family	12,000 and 15,000	80	—	15		10	25	30%	60%			35	See Article 19, Dimensional Standards
Five- or more family	30,000	100	5,000 or 7,500	15		10	25	30%	60%			35	See Article 19, Dimensional Standards
All other uses	9,000	80	—	10		8	20	30%	35%			35	
<b>Neighborhood Mixed Use (NMU)</b>													
All uses	6,000	60	— <sup>2</sup>	—	25	5 <sup>1</sup>	20		90%	3	20	20	See Article 19, Dimensional Standards
<b>Agricultural (AG)</b>													
Single-family, conventional subdivision, municipal water and sewer	20,000	150	—	20		10	20	30%	35%			35	See Article 19, Dimensional Standards
Single-family, conventional subdivision, municipal water or sewer	30,000	150	—	20		10	20	30%	35%			35	See Article 19, Dimensional Standards
Single-family, conventional subdivision, neither municipal water nor sewer	45,000	150	—	20		10	20	30%	35%			35	See Article 19, Dimensional Standards
Two-family	150% of single	150	—	20		10	20	30%	40%			—	See Article 19, Dimensional Standards
Single-family dwelling - conservation subdivision	6,000	60	—	20		10	20		35%			35	See Article 33, Conservation Subdivisions
All other uses	45,000	150	5,000 or 7,500	20		10	20		40%			35	

**NOTES:**

Note 1: For lots that adjoin a residential district, the side setback on the side adjoining the residential district shall be the larger of the required side setback in the subject commercial zone or the adjoining residential zone.

Note 2: For lots without both water and sewer, 10,000 square feet of lot area is required per additional dwelling unit beyond one.



**New Hampshire Residential Energy Code Application**  
for Certification of Compliance for New Construction, Additions and/or Renovations of  
Detached One- and Two-family dwellings and multi-family dwellings (townhouses) not over 3 stories  
**EC-1 Form**

Minimum Provisions from 2018 IRC Chapter 11

Effective Date: July 1, 2022

<b>Owner/Owner Builder:</b> Company Name: (if applicable)			<b>General Contractor:</b> Company Name:		
Name:			Name:		
Mail Address:			Mail Address:		
Town/City:	State:	Zip:	Town/City:	State:	Zip:
Phone:	Cell:		Phone:	Cell:	
E-Mail:			E-Mail:		
<b>Location of Proposed Structure:</b>			<b>Type of Construction:</b>		
Tax Map #:		Lot #:	<input type="radio"/> Residential <input type="radio"/> Small Commercial <input type="radio"/> New Building <input type="radio"/> Renovation <input type="radio"/> Addition <input type="radio"/> Thermally Isolated Sunroom <input type="radio"/> Modular Home: the site contractor must submit this form detailing supplementary rooms and Floor and/or Basement insulation unless the floor insulation is installed or provided by the manufacturer and no heated space is added.		
Street:					
Town/City:		County:			
<b>Zone 5</b> <input type="radio"/> Cheshire, Hillsborough, Rockingham Strafford <b>Zone 6</b> <input type="radio"/> All other NH counties and town of Durham			<b>Total New Conditioned* Floor Area:</b>		
			_____ ft <sup>2</sup>		
			<b>Basement or Crawl Space type:</b> (*a conditioned space is one being heated/cooled, containing uninsulated ducts or w/ a fixed opening into conditioned space. Walls must be insulated) <b>Conditioned?</b> <input type="radio"/> Yes (Walls must be insulated) <input type="radio"/> No <input type="checkbox"/> Full Basement <input type="checkbox"/> Walk Out Basement <input type="checkbox"/> Slab on Grade <input type="checkbox"/> Other _____		
<b>Structure is EXEMPT because:</b>			<b>Form Submitted by:</b>		
<input type="checkbox"/> Mobile Home <input type="checkbox"/> On an historic register			<input type="checkbox"/> Owner <input type="checkbox"/> Builder <input type="checkbox"/> Other _____		

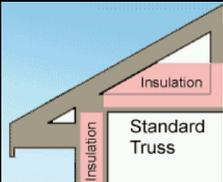
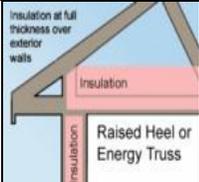
I hereby certify that all the information contained in this application is true and correct, and construction shall comply in all respects with the terms and specifications of the approval given by the local municipal code official or New Hampshire Department of Energy.

**Signature** \_\_\_\_\_ **Print Name** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>Official Use Only</b>		
Date Complete Application Received:	Approved by:	Date:
Approval Number:	Stamp:	

Directions: Complete the "Your Proposed Structure" columns. No measurements or calculations are needed. Copies of plans are NOT needed. If you at least meet the Energy Code requirements, your project will be approved. Write N/A in any section that does not apply to your project. If your planned structure does meet these requirements, consider downloading REScheck <http://www.energycodes.gov/rescheck> to explore energy modelling options. **Please submit pages 1 and 2 only.**

**YOUR PROPOSED STRUCTURE**

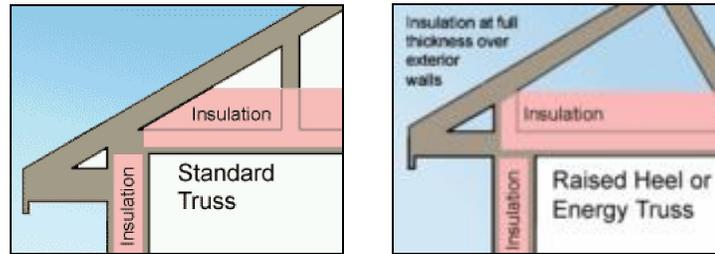
Building Section	Required R or U Values		YOUR PROPOSED STRUCTURE	
			Write Planned R and U Values	Brands / Models / insulation type and thickness (if known)
<b>Window U Factor</b> (lower U is better)	<b>U .30</b> (maximum) U-.32 (if log walls in Zone 5) U-.30 (if log walls in Zone 6) <b>U .45</b> (Thermally Isolated Sunrooms only)		Write in U-Value	Check if <input type="checkbox"/> Sunroom <input type="checkbox"/> Log Walls
<b>Skylights</b>	<b>U .55</b> (or less) <b>U .70</b> (Thermally Isolated Sunrooms only)			
<b>Flat Ceiling<sup>i</sup></b> <i>or</i> <b>Flat Ceiling with Raised or Energy Trusses R-value</b>	 <b>R-49</b> (Zone 5 or 6) if using the above construction technique <b>R-49</b> if log walls	 <b>R-38</b> (Zone 5 or 6) if maintaining the full R value over the plates <b>R-49</b> if log walls	Write in R-Value  → If using only R-38 in Zone 5 or 6 you must check this box	NOTE: R-38 will satisfy the requirement for R-49 if the full R-38 insulation value is maintained over the outside plates. <b>If using only R-38 (Zone 5 or 6), you must certify that you will maintain R-38 over the plates by checking the box below.</b>  <input type="checkbox"/> <i>By checking this box, I certify that this structure is being built with a raised energy truss or that the full R-value of the ceiling insulation will be maintained over the outside plates.</i>
<b>Sloped or Cathedral Ceiling</b>	<b>R-30</b> (Zone 5 & 6) if less than 500 ft sq or 20% of total ceiling area or as above <b>R-24</b> (Thermally Isolated Sunrooms only)		Write in R-Value	Check if <input type="checkbox"/> Sunroom
<b>Above Grade Wall<sup>ii</sup> R-value</b>	<b>Zone 5:</b> <b>R-20</b> Cavity Insulation only <i>or</i> <b>R-13 plus R-5</b> Cavity plus Continuous Insulation <b>R-13</b> (Thermally Isolated Sunrooms only)	<b>Zone 6:</b> <b>R-20</b> plus R-5 Cavity plus Continuous Insulation <i>or</i> <b>R-13 plus R-10</b> Cavity plus Continuous Insulation <b>R-13</b> (Thermally Isolated Sunrooms only)	Write in R-Value	Log homes must comply with ICC400-2012, have an average minimum wall thickness of 5" or greater with specific gravity of ≤0.5 or 7" with specific gravity >0.5. Check if <input type="checkbox"/> Sunroom <input type="checkbox"/> Log Walls
<b>Door U-Value</b>	<b>U .30</b> (maximum)		Write in U-Value	One opaque door in the thermal envelope is exempt from the U-factor requirement.
<b>Floor R Value</b> (e.g., floor over Basement or garage)	<b>R-30</b> <i>or</i> Insulation sufficient to fill joist cavity minimum R-19		Write in R-Value	If conditioning the basement you must insulate <b>Basement Walls</b> . If not, you may insulate either <b>Floor</b> or <b>Basement Walls</b> and <b>Slab Edge</b> (if ≤ 1' of grade)
<b>Basement or Crawl Space Wall R Value</b>	For both Zone 5 and Zone 6 <b>R-19</b> Cavity Insulation or <b>R-15</b> Continuous Insulation		Write in R-Value	

<b>Slab Edge<sup>iii</sup> R Value</b>	<b>R-10 2'</b> (Zone 5) <b>4'</b> (Zone 6) (see drawing pg 3) <i>add R-5</i> if the Slab is heated or <b>R-15</b> under entire heated slab if a log home.	<b>Write in R-Value</b>	Check if <input type="checkbox"/> <b>Heated Slab</b>
<b>Air Sealing</b>	A blower door test is <b>required</b> . The test must demonstrate an air exchange rate of <i>three</i> Air Changes per Hour (ACH) or less @ 50 Pa.	Blower Door	If required by the code official, an approved third party may be required to conduct the blower door test.

Submit pages 1 and 2 to local municipal code official or NH Department of Energy at [energycodes@energy.nh.gov](mailto:energycodes@energy.nh.gov)  
Phone: 603.271.3670 Fax: 603.271.3878

## Footnotes to Residential Energy Code Application for Certification of Compliance

<sup>i</sup> Ceilings with attic spaces: R-38 in Zone 5 or 6 will be deemed to satisfy the requirement for R-49 wherever the full height of uncompressed R-38 insulation extends over the wall top plate at the eaves or the full R-value is maintained. This is often accomplished by using a raised heel or energy truss as shown in the diagram below or by using higher R-value insulation over the plates.

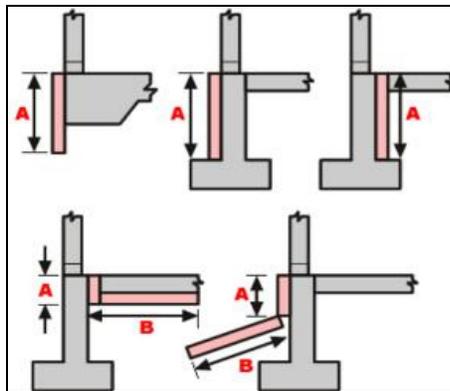


<sup>ii</sup> R-20 + R-5 means R-20 cavity insulation plus R-5 continuous insulation. If structural sheathing covers 25 percent or less of the exterior, R-5 sheathing is not required where the structural sheathing is placed. If structural sheathing covers more than 25 percent of exterior, the structural sheathing must be supplemented with insulated sheathing of at least R-2.

<sup>iii</sup> Slab edge insulation must start at the top of the slab edge and extend a total of two (Zone 5) or four feet (Zone 6). Insulation may go straight down, out at an angle away from the building, or along the slab edge and then under the slab. A slab is a concrete floor within 1' of grade level. See diagram below.

The top edge of insulation installed between the exterior wall and the interior slab may be mitered at a 45 degree angle away from the exterior wall.

### Allowable Slab Insulation Configurations



A or A+ B must equal two feet in Zone 5 or four feet in Zone 6

MODULAR HOMES must be certified by the NH Department of Safety. Unless the floor insulation is provided by the manufacturer this form may be submitted. This form may also be submitted if the basement is to be insulated or supplementary heated space is added to the home upon or after it is set.

**2018 International Residential Code (IRC) effective July 1, 2022**  
**Residential Energy Code Requirements IRC Chapter 11**

**The following list is intended as a general summary of energy related requirements.**  
**Please consult the 2018 IRC Chapter 11 for complete requirements.**

	<p align="center"><b>Air Leakage</b> Code Section N1102.4</p>	<p>The building thermal envelope shall be constructed to limit air leakage in accordance with the requirements of IRC Sections R1102.4.1 through R1102.4.4. The building thermal envelope must be durably sealed to limit infiltration. See Table N1102.4.1.1 for a list of thermal envelope elements and installation criteria.</p> <p>Building envelope air tightness shall be verified to comply by Blower Door testing to not exceed air leakage of 3 Air Changes per Hour (ACH) at 50 Pascals pressure. The local Building Official may require an independent 3<sup>rd</sup> party to conduct the test.</p>
	<p align="center"><b>Testing</b> Code Section N1102.4.1.2</p>	<p>The Blower Door Test is the required method to demonstrate code compliance with the air leakage requirement.</p> <p>Blower Door Test conducted by: _____</p> <p>Result (at 50 Pa): _____CFM Interior Volume_____ CF _____ACH</p>
	<p align="center"><b>Fireplaces</b> Code Section N1102.4.2</p>	<p>New wood-burning fireplaces shall have tight-fitting flue dampers or doors and outdoor combustion air.</p>
	<p align="center"><b>Recessed Lighting</b> Code Section N1102.4.5</p>	<p>Recessed lights in the thermal envelope must be type IC rated and labeled as meeting ASTM E 283 and sealed with a gasket or caulk between the housing and the interior wall or ceiling covering.</p>
	<p align="center"><b>High-Efficacy Lighting</b> Code Section N1104.1</p>	<p>Not less than 90 percent of the lamps in permanently installing lighting fixtures shall be high-efficacy lamps or not less than 75 percent of the permanently installed lighting fixtures shall contain only high-efficacy lamps.</p>
	<p align="center"><b>Materials and Insulation Identification</b> Code Section N1101.5 and N1101.10</p>	<p>Materials, systems and equipment shall be identified in a manner that will allow a determination of code compliance. Manufacturer manuals for all installed heating, cooling and service water heating equipment must be provided. Insulation R-values, glazing and door U-values and heating and cooling equipment efficiency must be clearly marked on the building plans, drawings or specifications.</p>
	<p align="center"><b>Pull-Down Attic Stairs, Attic Hatch, and Knee Wall Doors</b> Code Section N1102.2.4</p>	<p>Should be insulated to a level equal to the surrounding surfaces and tightly sealed and weather-stripped at the opening.</p>
	<p align="center"><b>Full size Attic or Basement Entry Doors</b> Code Section N1102.3.4</p>	<p>All doors leading from a conditioned space into an unconditioned attic or enclosed attic or basement stairwell should be insulated and weather-stripped exterior rated door units meeting the U-factor requirement. One door is exempt.</p>
	<p align="center"><b>Duct Insulation</b> Code Section N1103.3.1</p>	<p><b>Supply and return</b> ducts in attics must be insulated to at least R-8 where 3 in. diameter or greater and not less than R-6 for ducts smaller than 3 in. diameter.. Supply and return ducts in other portions of the building must be insulated to at least R-6 where 3 in. diameter or greater and not less than R-4.2 for ducts smaller than 3 in. diameter. Exception: Ducts or portions thereof located completely inside the building thermal envelope.</p>

	<p><b>Duct Construction</b> Code Sections N1103.3.2 and N1103.3.5</p>	<p>Ducts, air handlers and filter boxes shall be sealed. Joints and seams must comply with the <i>Int. Mech. Code</i> or Section M1601.4.1 of the <i>International Residential Code</i>. Building framing cavities <b>shall not</b> be used as ducts or plenums (neither supply nor return).</p>
	<p><b>Duct Testing</b> Code Sections 1103.3.3</p>	<p>Ducts shall be pressure tested to determine air leakage by either 1) rough-in test or 2) post-construction test. Rough in Test: Ducts must be no leakier than 4 CFM per 100 sqft of conditioned floor area with air handler installed or 3 CFM per 100sqft without the air handler installed. Post Construction: Ducts must be no leakier than 4 CFM per 100 sqft of conditioned floor area. See Code for further requirement details.</p> <p>Test conducted by: _____</p> <p>Duct test result at 25 Pa: _____ Post construction or _____ Rough-in test</p>
	<p><b>Temperature Controls</b> Code Section N1103.1&amp;1.1</p>	<p>At least one thermostat must be provided for each separate heating and cooling system. The thermostat controlling the primary system must be equipped with a programmable thermostat.</p> <p>Heat pumps having supplementary electric-resistance heat must have controls that, except during defrost, prevent supplemental heat operation when the heat pump compressor can meet the heating load</p>
	<p><b>Mechanical System Piping Insulation</b> Code Section 1103.4</p>	<p>Mechanical system piping capable of conveying fluids at temperatures above 105°F or below 55°F must be insulated to R-3.</p>
	<p><b>Circulating Hot Water Systems</b> Code Section N1103.5</p>	<p>Controls for circulating hot water system pumps shall start based on the identification of a demand for hot water within the occupancy. The controls shall automatically turn off the pump when the water in the circulation loop is at the desired temperature and when there is no demand for hot water.</p> <p>Circulating domestic hot water system piping shall be insulated to R-3.</p>
	<p><b>Mechanical Ventilation</b> Code Section N1103.6</p>	<p>The building shall be provided with ventilation that meets the requirements of Section M1507 of this code or the International Mechanical Code, as applicable, or with other approved means of ventilation. Outdoor air intakes and exhausts must have automatic or gravity dampers that close when the ventilation system is not operating.</p>
	<p><b>Equipment Sizing</b> Code Section N1103.7</p>	<p>Heating and cooling equipment shall be sized in accordance with ACCA Manual J or other approved heating and cooling calculation methodologies. Equipment shall have an efficiency rating equal to or greater than applicable federal standards.</p>
	<p><b>Certificate</b> Code Section N1101.14</p>	<p>A permanent certificate, completed by the builder or registered design professional, must be posted on or in the electrical distribution panel. It must list the R-values of insulation installed in or on the ceiling, walls, foundation, and ducts outside the conditioned spaces; U-factors and SHGC for fenestration. The certificate must also list the type and efficiency of heating, cooling and service water heating equipment.</p>
	<p><b>Existing Buildings and Structures</b>  See <b>Appendix J</b> of IRC</p>	<p>The purpose of these provisions is to encourage continued use of existing buildings and structures. Work in existing buildings shall be classified into categories of repair, renovation, alteration and reconstruction. Consult this Appendix for specific requirements related to work in existing buildings.</p>

# New Home Permits issued after 07/01/2017 with forced hot air will require a ductwork pressure test.

## For your reference:

### 2018 IECC: Section R403.3.3 Duct testing (Mandatory)

Ducts shall be pressure tested to determine air leakage by one of the following methods:

1. Rough-in test: Total leakage shall be measured with a pressure differential of 0.1 inch w.g. (25Pa) across the system, including the manufacturer's air handler enclosure if installed at the time of the test. All registers shall be taped or otherwise sealed during the test.
2. Post-construction test: Total leakage shall be measured with a pressure differential of 0.1 inch w.g. (25 Pa) across the entire system, including the manufacturer's air handler enclosure. Registers shall be taped or otherwise sealed during the test.

**Exception:** A duct air leakage test not be required where the duct and air handlers are located entirely within the building thermal envelope. A written report of the results of the test shall be signed by party conducting the test and provided to the *code official*.





# City of Rochester, New Hampshire

## Building & Licensing Services

### Major Building Permit Application

**Location of Construction** (Address): \_\_\_\_\_

**Primary Use of Property:** Residential Commercial Municipal Other \_\_\_\_\_

**Property Owner:** \_\_\_\_\_ Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Contractor:** \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Applicant information:** Owner Contractor Other authorized agent. **IF OTHER** please fill in the info below.

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

<b>Proposed Construction is for:</b> (Please check all that apply)									
New Single-Family			Footing/Foundation Only			Increase # of Dwelling Units			
New Two-Family			New Multi-Family		New Units will be		Condos	Apartments	
Replacement/ New Mobile Home			On it's own land		In a Park	Other: _____			
Commercial Structure			Commercial Addition Repair/Replace Commercial			Commercial Alteration			
<b>Property is located in:</b>		Historic District		Yes	No	Approved Site Plan		Yes	No
<i>(Respond to all)</i>		Major or Minor Subdivision		Yes	No	Shore land Protection Zone		Yes	No
		Flood Hazard Area- per the Flood Insurance Rate Map		Yes	No				
		Is proposed work located within 50 feet of a jurisdictional Wetland Area		Yes	No - if so please document.				
<b>Land Information:</b>		City Water		Yes	No	City Sewer		Yes	No
<small>Per City of Rochester's Board of Health - Effective November 1, 2023 we will be requiring all new construction homes, not on City water, to include Arsenic and Radon along with the already required E. Coli and Coliform Bacteria in their well testing (Manufactured homes in a Mobile Home Park are excluded)</small>									
<b>Primary use of Property Is:</b>		Residential		Commercial		Mixed Use (Both Res & Com)		Municipal	
<b>Construction Type:</b>		IA	IIA	IIIA	IV	VB	<b>Occupancy:</b>		
		IB	IIB	IIIB	VA	Use and Occupancy: _____			
							Occupant Load: _____		

Description of work to be performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Page 2 - Section A**

**EXISTING (or PREVIOUS) CONDITIONS**

**Existing Use:** (land only  - if so skip to "B")

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Residential    Commercial    Mixed Use (both)    Municipal

**Existing Structures:** (Existing Conditions)

Existing # of Buildings on site: \_\_\_\_\_

Total Sq Ft of existing building(s): \_\_\_\_\_

Garage Parking: \_\_\_\_\_ Exterior Parking: \_\_\_\_\_

Electrical Service: \_\_\_\_\_

Type of Heat: \_\_\_\_\_ Fuel Type: \_\_\_\_\_

# of Fireplaces: \_\_\_\_\_ # of Kitchens: \_\_\_\_\_

Foundation Type: \_\_\_\_\_ Building Height: \_\_\_\_\_

# of Full Baths: \_\_\_\_\_ # of Partial Baths: \_\_\_\_\_

**For Residential Units:** (Existing Conditions)

# of Units: \_\_\_\_\_

# of Bathrooms: \_\_\_\_\_

# of Bedrooms: \_\_\_\_\_

**For Commercial Units:** (Existing Conditions)

# of Units: \_\_\_\_\_

Office Area (sq ft): \_\_\_\_\_

Office Area (sq ft): \_\_\_\_\_

**Page 2 - Section B**

**PROPOSED CONDITIONS**

**Proposed Use:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Residential    Commercial    Mixed Use (both)    Municipal

Sprinkler System: \_\_\_\_\_ Yes \_\_\_\_\_ Not Required

**Setbacks:**

Front Setback: \_\_\_\_\_ Left Setbacks: \_\_\_\_\_

Rear Setback \_\_\_\_\_ Right Setbacks: \_\_\_\_\_

**Proposed Structures:** (Total of existing + proposed)

Proposed # of Buildings on site: \_\_\_\_\_

**Total Sq Ft of proposed building(s):** \_\_\_\_\_

Garage Parking: \_\_\_\_\_ Exterior Parking: \_\_\_\_\_

Electrical Service: \_\_\_\_\_

Type of Heat: \_\_\_\_\_ Fuel Type: \_\_\_\_\_

# of Fireplaces: \_\_\_\_\_ # of Kitchens: \_\_\_\_\_

# of Full Baths: \_\_\_\_\_ # of Partial Baths: \_\_\_\_\_

Foundation Type: \_\_\_\_\_ Building Height: \_\_\_\_\_

# of Stories: \_\_\_\_\_

**For Residential Units:** (Total of existing + proposed)

Proposed # of units: \_\_\_\_\_

Proposed # of Bathrooms: \_\_\_\_\_

Proposed # of Bedrooms: \_\_\_\_\_

**For Commercial Units:** (Total of existing + proposed)

Proposed # of units: \_\_\_\_\_

Proposed Office Area: \_\_\_\_\_

Proposed Other Area: \_\_\_\_\_

ATTACHMENTS AND SUBMITTALS REQUIRED AT THE TIME OF APPLICATION	
For Residential 1 and 2 Family	For Commercial or Multi-unit Residential
Site Plan <input type="checkbox"/>	Site Plan – Approved Site Plans Must be Certified Prior to Issuance of Building Permits. <input type="checkbox"/>
Driveway Permit [Contact DPW (603) 332-4096] <input type="checkbox"/>	Driveway Permit [If Required] [Contact DPW (603) 332-4096] <input type="checkbox"/>
N.H. Approved Septic Design [If Required] <input type="checkbox"/>	N.H. Approved Septic Design <input type="checkbox"/>
Approved Storm Water Management Plan [Contact DPW (603) 332-4096] <input type="checkbox"/>	Approved Storm Water Management Plan [Contact DPW (603) 332-4096] <input type="checkbox"/>
One full set of building plans and PDF's <input type="checkbox"/>	One full set of plans and PDF's [Stamped When Required by RSA 310 -A] <input type="checkbox"/>
P.U. C. Prescriptive Compliance Application, Res Check Compliance Application, or <input type="checkbox"/>	Letter of Energy Compliance From Design Prof. [May Use Residential Compliance Options to a Maximum building size of 4000 Square Feet] <input type="checkbox"/>
Have you filled out page two Section A and B completely? <input type="checkbox"/>	Have you filled out page two Section A and B completely? <input type="checkbox"/>
Footing Certification – This is Due Prior to Foundation Inspection or Issuance of Building Permit. <input type="checkbox"/>	Footing Certification – This Is Due Prior to Foundation Inspection or Issuance of Building Permit. <input type="checkbox"/>
All Precedent Conditions of the Notice of Decision that was Approved by the Planning Board are met. <input type="checkbox"/>	Statement of Special Inspection [IBC Section 1705] [If Applicable] <input type="checkbox"/>
Fire Department – Fire Protection Plans and Review Fee Submitted In Addition to Building Permit/Fee [If Applicable] <input type="checkbox"/>	Fire Department – Fire Protection Plans and Review Fee Submitted In Addition to Building Permit/Fee. <input type="checkbox"/>

**Please be advised, the order of inspections, for the BUILDING INSPECTOR ONLY, are as follows:**

1. Reinforcing steel prior to placement of concrete
2. Foundation/ Pier Depth
3. Rough-In: Framing with all other trades roughed in and fire blocking/draft stopping in place; before final sheathing (vinyl, cedar, etc) is applied.
4. Insulation
5. Drywall Installation ( Prior to mud & tape)
6. Penetration Firestop
7. Final Inspection

**Note:** Not all inspections may apply to every situation and additional inspections may be required as needed. Electrical, plumbing, and mechanical work all require additional inspections. Check with Fire Department for their required inspections.

Certification of Accuracy: As the owner/owners agent of record, I certify that all information contained within this application is true and accurate to the best of my knowledge and belief.

Certification of Compliance: I hereby certify that I am familiar with all pertinent codes relating to the above specified work, and that all work shall be performed in compliance with these codes, also that I am familiar with the City Rochester Ordinance, Chapter 275 and all use and dimensional regulations.

Inspections: This signed application constitutes consent on the applicant's part to allow for inspections at the property by the department of Building and Licensing Services, Assessing Office and any other required City Staff. Any work that is covered prior to the inspection may be required to be removed for inspection.

Certificate of Occupancy (C/O): A C/O must be issued PRIOR to any occupancy of residential and/or commercial structures. A Certificate of Occupancy shall be clearly displayed in all structures of non-residential uses. For Commercial Projects: As-Built Drawings must be submitted prior to issuance of C/O.

Permits are non- transferable. If this is an "After the Fact" permit, it will be subject to a fee two times the normal permit fee.

Applicants are advised that the making of a false statement on this form is a criminal offense.

**40.15 Permits. (a) (4) Fees for building permits shall be waived for honorably discharged veteran of an active duty, National Guard or reserve member of the United States Armed Forces, who plans to construct or have constructed for himself/herself a home or appurtenance to a home already owned by him/her for exclusive occupancy by himself/herself and his/her immediate family.**

**IF THIS APPLIES, PLEASE CHECK THE BOX. (VERIFICATION MAY BE REQUIRED)**

**\*\*Guest Approval on Permit for:**      Owner      Contractor      Other      Email(s) \_\_\_\_\_

**Cost of Construction:** \_\_\_\_\_ **Permit Fee:** \_\_\_\_\_

Permit fee is based on \$9.00 per \$1,000.00 of Construction Cost (Rounded Up Nearest \$1,000.00) plus a \$10.00 application fee.  
Minimum Permit Fee is \$20.00

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



# City of Rochester, New Hampshire

## Building & Licensing Services

### Electrical Permit Application

**Location of Construction** (Address): \_\_\_\_\_

**Primary Use of Property:** Residential Commercial Municipal Other \_\_\_\_\_

**Property Owner:** \_\_\_\_\_ Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Contractor:** \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Master Elec: \_\_\_\_\_ NH Master Electrician #: \_\_\_\_\_ Exp: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Applicant information:** Owner Contractor Other authorized agent. **IF OTHER** please fill in the info below.

Name \_\_\_\_\_ Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Services, Panels, Disconnects	Quantity	Devices	Quantity	Luminaries	Quantity
60		Receptacles		Incandescent	
100		Switches		Fluorescent	
200		Motion Sensor		Neon	
400		Carbon Monoxide		L.E.D.	
600		Smoke Detectors		Exit/Emergency Lts	
800		Other		Exh/Paddle Fan	
1000					
1200		<b>Equipment</b>			
1600		Range		Washer	
2000		Oven		Dryer	
Other _____ Amps		Microwave		Boiler	Gas Oil
Meters		Dishwasher		Furnace	Gas Oil
Motors		Disposal		A/C Unit	
Air Comp/Cond.		HW Heater		Door openers	
Electric Heat		Refrigerator/Freezer		Sump Pump	
Heat Pump		Other			
Manufactured Structure		<b>Transformers</b>			
Modular Structure		Up to 25 KVA			
Fire Pump		25 KVA & over			
Standard Temp Service					
Illuminated Sign		<b>Generators and Transfer Switches</b>			
Above ground pool		Up to 10 KVA		Over 75 KVA	
In Ground pool		10KVA- 75 KVA		Transfer Switches	

Description of work to be performed: \_\_\_\_\_

\_\_\_\_\_

**Note:** it is the responsibility of the property owner/project manager to ensure that all contractors employed to do work have applied and received all necessary permits. It is also the responsibility of same to ensure that all inspections required are completed. If work has not begun within 6 months of issuance, permit it becomes null and void.

If this is an "After the Fact" permit, it will be subject to a fee two times the normal permit fee.

Electricians must have a valid license from the State of New Hampshire to obtain a permit. Permits are not transferable.

The property owner of record may exercise their right to perform their own electrical work on their residence if it is a single family dwelling and owner occupied

**This signed application constitutes consent on the applicant's part to allow for all inspections at the property location listed.**

No permit will be issued until all of the above information is furnished, and all the above conditions met. It is the responsibility of the property owner and/ or the contractor to contact Eversource after City approval to schedule connection.

**INSPECTIONS REQUIRED:** (48 hours' notice required)

1. Underground conduit installations.
2. When service is installed and a work order number has been obtained from PSNH.
3. When rough-in is complete and visible (Rough).
4. When job is complete, but before occupancy (Final).

The Department of Building and Licensing Services approval would certify that the applicant could proceed with installation of electrical fixtures in accordance with specifications submitted. Any deviation from the specifications submitted will require an amendment to this permit or additional permits. If you have any questions, feel free to contact the Department of Building and Licensing Services office at 603-332-3508.

**Statement of Compliance:** I have read and understand the statement and hereby agree to all of the terms stated therein. I agree to abide by any and all codes relating to my field of work, including all national, state and local codes. I also realize that any false statement made in the application for permit may be grounds for revocation of said permit.

**40.15 Permits. (a) (4) Fees for building permits shall be waived for honorably discharged veteran of an active duty, National Guard or reserve member of the United States Armed Forces, who plans to construct or have constructed for himself/herself a home or appurtenance to a home already owned by him/her for exclusive occupancy by himself/herself and his/her immediate family.**

**IF THIS APPLIES, PLEASE CHECK THE BOX. (VERIFICATION MAY BE REQUIRED)**

**\*\*Guest Approval on Permit for:**      Owner      Contractor      Other      Email(s) \_\_\_\_\_

**Cost of Construction:** \_\_\_\_\_ **Permit Fee:** \_\_\_\_\_

Permit fee is based on \$9.00 per \$1,000.00 of Construction Cost (Rounded Up Nearest \$1,000.00) plus a \$10.00 application fee.  
Minimum Permit Fee is \$20.00.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



# City of Rochester, New Hampshire

## Building & Licensing Services

### Plumbing Permit Application

Location of Construction (Address): \_\_\_\_\_

Primary Use of Property: Residential Commercial Municipal Other \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Master Plumber: \_\_\_\_\_ NH Master Plumber #: \_\_\_\_\_ Exp: \_\_\_\_\_

E-mail: \_\_\_\_\_

Applicant information: Owner Contractor Other authorized agent. **IF OTHER** please fill in the info below.

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

FIXTURE	#	FIXTURE	#	FIXTURE	#
Water Distr. Syst.		Dishwasher - Res		Stacks	
Waste System		Garbage Disposal		Sinks	
Water Tank/Heater <b>(NO GAS)</b>		Laundry Tray/ Wash Sink		W C / Toilet	
Floor Drains		Washing Machine		Lavatory	
Sewage Ejector		Special Wastes		Showers	
Drinking Fountain		Rainwater Leaders		Urinal	
Pump		Bath Tub		Other	
Sill Cocks				App. Fee	1

Description of work to be performed: \_\_\_\_\_

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**Note:** it is the responsibility of the property owner/project manager to ensure that all contractors employed to do work have applied and received all necessary permits. It is also the responsibility of same to ensure that all inspections required are completed. If work has not begun within 6 months of issuance, permit it becomes null and void.

If this is an "After the Fact" permit, it will be subject to a fee two times the normal permit fee.

Plumbers must have a valid license from the State of New Hampshire to obtain a permit. Permits are not transferable.

The property owner of record may exercise their right to perform their own plumbing work on their residence if it is a single family dwelling and owner occupied

**This signed application constitutes consent on the applicant's part to allow for all inspections at the property location listed.**

No permit will be issued until all of the above information is furnished, and all the above conditions met.

**INSPECTIONS REQUIRED:** (48 hours' notice required)

1. When under slab piping has been installed.
2. When rough-in is complete and visible (rough).
3. When job is complete, but before occupancy (final).

The Department of Building and Licensing Services approval would certify that the applicant could proceed with installation of plumbing fixtures in accordance with specifications submitted. Any deviation from the specifications submitted will require an amendment to this permit or additional permits. If you have any questions, feel free to contact the Department of Building and Licensing Services office at 603-332-3508.

**Statement of Compliance:** I have read and understand the statement and hereby agree to all of the terms stated therein. I agree to abide by any and all codes relating to my field of work, including all national, state and local codes. I also realize that any false statement made in the application for permit may be grounds for revocation of said permit.

**40.15 Permits. (a) (4) Fees for building permits shall be waived for honorably discharged veteran of an active duty, National Guard or reserve member of the United States Armed Forces, who plans to construct or have constructed for himself/herself a home or appurtenance to a home already owned by him/her for exclusive occupancy by himself/herself and his/her immediate family.**

**IF THIS APPLIES, PLEASE CHECK THE BOX. (VERIFICATION MAY BE REQUIRED)**

**\*\*Guest Approval on Permit for:**      Owner      Contractor      Other      Email(s) \_\_\_\_\_

**Cost of Construction:** \_\_\_\_\_ **Permit Fee:** \_\_\_\_\_

Permit fee is based on \$9.00 per \$1,000.00 of Construction Cost (Rounded Up Nearest \$1,000.00) plus a \$10.00 application fee.  
Minimum Permit Fee is \$20.00.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



# City of Rochester, New Hampshire

## Building & Licensing Services

### Mechanical Permit Application

Location of Construction (Address): \_\_\_\_\_

Primary Use of Property: Residential Commercial Municipal Other \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

License Holder: \_\_\_\_\_ NH Gas Fitter License #: \_\_\_\_\_ Exp: \_\_\_\_\_

E-mail: \_\_\_\_\_

Applicant information: Owner Contractor Other authorized agent. **IF OTHER** please fill in the info below.

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

FIXTURE	TYPE	#	FIXTURE	TYPE	#
Air Conditioners			Propane Tanks		
Dryers			Ranges		
Furnaces			Unit Heaters		
Gas Generators			Water Heaters <b>(GAS or OIL)</b>		
Grilles			Other		
Heater Range			Other		
Heating Boilers			Other		
Ovens			Other		

Description of work to be performed: \_\_\_\_\_

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**Note:** It is the responsibility of all contractors, electricians, plumbers, and mechanics to obtain the necessary permits from the Building and Licensing Services office at City Hall before ANY work has begun. Work must begin within six months of the issuance of any permit.

If this is an "After the Fact" permit, it will be subject to a fee two times the normal permit fee.

Gas fitters must have a valid license from the State of New Hampshire to obtain a permit. Permits are not transferable.

It is the responsibility of the contractor to obtain all inspections required. A rough-in inspection is required before any work is covered, and a final inspection is required when all work is complete. A forty-eight (48) hr notice is required for any inspection.

**This signed application constitutes consent on the applicant's part to allow for all inspections at the property location listed.**

No permit will be issued until all of the above information is furnished, and all the above conditions met. It is the responsibility of the property owner and/ or the contractor to contact UNITIL after City approval to schedule connection.

**INSPECTIONS REQUIRED:** (48 hours' notice required)

1. When rough-in is complete and visible (Rough)
2. When job is complete, but before occupancy (Final)

The Department of Building and Licensing Services approval would certify that the applicant could proceed with certain mechanical work in accordance with the specifications submitted. Any deviation from the specifications submitted will require an amendment to this permits or additional permits. If you have any questions, feel free to contact the Department of Building and Licensing Services office at 603-332-3508.

**Statement of Compliance:** I have read and understand the statement and hereby agree to all of the terms stated therein. I agree to abide by any and all codes relating to my field of work, including all national, state and local codes. I also realize that any false statement made in the application for permit may be grounds for revocation of said permit.

**40.15 Permits. (a) (4) Fees for building permits shall be waived for honorably discharged veteran of an active duty, National Guard or reserve member of the United States Armed Forces, who plans to construct or have constructed for himself/herself a home or appurtenance to a home already owned by him/her for exclusive occupancy by himself/herself and his/her immediate family.**

**IF THIS APPLIES, PLEASE CHECK THE BOX. (VERIFICATION MAY BE REQUIRED)**

**\*\*Guest Approval on Permit for:** Owner Contractor Other Email(s) \_\_\_\_\_

**Cost of Construction:** \_\_\_\_\_ **Permit Fee:** \_\_\_\_\_

Permit fee is based on \$9.00 per \$1,000.00 of Construction Cost (Rounded Up Nearest \$1,000.00) plus a \$10.00 application fee.  
Minimum Permit Fee is \$20.00.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



# City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

209 Chestnut Hill Road • Rochester, NH 03867

(603) 332-4096

Fax (603) 335-4352

[www.rochesternh.gov](http://www.rochesternh.gov)

## New Construction Permit Guidelines

***The purpose of this package is to assist contractors and developers in obtaining all necessary permits and scheduling all necessary inspections with the Public Works Department (DPW). This package does not address any building, fire or planning requirements. All water and sewer installers must be licensed with the City of Rochester. License application can be found on the City's Website or be obtained by calling (603) 332-4096.***

### 1. Public Works Permit Applications

- a. **Driveway Permits:** for any new or modified driveway within limits of the right-of-way of any street or highway in the City of Rochester. Entrances from highways under the jurisdiction of the state of New Hampshire shall also secure a permit from the NHDOT.
- b. **Excavation Permit:** for any excavation work within the City of Rochester.
- c. **Sewer/Water Service Connection Permit:** For any new water or sewer connection.
- d. **Sewer Capacity Permit:** New or expanding customers (other than single family homes) are required to pay a \$2.00 per gallons per day reserve capacity assessment fee. This permit is required to be approved and paid for prior to receiving a building permit.
- e. **Commercial/Industrial Waste Questionnaire:** For all new commercial or industrial sewer connections.
- f. **Sewer/Water License:** Annual license for any contractor working on public water or sewer services.
- g. **Stormwater Management and Erosion Control Permit:** For any project disturbing or impacting a land area greater than 5,000 cumulative square feet.

### 2. Inspections:

**It is the contractor's responsibility to notify the Public Works Department 24-hours prior to beginning any work that requires inspections. Note that these inspections are scheduled and conducted separately from the fire department and code enforcement.**

- a. **Sewer/Water Connection:** A Public Works representative should be present during any connection to the public infrastructure. Inspection sign-off required to activate obtain a water meter and to activate the water service.
- b. **Excavations:** A Public Works representative should be notified before any excavation work within the City of Rochester Public Right-of Way.
- c. **Sewer Tests:** A Public Works representative should be present for all vacuum and leakage testing.
- d. **Water Tests:** A Public Works representative should be present for all pressure and bacteria testing.
- e. **Stormwater Management and Erosion Control:** A Public Works representative may visit the site during construction to confirm the Best Management Practices and Erosion Control measures described in the permit to ensure that are being properly installed and maintained.

### 3. Scheduling Work:

- a. **Sewer/Water Connection:** Coordinate with the DPW to schedule water and sewer connections and inspections by calling (603) 332-4096.
- b. **Excavations:** Coordinate with the DPW to schedule inspections for final patch repair by calling (603) 332-4096.
- c. **Water Meter:** Coordinate with the Utility billing Office at (603) 335-7501 to schedule water meter installations. **WATER METERS WILL NOT BE INSTALLED WITHOUT PROPER INSPECTIONS.**

BUILDINGS AND GROUNDS • HIGHWAY • WATER • SEWER • ENGINEERING





# City of Rochester, New Hampshire

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## Driveway Permit Application Permit Fee \$150

Owners Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Owners Address: \_\_\_\_\_

Property Address: \_\_\_\_\_ Telephone # \_\_\_\_\_

Cell/Business #: \_\_\_\_\_ Map # \_\_\_\_\_ Lot # \_\_\_\_\_

Owner's Email Address: \_\_\_\_\_

Do you want your permit emailed to the email address above?  Yes or  No

Will the driveway impact wetlands and/or will it impact any area within 50 feet of wetlands?  Yes or  No

Was this lot created prior to September 23, 2003?  Yes or  No

Will you be installing a culvert as part of this driveway application?  Yes or  No

**DESCRIBE DRIVE LOCATION** (Provide narrative and sketch in the space provided below. If necessary attach addition sketches, images, maps, etc. to the back of this application. **If installing a culvert please provide size, material and direction of flow.** )

### Contractor Information:

Contact Name \_\_\_\_\_ Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone # \_\_\_\_\_ Cell/Business # \_\_\_\_\_

Email Address: \_\_\_\_\_

I \_\_\_\_\_ Do hereby request permission for a DRIVEWAY ACCESS PERMIT and I have reviewed, understand and agree to abide by the applicable City of Rochester regulations and ordinances and any State Agency requirements that may apply

**OWNERS' SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Owner or  Owner's agent

*City of Rochester, New Hampshire*  
**DRIVEWAY APPLICATION CONTROL REGULATIONS**

1. No permit shall be required for any existing driveway, entrance, or approach unless the grade or location of the existing driveway is changed.
2. The grade of the approach at the location to be agreed upon is to be such as will permit a safe and controlled approach to the highway at all seasons and so designed that no water will discharge from the approach upon the paved surface of the highway.
3. Drainage structures necessary to maintain existing highway drainage are to be furnished and installed by owner and are to be designed to meet all Department of Public Works and Highway Specifications.
4. Anyone who excavates or disturbs the shoulders, ditches, sidewalks, embankments, or surfaces or improved for travel of any highway shall restore them to the satisfaction of the Director of Public Works
5. The Director of Public Works may require that a bond satisfactory to him/her be furnished to the city providing for the satisfactory restoration of the highway.
6. The Director of Public Works will not permit more than one access to a parcel of land unless an all-season sight distance of 400 feet in both directions can be obtained. The location of the access shall be that location deemed to be the safest by the Director of Public Works.
7. No driveway shall be wider than 50 feet, except that a driveway, entrance, exit, or approach may flare beyond a width of 50 feet at its junction with the highway to accommodate the turning radius of vehicles expected to use the particular driveway, entrance, exit, or approach.
8. All driveways shall be a minimum of 20' wide, unless serving a single residential home.
9. There will be no more than two driveways, entrances, exits or approaches from any one highway to any one parcel of land unless the frontage along the highway exceeds 500 feet.
10. The owner of the property to which the access is appurtenant shall have continuing responsibility for the adequacy of the access and any grades, culverts, or other structures pertaining to such access, whether or not located in the public right-of-way.
11. See Section 14 – Traffic and Access Management of the City of Rochester Site Plan Regulations for additional regulations governing General Provisions, Access Management and Site Distance. These regulations apply to Driveway Permits regardless if site plan review or approval is required,.
12. **Penalty:** Any person who violates any provision of RSA 236:13 or any provision of Rochester Ordinance Chapter 15 shall be guilty of a violation, fined \$100, and be liable for the cost of restoration of the highway to a condition satisfactory to the Director of Public Works.

**STANDARD TERMS AND CONDITIONS ASSOCIATED WITH A DRIVEWAY PERMIT.**

1. Pursuant to NH RSA 236:13, it shall be unlawful to construct or maintain any driveway, entrance, or approach within the limits of the right-of-way of any street or highway in the City of Rochester without a written permit from the Director of Public Works. If the entrance is from a Class I, II, or III highway under the jurisdiction of the State of New Hampshire a permit shall also be secured from the New Hampshire Department of Transportation's District Engineer.
2. The Director of Public Works is authorized to make such rules and regulations as to the grade and location of driveways, entrances, and approaches on said highways as will adequately protect and promote the safety of the traveling public, but s/he shall in no case deny access to property abutting the highway.
3. All driveway permits expire one year from the date of issue if not acted upon. The application fee will not be refunded if the permittee fails to act on any issued permit.







City of Rochester, New Hampshire  
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**Excavation Permit Application**  
Permit Fee \$100

<b><u>CONTRACTOR INFORMATION:</u></b>	Date: _____
Name _____	Business Name: _____
Address: _____	
Telephone # _____	Cell/Business # _____
Email Address: _____	
Utility or Purpose: _____	

<b><u>EXCAVATION INFORMATION</u></b>	
Street Address of Excavation: _____	
Size of Excavation: _____	Depth of Excavation: _____
(Estimated length and width)	

<b><u>SKETCH OF EXCAVATION SITE</u></b>
Please show nearby landmarks (e.g. building w/ address, utility pole, fire hydrants, streets, sidewalks, trees, fences, etc.), the size, and location of excavation. Additional sheets or plan may be attached

PERMIT FEE \$ _____	CASH _____	CHECK NO. _____
<b>SIGNATURE OF APPLICANT:</b> _____		

**CONDITIONS ATTACHED IF BOX TO THE LEFT IS CHECKED**

_____	_____
Department of Public Works (Authorized signature)	Excavation Permit No.
<b>NOTE: PERMIT NOT VALID WITHOUT AUTHORIZED SIGNATURE AND PERMIT NUMBER</b>	



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**Permit Procedure**

1. Applicant must obtain a signed and numbered permit before starting any work in the field.
2. Contractor shall provide 24-hours prior notice before work is to begin so adequate inspection can be arranged.
3. All excavation shall be properly backfilled, compacted, and paved areas temporarily patched at the completion of work. In no case shall an open excavation be left overnight unless specifically waived by the Commissioner of Public Works. All temporary patches shall be of an acceptable cold patch material, and all permanent patches shall be of an acceptable hot asphalt concrete mix.
4. Contractor then has 10 days to return the permanent patch completion portion of this application to the Department of Public Works. (See reverse)
5. The City may require that a performance bond be posted. See any permit conditions that may be attached.

**NOTE:** This Application, which will become an Excavation Permit when fully executed, has been applied for by the Applicant for the purpose of gaining access to the public right(s)-of-way in order to repair, maintain, install, relocate and/or remove materials and/or infrastructure of the City (or of some other governmental entity) and/or of materials and/or infrastructure which is owned and/or controlled by the Applicant, and which is located in, on or above the public right(s)-of-way with the consent and authority of the City of Rochester. To the extent that applicable law provides authority for the City (or other governmental entity) to assess taxes on Applicant, pursuant to RSA 72:23, 1(b), 72:8-a, 73:10 and/or 48-B:4, or otherwise, the City (or other governmental entity) shall impose such tax(es) and Applicant hereby acknowledges his/her/its obligation to pay such taxes to the extent required by applicable law. Failure of the Applicant to pay properly assessed real and personal property taxes by the due date shall be cause for City (or other governmental entity) to terminate any Excavation Permit(s) authorized herein, any then outstanding Excavation Permit(s) held by the Applicant, as well as any authorization of the Applicant to locate its owned and/or controlled materials and/or infrastructure in the public right(s)-of-way.

**PERMANENT PATCH COMPLETION**

PERMIT NO. \_\_\_\_\_

TYPE OF PATCH MATERIAL \_\_\_\_\_

NUMBER OF LIFTS AND THICKNESS #1 \_\_\_\_\_ #2 \_\_\_\_\_

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

City use only below

**COMPLETION INSPECTION**

INSPECTOR \_\_\_\_\_ APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

DATE \_\_\_\_\_ REASON \_\_\_\_\_

**30-DAY INSPECTION**

INSPECTOR \_\_\_\_\_ APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

DATE \_\_\_\_\_ REASON \_\_\_\_\_

**1-YEAR INSPECTION**

INSPECTOR \_\_\_\_\_ APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

DATE \_\_\_\_\_ REASON \_\_\_\_\_

*City of Rochester, New Hampshire*  
**PROCEDURES AND SPECIFICATIONS FOR EXCAVATIONS**  
**ON CITY STREETS OR RIGHTS-OF-WAY**

The following procedures are for all companies or individuals excavating in city streets or rights-of-way. An excavation permit shall be issued by the Rochester Department of Public Works, prior to beginning any excavation within any street or right-of-way owned or controlled by the City of Rochester.

Pursuant to Section 15.5(a) of the General Ordinances of the City of Rochester, anyone wishing to open or excavate in any street or right-of-way must make an application for a permit on a form provided by the Department of Public Works. A **\$100.00 permit fee** must accompany each application for a permit.

Permit holders will be responsible for a permanent patch that meets the specifications of the Department of Public Works for a period of one (1) year from date of initial inspection. Any interim repair will either be done by the permit holder, or the Department of Public Works and costs billed to the permit holder. A bond of indemnity or an escrow deposit may be required for any or all excavations and patches at the discretion of the Director of Public Works. (Ordinance, sec. 15.14)

Applicant must obtain a signed excavation permit before starting any work in the field. City Ordinance (Sec. 15.5(c)) states there is a fine of up to \$500.00 for failure to obtain said permit. This will be strictly enforced.

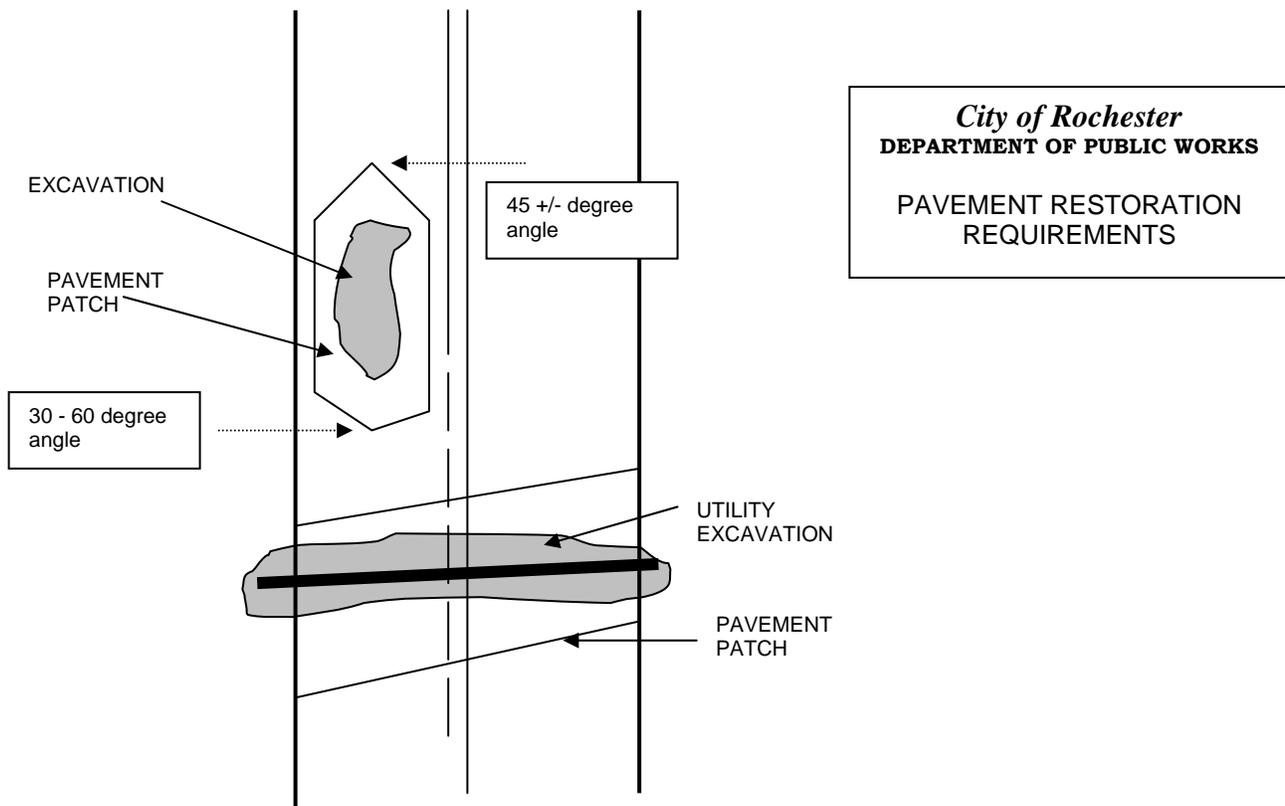
All holders of an excavation permit shall comply with the following requirements. Any violation of any condition of the permit is subject to a \$100.00 fine (Ordinance Sec. 15.15)

1. Any excavation shall be backfilled, compacted, and temporarily patched at the completion of work, in no case shall an open excavation be left overnight unless waived by the Director of Public Works. All temporary patches shall be of an acceptable cold patch material.
2. Applicant shall complete the permanent patch within 20 calendar days of temporary patch but not sooner than complete settlement (7 days recommended minimum) or for winter work (if authorized) within 30 calendar days of availability of hot bituminous concrete. Permanent patch section of permit must be returned to Public Works within **15 days** of completion of permanent patch. Any existing landscaped areas shall be restored with loam, fertilized, and replanted. Any asphalt or concrete sidewalk shall have surfaces of equal depth, kind and quality placed. As work progresses, all streets shall remain free of all rubbish, excess earth, rock and other debris resulting from such work. Public Works will inspect the work. The one-year guaranty period will start at that time. Work will be re-inspected after one year at which time the permit will be retired or the applicant will be notified to repair patch.
3. Prior to installing a pavement patch, all existing edges shall be sawcut with straight, neat, defined edges that intersect with the flow of traffic at angle from between 30 degrees and 60 degrees (e.g. the sawcut edge shall not be perpendicular to the flow of traffic, see diagram). The pavement thickness shall match the pavement thickness of the existing roadway, but shall not be less than the requirements stipulated in the City of Rochester subdivision regulations.
4. No opening or excavation in any street shall extend beyond the centerline of the roadway, before being back filled and the surface of the roadway made passable to traffic.
5. All trenches shall be backfilled with suitable original material with the exception of the required gravel for pavement base at thicknesses required by the City of Rochester subdivision regulations.
6. Every permit holder will be required to place around all openings, excavations, encumbrances or obstructions, sufficient barriers, barricades, lights, warning flags, and danger signs to protect the safety of the general public to the satisfaction of the Director of Public Works. During the hours of darkness, adequate artificial lighting devices are required to call attention to and indicate the actual location of obstructions and hazards.
7. All barricades, warning signs, lights, temporary signals and other protective devices shall conform with the edition of the "Manual on Uniform Traffic Control Devices for Streets & Highways", current on the date of permit application. This manual is approved by the Federal Highway Administrator as the National Standard for all highways open to public travel.
8. A minimum of one lane of traffic shall be provided on all streets at all times. Access shall be provided to all property at night and on weekends, and shall be maintained to all places of business at all times.

9. If a complete street closure is necessary, at least seven (7) working days advance notice is required with confirmation of the proposed closure three (3) working days in advance of the actual street closure. The Director of Public Works will review and approve any detours required. If a detour approved, the permit holder shall erect sufficient signage so motorists are given appropriate warning of the detour and are able to navigate the detoured route as efficiently as possible.
10. If an emergency necessitates the complete closing of a street, the closing will be governed by the "Emergency Provisions" Section of this regulation.
11. Property or street line monuments survey reference points and permanent survey bench marks shall not be removed or disturbed, unless specifically permitted by the Director of Public Works. If any such monuments are removed or disturbed, the permit holder shall be required to have monuments replaced by a licensed land surveyor.
12. Provisions shall be made to provide for proper drainage during construction, and the permit holder shall be responsible for all claims for damage or injury, whatsoever, that may arise from the obstruction or use of any public sewer or drain in connection with the work contemplated under the permit.
13. The Director of Public Works may revoke any permit issued under this regulation at any time.

**EMERGENCY PROVISIONS**

In the event of an emergency, the Director of Public Works reserves the right to waive any of the provisions of this regulation, and to impose such conditions as she/he may require. If such an emergency exists, the (Police Department, Fire Department and Highway Department, at a minimum), shall be notified immediately by telephone. During the next business day, an excavation permit form shall be applied for at the office of the Director of Public Works.





# City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

209 Chestnut Hill Rd • Rochester, NH 03867

(603) 332-4096

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[www.rochesternh.gov](http://www.rochesternh.gov)

## Water and Sewer Service Connection Application Permit Fee \$50 for Each Service Request (Includes Inspections)

Water Service \_\_\_\_\_ \$50.00 Sewer Service \_\_\_\_\_ \$50.00

**OWNER INFORMATION:**

(Check one or both)

Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Address: \_\_\_\_\_

Map: _____
Lot: _____

Property Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Cell/Business #: \_\_\_\_\_

Owner's Email Address: \_\_\_\_\_

Is the **Water** service New or Existing?                      New              Existing              N/A

Is the **Sewer** service New or Existing?                      New              Existing              N/A

Is the Service for Residential or Commercial Use                      RES.              COM.              N/A

Number of units? \_\_\_\_\_                      Approximate elevation of foundation \_\_\_\_\_                      Current available utilities \_\_\_\_\_

**CONTRACTOR INFORMATION:**

Contact Name \_\_\_\_\_ Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone # \_\_\_\_\_ Cell/Business # \_\_\_\_\_

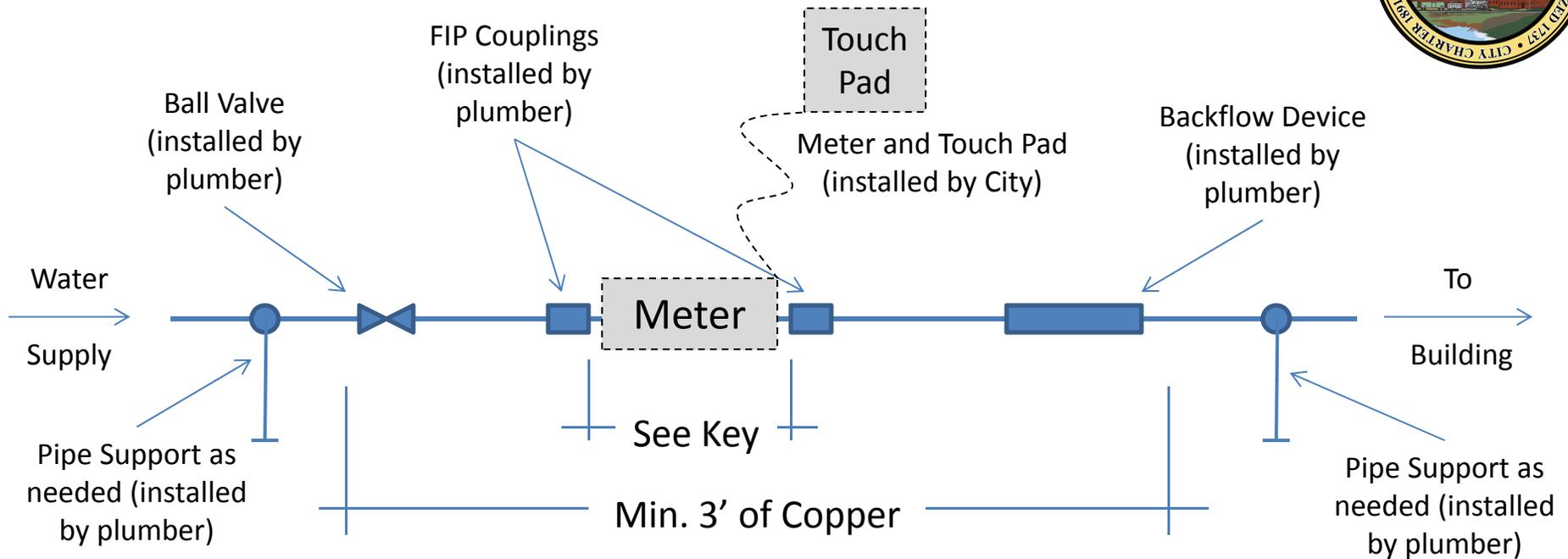
Email Address: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

- Call 603-332-4096 at least 24 hours in advance for all inspections.**
- Sewer/Water License – Any contractor doing **ANY** sewer or water work within a City Road must be licensed by the city to do so. Water taps only by specifically approved contractors as determined by the City and authorized on their Installer's License.
  - Public Works representative is to be notified for inspections of any sewer or water connection.
  - Public Works representative is to be notified for inspection of third party water pressure and bacteria testing.
  - Public Works representative is to be notified for inspection for vacuum testing of sewer manholes and air pressure and mandrel testing for sewer lines
  - A city excavation permit is required for any excavation within the City Right-of-Way.



# Residential Water Meter Installation Guide



## KEY

<u>Meter/Coupler Size</u>	<u>Laying Length</u>
5/8"	11-7/8"
3/4"	11-7/8"
1"	15-1/4"

## NOTES:

- 1 – Meter installation area shall be no less than 3' x 1' x 1' with pipe length in 3' direction.
- 2 – Meter technician cannot manipulate plumbing, only install meter and touch pad.
- 3 – Piping on outlet side of backflow prevention device to meet all plumbing codes.
- 4 – All water into building must be metered. There shall be no branches or tees prior to the meter on the water supply line.
- 5 – All work must be completed by plumber AND City prior to water being turned on.
- 6 – Touch pad to be installed by City on exterior of building and shall be accessible at all times for reading.
- 7 – Any leaks prior to the water meter connection point shall be fixed immediately and will require rescheduling of meter technician.
- 8 – Curb stops (valves located outside of the residence, typically adjacent to the street) are to be operated by City staff only. Any operation of curb stops without express written permission of DPW will result in legal action.



# City of Rochester, New Hampshire

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## Sewer Assessment Application Permit Fee: Varies

**\*Not applicable to single family residences built on lots created prior to 1995 or to expansions of existing uses\***

Owners Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Owners Address: \_\_\_\_\_

Address of Connection: \_\_\_\_\_ Telephone # \_\_\_\_\_

Cell/Business #: \_\_\_\_\_ Map # \_\_\_\_\_ Lot # \_\_\_\_\_

Owner's Email Address: \_\_\_\_\_

Do you want your permit emailed to the email address above? Yes or No

Has a sewer connection permit been issued for this site? Yes or No

Has a Commercial/Industrial Questionnaire been completed for this site (if applicable)? Yes or No or N/A

**DESCRIBE NEW USE AND TABLE 1008-1 CATEGORIZATION:** (Provide narrative and calculations in the space provided below. If necessary attach addition pages to the back of this application.)

### **Contractor Information:**

Contact Name \_\_\_\_\_ Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone # \_\_\_\_\_ Cell/Business # \_\_\_\_\_

Email Address: \_\_\_\_\_

I \_\_\_\_\_ Do hereby request permission for a SEWER ASSESSMENT PERMIT and I have reviewed, understand and agree to abide by the applicable City of Rochester regulations and ordinances and any State Agency requirements that may apply.

OWNERS' SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

Owner or Owner's agent

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NEW HAMPSHIRE CODE OF ADMINISTRATIVE RULES

(2) Metered water readings for uses that are as similar as possible to the proposed use, taking into consideration factors such as occupancy and frequency of use, determined as specified in (d), below.

(d) Design flows based on metered water readings shall be calculated:

(1) By finding the average of water meter readings over a period of time that is representative of the volume of water used and multiplying the average by a minimum peaking factor of 2 for commercial light flow or a maximum peaking factor of 3 for commercial heavy flow; or

(2) By measuring not less than 6 months of consecutive daily meter readings, including the month(s) of heaviest use for uses that are seasonal in nature, and using the highest daily flow without application of a peaking factor;

(e) The unit design flow figures referenced in (b) and (c), above, shall be as listed in Table 1008-1, below, subject to (f), below:

Table 1008-1: Unit Design Flow Figures

Use	Unit Design Flow
AIRPORTS	5 GPD/Transient plus 10 GPD/Employee
APARTMENTS	See Dwellings
BARS, LOUNGES	See Food Service
BED & BREAKFAST	60 GPD/Guest, based on the greater of 2 guests per room or the actual number of guests the room is designed to accommodate, plus 10 GPD/Employee
BUNKHOUSE	60 GPD/Person
CAMPS:	
Campground with Central Comfort Station	45 GPD/site, plus 20 GPD/Site for the dump station
Recreational Campgrounds with 3-way hookups	60 GPD/Site
Construction Camps	50 GPD/Person
Day Camps (not including meals)	15 GPD/Person
Dining Facility	3 GPD/Person/meal
Residential Youth Recreation Camps	25 GPD/Person plus 3 GPD/Person/meal
CATERERS – Function Rooms	12 GPD/patron
CHURCHES:	
Sanctuary Seating	3 GPD/Seat
Church Suppers	12 GPD/Seat
COUNTRY CLUBS – PRIVATE	
Dining Room	10 GPD/Seat
Snack Bar	10 GPD/Seat
Locker & Showers	20 GPD/Locker
DAY CARE CENTERS	10 GPD/Person
DENTISTS	10 GPD/Chair plus 35 GPD/Staff Member
DOCTOR'S OFFICES	250 GPD/Doctor
DOG KENNELS	50 GPD/Kennel, with one dog per kennel
DWELLINGS:	
Apartment - Studio or One-Bedroom	225 GPD
Apartment - 2 or More Bedrooms	150 GPD/Bedroom
Residence - Single-Family	300 GPD plus 150 GPD for each bedroom over 2
Residence - Duplex	300 GPD plus 150 GPD for each bedroom over 2 for each unit
Rooming House – With Meals	60 GPD/Person
Rooming House – Without Meals	40 GPD/Person
Senior Housing	See Senior Housing

NEW HAMPSHIRE CODE OF ADMINISTRATIVE RULES

Use	Unit Design Flow
<b>FACTORIES (Exclusive of Industrial Waste):</b>	
Without Cafeteria or Showers	10 GPD/Person
With Cafeteria, No Showers	15 GPD/Person
With Cafeteria and Showers	20 GPD/Person
Warehouses	10 GPD/Person
<b>FIRE STATIONS – Without full-time employees; without floor drains or food preparation</b>	5 GPD/Person
<b>FOOD SERVICE:</b>	
Cafeteria or table service, plus toilet and kitchen waste	40 GPD/Seat plus 20 GPD/Employee
Cafeteria or table service, paper service, plus toilet and kitchen waste	20 GPD/Seat plus 20 GPD/Employee
Ice cream dipper	100 GPD/dipper plus 20 GPD/Employee
Kitchen Waste only	3 GPD/Meal served plus 20 GPD/Employee
Bars and lounges	20 GPD/Seat plus 20 GPD/Employee
Function Rooms	12 GPD/Seat plus 20 GPD/Employee
GYMS	10 GPD/participant plus 3 GPD/Spectator seat
HAIRDRESSERS	150 GPD/Chair plus 20 GPD/Employee
HOSPITALS	200 GPD/Bed plus 20 GPD/Employee
HOTELS AND MOTELS	200 GPD/Room plus 10 GPD/Employee
INSTITUTIONS OTHER THAN HOSPITALS	See Residential Institutions
LAUNDROMATS, COIN-OPERATED	500 GPD/Machine
LOUNGES	See Food Service, Bars/Lounges
MANUFACTURED HOUSING PARKS	150 GPD/ Bedroom/Site with 300 GPD/Site minimum
MOTELS, see HOTELS	
NURSING HOMES	125 GPD/Bed plus 20 GPD/Employee
<b>OFFICE BUILDINGS:</b>	
Without Cafeteria	10 GPD/Employee
With Cafeteria	15GPD/ Employee
Unspecified Office Space	5 GPD/100 ft <sup>2</sup>
PICNIC PARKS	See Recreational Facilities
<b>RECREATIONAL FACILITIES</b>	
Toilet Waste Only	5 GPD/person
With Showers and Toilets	10 GPD/person
<b>RESIDENTIAL INSTITUTIONS OTHER THAN HOSPITALS AND NURSING HOMES</b>	135 GPD/Bed plus 20 GPD/Employee
RESTAURANTS	See Food Service
<b>SCHOOLS:</b>	
Boarding	100 GPD/resident student or employee plus Day School loading for non-resident students and employees
Day, Without Gym, Cafeteria, or Showers	10 GPD/student or employee
Day, Without Gyms or Showers, with Cafeteria	15 GPD/student or employee
Day, With Gyms, Showers, and Cafeteria	25 GPD/student plus 15 GPD/employee
SENIOR HOUSING	125 GPD/2 Bedroom unit, maximum 2 person occupancy
SERVICE STATIONS	75 GPD/Island plus 10 GPD/Employee
SKATING RINKS	See Gyms
SKI AREAS	See Recreational Facilities

NEW HAMPSHIRE CODE OF ADMINISTRATIVE RULES

Use	Unit Design Flow
<b>STORES:</b>	
Dry Goods	5 GPD/100 ft <sup>2</sup> plus 10 GPD/employee
Supermarkets with Meat Dept. without Garbage Grinder	7.5 GPD/100 ft <sup>2</sup>
Supermarkets with Meat Dept. with Garbage Grinder	11 GPD/100 ft <sup>2</sup>
SWIMMING POOLS, Public	See Recreational Facilities
TENNIS COURTS	See Recreational Facilities
THEATERS	3 GPD/Auditorium Seat/Show
TOWN HALLS	5 GPD/Seat for total seating capacity
TOWN OFFICES	10 GPD/Office employee plus 5 GPD /Transient
TRAVEL TRAILER PARKS	See Camps
WAREHOUSES	See Factories

(f) For any combination of uses, such as a day camp that serves meals, a recreational facility with a cafeteria, a ski area that also has a day care, or a single-family residence with a studio or 1-bedroom apartment, the loading shall be the combined total of the loading for the separate uses.

(g) For any structure where the use is not listed in Table 1008-1, the permitted designer shall submit documentation to support the estimated maximum daily flow.

Source. (See Revision Notes #1 and #2 at chapter heading #11184, eff 10-1-16)

Env-Wq 1008.04 Minimum Distances.

(a) The minimum separation distance in feet between components of an ISDS and the identified receptors shall be as specified in Table 1008-2, subject to (b) through (j), below:

Table 1008-2: Minimum Separation Distances (in Feet)

Receptor	Component	Septic Tank	Bed	Sewer Line
Surface Water		75	75	
Poorly Drained Jurisdictional Wetland		50	50	
Very Poorly Drained Jurisdictional Wetland		75	75	
Open Drainage		75	75	
Culvert, Tight Pipe		10	25	
Catch Basin		35	35	
Reservoir		75	75	
Water Lines, pressure		10	25	10
Water lines, suction		50	50	50
Property lines		5	10	5
Foundation, any type, with Foundation Drains		5	15	
Foundation, full cellar, without Foundation Drains		5	10	
Foundation, slab, without Foundation Drains		5	5	
Foundation Drains Outfall Pipe (Solid)		5	5	
Foundation Drain Outfall (Discharge)		25	25	
Top of Natural Embankment or Natural Steep Slope		5	20	
Stormwater Pond intercepting SHWT		50	75	
Stormwater Pond not intercepting SHWT		25	35	
Geothermal well, open loop		75	75	
Geothermal well, closed loop		25	25	
Upgradient swale to divert surface water from EDA not intercepting SHWT, below finished grade of EDA		10	25	



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## Commercial/Industrial Waste Questionnaire

If you are a residential use you do not need to complete this Questionnaire. All other users please answer all questions as completely and accurately as possible. Upon review of this form additional monitoring and/or testing requirements may apply and if so you will be contacted by a representative of the City of Rochester.

1) General Information (please print clearly):

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Site Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Year Company was Established on Site: \_\_\_\_\_

Number of Employees: \_\_\_\_\_

Estimated Flow: Gal/Day: \_\_\_\_\_ Peak Gal/Hr/Min: \_\_\_\_\_ / \_\_\_\_\_

Is business existing, new or relocation: \_\_\_\_\_

Are there / have there been any wastewater discharge permits issued to this company in the past: Y / N

a) If yes please submit copy of existing or past permits.

b) If yes have there been any permit violations or fines issued (please explain):

2) Identify the type of business conducted at the address above (auto repair, machine shop, electroplating, warehousing, painting, meat packing, food processing, etc...)

3) Briefly describe the manufacturing, production, or service activities conducted at this facility.

4) Standard Industrial Classification Number(s) (SIC) Code for the facility:

\_\_\_\_\_  
BUILDINGS AND GROUNDS · HIGHWAY · WATER · SEWER · ENGINEERING

- 5) Does the facility discharge wastewater to the Rochester Sewer System: Y / N  
 a) If yes, is it gravity or pumped: \_\_\_\_\_
- 6) Does the facility use City Water for any process(es) at the facility: Y / N  
 a) If yes, what is the Estimated Flow: Gal/Day: \_\_\_\_\_ Peak Gal/Hr/Min: \_\_\_\_\_  
 \_\_\_\_\_  
 b) If well water is used for any process(es) at the facility, what is the Estimated  
 Flow discharge to the Rochester Sewer System: Gal/Day: \_\_\_\_\_  
 Peak Gal/Hr/Min: \_\_\_\_\_
- 7) Is the facility subject to any of the EPA industrial categories with pretreatment  
 standards? (See attached Table 1.)  
 a) If no, please state reason.  
 b) If yes, specify applicable standard.
- 8) Does the facility utilize any pretreatment as part of the process(es) (Grease  
 Traps/Interceptors, Oil/Water Separators, pH Neutralizations, Solids Removal/Settling)  
 a) If yes, what types:
- 9) Are there any chemicals stored on site: Y / N  
 a) If yes, please enclose complete chemical inventory list.
- 10) Are any spent hazardous wastes removed from the facility by a licensed hauler Y / N.  
 If yes, please enclose copy of most recent manifest.
- 11) Are there any spill control practices (pollution prevention program, SPCC plan, etc in  
 place at the facility: Y / N. If yes, please describe.
- 12) Are high concentration of conventional parameters such as BOD, TSS, Oil & Grease  
 discharged to the Rochester Wastewater Sewer System: Y / N  
 a) If yes, which ones.

13) Has the facility's process wastewater pH ever been:

Greater than 9.0 \_\_\_\_\_? Less than 5.5 \_\_\_\_\_?

14) Are there any floor drains in the production/chemical storage areas?

a) If yes, where do they discharge to?

15) Are there any anticipated changes within the next year which would affect the facility's discharge: Y / N

a) If yes, please describe.

16) Attached is the City of Rochester's Local Discharge Limitations (Table 1): Does the facility discharge any concentration higher than the limits?

a) If yes, which ones.

17) Please list below the appropriate person within the company to contact regarding the discharge information above.

Contact Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ e-mail: \_\_\_\_\_

I certify that the information contained in this questionnaire is familiar to me and the best of my knowledge and belief such information is true, complete and accurate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

Please return to the City of Rochester, Public Works Department, 45 Old Dover Road, Rochester, NH 03867 Attention: David Green.

**Table 1  
Categorical Industries for which Numerical Standards have been Developed.**

Aluminum Forming	40 CFR 467
Battery Manufacturing	40 CFR 461
Coal Mining	40 CFR 434
Coal Coating	40 CFR 465
Copper Forming	40 CFR 468
Electronics Components	40 CFR 469
Electroplating	40 CFR 413
Fertilizer Manufacturing	40 CFR 418
Inorganic Chemicals	40 CFR 415
Iron and Steel Manufacturing	40 CFR 420
Leather Tanning	40 CFR 425
Metal Finishing	40 CFR 433
Metal Modeling	40 CFR 464
Nonferrous Metals Forming	40 CFR 471
Nonferrous Metals Manufacturing	40 CFR 421
Oil and Grease (offshore)	40 CFR 435
Ore Mining and Dressing	40 CFR 440
Organic Chemicals	40 CFR 414
Pesticides	40 CFR 455
Petroleum Refining	40 CFR 419
Pharmaceutical	40 CFR 439
Plastic Molding	40 CFR 463
Porcelain Enameling	40 CFR 466
Pulp and Paper Manufacturing	40 CFR 430 and 431
Steam Electric	40 CFR 423
Textiles and Timber	40 CFR 410 and 429

Schedule A  
**Local Discharge Limitations**

The following are maximum daily discharge limits for the specified pollutants in milligram per liter (mg/l):

<u>Parameter</u>	<u>Concentration (mg/l)</u>
Arsenic	1.1
Cadmium	0.1
BOD	400
Chromium (total)	1.0
Cyanide	1.4
Mercury	0.002
Nickel	0.6
TSS	600
Copper	0.55
Lead	0.14
Phosphorous	15.7
Silver	0.1
Zinc	3.76
FOG	100
pH	5.5 to 9.0
TKN	1.2
Arsenic	3.0

Note: Limits can be found in Chapter 16 of Rochester's Sewer Use Ordinance.



*City of Rochester, New Hampshire*  
**PROCEDURES AND SPECIFICATION FOR WORK ON**  
**MUNICIPAL WATER AND SEWER LINES**

The following procedures are for all companies or individuals working on municipal water and sewer. A water/sewer license shall be issued by the Rochester Department of Public Works, prior to beginning any work on water or sewer systems owned or controlled by the City of Rochester including water or sewer service connections that will be located under private property.

Pursuant Sections 16.5(a) and 17.5(a) of the General Ordinances for the City of Rochester, anyone wishing to install or work on city water or sewer must apply for a license from the Department of Public Works.

Applicants must obtain a signed water/sewer license before starting any work in the field. All holders of the water/sewer licenses shall comply with the following requirements:

1. Contractor shall notify Public Works at least 24 hours before the start of any work on City water or sewer systems. Any work done without proper notification will not be inspected.
2. ALL work must be inspected by a Public Works official before backfilling.
3. No two contracting firms shall work under one license. No other contractor may work under your license; under this condition a separate license must be applied for.
4. ALL backfill material shall be on site at the time of inspection.
5. All work shall be in conformance with the City of Rochester, Standards of Infrastructure Design and all applicable ordinances.



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## STORMWATER MANAGEMENT AND EROSION CONTROL PERMIT APPLICATION

**APPLICABILITY:** Pursuant to Chapter 50 of the General Ordinances, no person shall alter land or engage in any activity which causes or contributes to stormwater runoff discharge, without first having obtained a Stormwater Management Permit (SMP) for land proposed to be altered, or which will be affected by such activity. The owner shall be required to apply to the Department of Public Works and obtain such permit from the Department, prior to undertaking any action. This requirement shall apply to any activity that will disturb or impact a land area greater than 5000 cumulative square feet unless specifically exempted by the ordinance.

**INSTRUCTIONS:** Please complete this permit application completely and fully. Be sure to review the reverse side. Any omissions may delay the processing of your application and the signing of your permit. This permit is not valid unless it has been signed and numbered in the Shaded Block below. It is recommended that all permittees review Chapter 50 of the General Ordinances of Rochester prior to disturbing significant land areas. The ordinance is available online at the following link [http://www.rochesternh.gov/Public\\_DocumentsRochesterNH\\_Clerk/General\\_Ordinances/](http://www.rochesternh.gov/Public_DocumentsRochesterNH_Clerk/General_Ordinances/) and then click on Chapter 50. Permittees are expected to use available best management practices to prevent the degradation of stormwater runoff from the site and the formation of soil erosion. A Stormwater Management and Erosion Control Plan (referred herein as the "Local Stormwater Plan") must be prepared for larger projects as outlined in Section 50.6(b) of the ordinance. Completed applications can be: (1) dropped off at the address above, (2) faxed in its entirety to the fax no. above, or (3) e-mailed as a .pdf attachment to the Assistant City Engineer.

DATE OF APPLICATION: \_\_\_\_\_

APPLICANT INFORMATION			
PROPERTY OWNER NAME:			
PROPERTY OWNER ADDRESS:			
CITY, STATE, ZIP:	PHONE NO.	FAX NO.	E-MAIL ADDRESS
CONTRACTOR OR REPRESENTATIVE NAME:			
CONTRACTOR ADDRESS:			
CITY, STATE, ZIP	PHONE NO.	FAX NO.	E-MAIL ADDRESS
INFORMATION ON PROPERTY TO BE DISTURBED			
PROPERTY LOCATION (STREET ADDRESS)		TAX MAP AND LOT NO. (REQUIRED)	
ESTIMATED AREA TO BE DISTURBED (SQ. FT.)	DISTANCE TO NEAREST WETLAND OR WATER BODY (FT)		
DID THE PROPERTY TO BE DISTURBED RECEIVE SITE PLAN APPROVAL FROM THE PLANNING BOARD? Yes <input type="checkbox"/> No <input type="checkbox"/> IF SO, WHEN (date of approval)	PURPOSE FOR LAND DISTURBANCE (check all that apply)		
	<input type="checkbox"/> single family home construction	<input type="checkbox"/> utility construction (water, sewer, drain, gas, etc.)	
	<input type="checkbox"/> commercial development (site plan approved)	<input type="checkbox"/> new subdivision with road construction	
	<input type="checkbox"/> multi-family residential construction	<input type="checkbox"/> logging	
	<input type="checkbox"/> other (please specify)		

I have reviewed and am familiar with the City of Rochester's Stormwater Management and Erosion Control Ordinance (chapter 50). I agree to allow appropriate officials from the City of Rochester on the property referenced in this application to review and monitor compliance with the ordinance.

Signature of owner or Representative	Printed Name	Date
<b>See reverse Side More Instructions</b>	<b>Do not write below this line (for official use only)</b>	
<b>PERMIT:</b> Signature below represents that property listed above is permitted to disturb soil provided that all activities are done in accordance with chapter 50 of the General Ordinance of the City of Rochester. Permit not valid unless signed and numbered by an authorized official of Rochester DPW.		
Authorized Signature	Permit No.	

Is your project of such a size that you are required to file a Stormwater General Permit for Construction Activities Notice of Intent (NOI) to the U.S. Environmental Protection Agency (EPA)? These are required when there is a contiguous disturbed area greater than one acre. See <http://cfpub.epa.gov/npdes/stormwater/cgp.cfm> for more information.

Yes  No

If so, has an NOI been filed with the EPA?

Yes  No

Have you prepared a Stormwater Pollution Prevention Plan (SWPPP) as required by the EPA stormwater program?

**If so, please attach a copy of the plan to this application.**

Yes  No

If you are disturbing less than one acre of continuous area with your project, are you doing any of the following (check as applicable)?

<input type="checkbox"/> Disturbing a cumulative area exceeding 20,000 sq. ft., unless the disturbance is solely related to construction or reconstruction of a street or road?	<input type="checkbox"/> Constructing more than three residential dwellings in the same subdivision or housing project at a time.
<input type="checkbox"/> Phasing more than three building lots per year in an existing or proposed subdivision.	<input type="checkbox"/> Constructing utilities requiring contiguous ground disturbance of more than 20,000 square feet outside the limits of an existing paved roadway.
<input type="checkbox"/> Performing work in or within 35 feet of a permanent or intermittent vernal pool, stream, or bog; within 35 feet of poorly drained or very poorly drained soils, or floodplain; disturbing areas exceeding 2,000 sq. ft. of highly erodible soils, or disturbing areas containing slope lengths exceeding 25 feet on slopes greater than 15 percent. ("critical areas")	

If any of the blocks above are checked, you are required to prepare and submit a Stormwater Management and Erosion Control Plan (Local Stormwater Plan). The plan shall be unique to the site and contain all the information required by sections 50.8 and 50.9 of the ordinance. A Federal SWPPP may be substituted for this plan provided that the SWPPP addresses all the elements of the Local Stormwater Plan.

If you are not required to prepare a SWPPP or a Local Stormwater Plan, briefly describe below what Best Management Practices (BMP's) you intend to use to prevent the movement of contaminated or large quantities of stormwater offsite or into water bodies, stormdrains, wetlands, or to prevent or control soil erosion. **Permit will not be issued without BMP description.**

Prepare sketch of site below. Show prominent features including property lines, structures, streets, critical areas, utilities, and proposed BMPs. If you have a separate site plan, septic design plan, lot plan, or similar plan, you may mark it up and attach it to this application. Sketch not required if a SWPPP or Local Stormwater Plan must be filed.



# City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

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## Sidewalk Obstruction Application Permit Fee \$50

Owners Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Owners Address: \_\_\_\_\_

Address of Obstruction: \_\_\_\_\_ Telephone # \_\_\_\_\_

Cell/Business #: \_\_\_\_\_ Map # \_\_\_\_\_ Lot # \_\_\_\_\_

Owner's Email Address: \_\_\_\_\_

Do you want your permit emailed to the email address above? Yes or No

Will the obstruction be permanently fixed or tied down? Yes or No

Will the obstruction leave at least a 48" clear travel pathway? Yes or No

**DESCRIBE OBSTRUCTION LOCATION** (Provide narrative and sketch in the space provided below. If necessary attach addition sketches, images, maps, etc. to the back of this application.)

### Contractor Information:

Contact Name \_\_\_\_\_ Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone # \_\_\_\_\_ Cell/Business # \_\_\_\_\_

Email Address: \_\_\_\_\_

I \_\_\_\_\_ Do hereby request permission for a DRIVEWAY ACCESS PERMIT and I have reviewed, understand and agree to abide by the applicable City of Rochester regulations and ordinances and any State Agency requirements that may apply

**OWNERS' SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Owner or Owner's agent