



BUILDING DEPARTMENT

Town of Hollis

Seven Monument Square
Hollis, New Hampshire 03049
Tel. (603) 465-2209 Ext. 501

CONSTRUCTION PLAN REQUIREMENTS

COMMERCIAL AND INDUSTRIAL

- One (1) copy of the approved site plan and/or approved septic design.
- Two (2) complete sets of building plans (Architectural and Structural). Most require an Architect's or Engineer's stamp. Electrical, Mechanical and Plumbing drawings may require an Engineer's stamp.

RESIDENTIAL CONSTRUCTION PLANS

- One (1) copy of the approved plot plan and/or approved septic design, drawn to scale, showing all building setbacks to property lines and the distances of all existing or proposed permanent structures.
- Two (2) complete sets of building plans.
 - One set sized at 36" x 24" to scale for a new Single Family Home building plans drawn to scale.
 - Second set sized at 11" x 17" for a new Single Family Home.
- When approved, one (1) copy will remain in the building department files and the large set of building plans will be returned to the applicant with the building permit and shall be available at all times on the construction site.
- Prior to inspections site documents must be placed in a weather tight document box, and the building permit must be viewable from the outside of the building or foundation.

Building plans shall include, but not be limited to:

- a) Foundation Plan – Plans shall show footings including for decks and foundation sizes, building dimensions, column locations and span dimensions, fireplace and all door and window openings and their locations.
- b) First and second floor plans – Plans shall show all rooms and label each room for their intended use. All rooms shall be determined with all dimensions noted. All bathrooms shall include fixture locations and dimensions. All bedrooms are to show inside dimensions and at least one egress window. Kitchen area should show locations of all permanent and built-in appliances, range, oven, dishwasher, etc.

- c) Cross Sectional Plans – Plans shall show footing, foundations wall height and width, floor, ceiling and rafter member sizes and required insulation with R values listed.
- d) Beam, rafter, LVL, truss specification (with fastener details) shall be included and clearly labeled on each set of plans with their identifying name.
- e) Window and Door Schedule – Schedule should list each window and door that is to be installed and indicate the manufacturer, type and size of the unit and locations.

GENERAL NOTES

- All plans shall show -
 - Scale used on the drawings.
 - Plan elevations.
 - All framing materials size and types.
 - Window type, size and locations. Also indicate at least one (1) egress window from each bedroom.
 - Floor framing plans if the cross sectional is not typical.
 - Header sizes for all openings in the bearing walls.
 - Roof framing plan.
- When a garage is attached a 20 min. labeled fire rated door, or equivalent with self-closure is required.

Applications for building permits are effective for 6 months.

Building permits are valid for 12 months.

Building permits not acted upon with 6 months of issue will be expired.

No building permits shall be issued for subdivision construction prior to installation and acceptance for fire protection measures (fire ponds or fire cisterns) where required.