



Fire Chief  
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# Sanbornton Fire & Rescue

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Deputy Chief  
Scott Taylor

## **Requirements for Inspection for issuance of a "Certificate of Occupancy"** **(State Fire Code Part Saf-C6000)**

<https://www.nh.gov/safety/divisions/firesafety/legal/documents/Saf-C6000FireandLifeSafetyAdoptedRuleAugust252020.pdf>

STATE FIRE CODE: RSA 153:1 VI-a. "New Hampshire fire code" or "state fire code" means the adoption by reference of the Life Safety Code 2018 edition and the Uniform Fire Code NFPA 1, 2018 edition, as published by the National Fire Protection Association and as amended by the state board of fire control and ratified by the general court pursuant to RSA 153:5. The provisions of any other national code, model code, or standard referred to within a code listed in this definition shall be included in the state fire code unless amended in accordance with RSA 153:5.

<http://www.gencourt.state.nh.us/rsa/html/XII/153/153-1.htm>

### APPLICATION PROCESS:

- First, submit an "Application to Construct a Structure" this is done through the Town of Sanbornton's Zoning Enforcement Office, the Zoning Administrator will determine if you meet any of the following criteria that will require the Fire Department to conduct inspections and/or issue a Certificate of Occupancy.
- The Town of Sanbornton's Fire Department enforces the "State Fire Code" on all the following applications.
  - New One & Two Family occupied structures to include Accessory Dwellings
  - Rental occupancies to include Accessory Dwellings
  - Commercial occupancies to include Assembly Occupancies which require a "Place of Assembly Permit" (Assemblies are inspected annually)
  - Additions that add bedrooms or meet the definition of "Substantial Rehabilitation"
  - Complete renovations that meet the definition of "Substantial Rehabilitation" ("means any improvement to a building or single-family dwelling which is valued at the amount greater than ½ of the assessed valuation of the building or dwelling")
  - Addition of an "Attached Garage" to an existing One- and Two-Family dwelling.
  - Addition of a "Detached Garage" that includes an Accessory Dwelling.
  - The erection of any outdoor tent that is 600sqft or larger, which may also require an assembly permit for more than 50 persons occupying the tent.
- Additional Mechanical Permitting and Inspections WILL be required "as applicable" during the construction, to include the following.
  - LP or Natural Gas installations (to include supply tanks)
  - Oil Furnace installations (to include supply tanks)
  - Standby Generators
  - Outside wood boilers
  - Woodstoves and Pellet Stoves
  - Monitored Fire Alarm systems (this is only for fire alarm systems that are monitored by a third-party, i.e., ADT, Simply Safe, Honeywell etc.)

(Permit to install and operate are available from the Sanbornton Fire Department and must be applied for by the vendor installing the system and can be found at

[https://www.sanborntonnh.org/sites/g/files/vyhlf3776/f/uploads/heatingappliancepermit2022\\_0.pdf](https://www.sanborntonnh.org/sites/g/files/vyhlf3776/f/uploads/heatingappliancepermit2022_0.pdf)

Erection of Outdoor Tents larger than 600sqft permit application can be found at

[https://www.sanborntonnh.org/sites/g/files/vyhlf3776/f/uploads/tentpermitapplication2022\\_0.pdf](https://www.sanborntonnh.org/sites/g/files/vyhlf3776/f/uploads/tentpermitapplication2022_0.pdf)

Fire Alarm installation permit application can be found at

[https://www.sanborntonnh.org/sites/g/files/vyhlf3776/f/uploads/firealarmpermit2022\\_1.pdf](https://www.sanborntonnh.org/sites/g/files/vyhlf3776/f/uploads/firealarmpermit2022_1.pdf)

The Fee Schedule for inspections can be found at.

[https://www.sanborntonnh.org/sites/g/files/vyhlf3776/f/uploads/sanbornton\\_fire\\_department\\_fee\\_schedule2023\\_1.pdf](https://www.sanborntonnh.org/sites/g/files/vyhlf3776/f/uploads/sanbornton_fire_department_fee_schedule2023_1.pdf)

All permit applications and the Fee Schedule can also be found at the Sanbornton Central Fire Station at 565 Sanborn Rd., Sanbornton NH

#### INSPECTIONS REQUIRED:

- Final equipment operation stage for all mechanical installations
- Inspections are conducted on Wednesdays and Thursdays unless other arrangements have been made prior to installation.
- The installer will be present during the final inspection unless other arrangements have been made.
- If supply lines or tanks are to be buried inspection prior to covering must be conducted.
- Prior to occupancy of a commercial building or residential dwelling an inspection will be conducted, and a Certificate of Occupancy issued.

#### DOCUMENTS REQUIRED:

##### Residential & Commercial dwellings:

- Full set of construction plans to include elevations, floor plan, window schedule and location of smoke and carbon monoxide detectors.
- Drawings of the access (driveway) from the town road to the dwelling.
- Fire Alarm system – Full set of plans to show location of devices, main panel and keypad.

##### Mechanical Installations:

- Installation manual – provided to owner.
- A service tag will be affixed in the area of the oil burning equipment with the name of the installer, contact information, the date of install and that the equipment meets operation and combustion performance criteria.
- Copy of the “Permit to Install or Operate” shall be conspicuously posted near the appliance and be available at the time of the final inspection.
- For all LP or Natural Gas system installation, a copy of the “Gas Fitters” license is required when applying for the installation permit and a copy of the “Mechanical Business Entity License”

ISSUANCE OF 911 ADDRESS: To receive a 911 address you must first obtain a Driveway Permit from the Town of Sanbornton’s Highway Director; the application can be found at.

[https://www.sanborntonnh.org/sites/g/files/vyhlf3776/f/uploads/driveway\\_permit\\_0.pdf](https://www.sanborntonnh.org/sites/g/files/vyhlf3776/f/uploads/driveway_permit_0.pdf)

The Fire Department will evaluate the location of the driveway to determine the appropriate sequential numbering on the road and issue a number, once the final location of the dwelling has been determined and the foundation is in the ground, ***the Fire Department must be notified to start the step in the process which is to then submit to NH E911 for their approval.*** The number will not be official until it is approved by NH E911.

The Town of Sanbornton’s “Ordinance for the establishment of a street numbering system” can be found at\

[https://www.sanborntonnh.org/sites/g/files/vyhlf3776/f/uploads/street\\_numbering\\_system\\_-\\_ordinance\\_0.pdf](https://www.sanborntonnh.org/sites/g/files/vyhlf3776/f/uploads/street_numbering_system_-_ordinance_0.pdf)

GOVERNING CODES: *For all occupancies* <https://www.nh.gov/safety/divisions/firesafety/legal/index.html>

- 2018 NFPA 1, Fire Code as amended by Saf-FMO 300
- 2018 NFPA 101, Life Safety Code as amended by Saf-FMO 300
- 2016 NFPA 13, Standard for the Installation of Sprinkler Systems
- 2016 NFPA 13R, Standard for the Installation of Sprinkler Systems for Low-Rise Residential Occupancies
- 2017 NFPA 25, Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems
- 2018 NFPA 30, Flammable and Combustible Liquids Code
- 2018 NFPA 30A, Code for Motor Fuel Dispensing Facilities and Repair Garages as amended by Saf-FMO 300
- 2016 NFPA 31, Standard for Installation of Oil-Burning Equipment as amended by Saf-FMO 300
- 2018 NFPA 54, National Fuel Gas Code as amended by Saf-FMO 300
- 2017 NFPA 58, Liquefied Petroleum Gas Code as amended by Saf-FMO 300
- 2020 NFPA 70, National Electrical Code (NEC) with NH Amendments
- 2016 NFPA 72, National Fire Alarm and Signaling Code
- 2017 NFPA 96, Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations
- 2016 NFPA 211, Standard for Chimneys, Fireplaces, Vents, and Solid Fuel-Burning Appliances
- 2015 NFPA 720, Standard for the Installation of Carbon Monoxide (CO) Detection and Warning Equipment
- 2015 NFPA 914, Code for Fire Protection of Historic Structures
- 2018 International Building Code (IBC) with NH Amendments
- 2018 International Residential Building Code (IRC) with NH Amendments
- 2018 International Energy Conservation Code (IEC) with NH Amendments
- 2018 International Existing Building Codes (IEBC) with NH Amendments
- 2018 International Mechanical Code (IMC) with NH Amendments
- 2018 International Plumbing Code (IPC) with NH Amendments
- 2018 International Swimming Pool & Spa Code (ISPSC) with NH Amendments
- 2009 ICCA117.1 and FHA/UFAS as applicable

*NOTE: This is a partial list of the adopted codes. The list is provided as a resource for some of the most frequently used codes. Refer to Chapter 2 of NFPA 1 for complete list.*

For all questions pertaining to Fire Department permitting, inspections or E911, please contact Chief Paul Dexter at (603) 286-4819 or by email at [pdexter@sanborntonfire.com](mailto:pdexter@sanborntonfire.com)

Yours if public safety,

*Paul D. Dexter Jr.*

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Fire Chief / EMD