



Town of Northfield

BUILDING PERMIT APPLICATION

Permit #: _____
Issue Date: _____
Fee Paid: _____
Check #: _____

MANUFACTURED HOUSING

PROPERTY OWNER(S)

Name: _____
Address: _____
Tel.#: _____ Email: _____

APPLICATION INFORMATION

Same as Owner ____ Yes ____ No

Name: _____
Address: _____
Tel.#: _____ Email: _____

PROPERTY INFORMATION

911 address: _____
Tax Map and Lot Number: _____ Size: _____ acres
Is the property on a public road? ____ Yes ____ No If not, how is it accessed? _____

Zoning District ____ R1 ____ R2 ____ Conservation ____ Commercial/Industrial

Driveway access permit number (if needed): _____

Is the property in the Groundwater Protection District? ____ Yes ____ No

Is any proposed work within 50 feet of a Wetland area? ____ Yes ____ No

Is any proposed work within a Flood Hazard Area? ____ Yes ____ No

PROJECT DESCRIPTION: *Please describe the work you want to do:*

PROPOSED USE

What is the property used for now?

____ Vacant ____ Business ____ Single Family ____ Residence and Business
____ Duplex ____ Agricultural ____ Multi Family ____ Other _____

Are you proposing that the use of the property be changed?

____ No, we are not seeking to change the use of the property

____ Yes, if approved this construction will change the use of the property:

____ We want to build on vacant land

____ We want to add a new residence

____ Other _____

CODE & PERMIT INFORMATION

Applicable Building Codes:

IRC Building Code as adopted by the State of NH
National Electric Code
International Plumbing Code
NFPA 101 Life Safety Code

- **INSTALLER:** State law requires that the install be listed on the occupancy permit.

Business

Name: _____

Address: _____

H.U.D#: _____

Mfg. Name: _____

Mfg. Year: _____

- **ELECTRICAL/PLUMBING:** State law requires a master plumber and electrician for all work unless you own and live in the structure. Multifamily and rental housing requires master electrician and plumber for all work

Electrical Contractor

Separate Form Required

None: _____

Your Electrical Contractor is required to file an application form with the Town of Northfield for this project, applications are available at Town Hall or at www.northfieldnh.org A copy of your electrical contractor's approved application must be filed with your building permit application.

Plumbing Contractor

Separate Form Required

None: _____

Your plumbing contractor is required to file an application form with the Town of Northfield for this project, applications are available at Town Hall or at www.northfieldnh.org A copy of your plumbing contractor's approved application must be filed with your building permit application.

- **SEPTIC SYSTEM:** Approvals must be obtained from the NH Dept. of Environmental Services. If you are adding bedrooms to your home you may have to enlarge your septic system if it was not built to accommodate the additional bedrooms.

Septic Design Approval #: _____

None: _____

- **SMOKE (HEAT) DETECTORS:** Shall be installed in each bedroom, outside each separate sleeping area and on every level of the dwelling, including basements.

- **NH ENERGY CODE APPROVAL:** **Separate Form Required**

Required for all new homes and "Living Space Additions". Approval form (EC-1) can be obtained from the Northfield Building Inspector.

- **NATURAL GAS/PROPANE CONTRACTOR** **Separate Permit Required**

None: _____

A permit from the Tilton Northfield Fire Department is required for gas or oil burners. A copy of your approved permit to install a gas/oil burner must be filed with your building permit application.

- **OIL CONTRACTOR** **Separate Permit Required**

None: _____

A permit from the Tilton Northfield Fire Department is required for gas or oil burners. A copy of your approved permit to install a gas/oil burner must be filed with your building permit application.

- **DRIVEWAY/ROAD ACCESS** **Separate Permit Required**

Will you be building a new driveway or improving an existing driveway? _____ Yes _____ No

A copy of your road access permit application must be filed with your building permit application.



- **Before you sign your application:**

- Have you answered all the questions?
- Does your sketch include all requested information?
- Do you have all necessary attachments? *(If Applicable)*
 - Plumbing Contractor Application*
 - Electrical Contractor Application*
 - Driveway Permit*
 - Natural Gas/Propane/Oil Permit from TNFD*
 - Septic Design*
- Have you included building plans which includes floor plans, elevations with proposed height, framing plans, foundation and/or footings plan?

I request a permit for the project described in this application and grant town official's permission to access my property for inspection purposes related to this project. I understand that any misrepresentation in this application, intentional or not, will invalidate approval. I am aware that my building permit will expire if work has not begun within six months or if construction activity ceases. I agree to follow building code requirements and the town ordinance and regulations.

Applicant Signature: _____ Date _____

Land Owner Signature: _____ Date _____

APPLICATION FEE: New Single-Family Home \$300 + _____ Sq. Ft. x .10 = _____

- Fees are due when application is filed
- Alterations/Additional made during construction will be reviewed and may be subject to additional fees
- After the fact building permit fees doubled

Office Use Only

Date Received: _____ Received by: _____ Amount paid: _____ Check No.: _____

Comments: _____

___ Approved as submitted ___ Denied Permit Number: _____

___ Approved with conditions: _____

Building Inspector/Code Enforcement Officer: _____ Date: _____

Inspections:

Date: _____ What was inspected: _____

Notes: _____

Date: _____ What was inspected: _____

Notes: _____

Date: _____ What was inspected: _____

Notes: _____

Final Inspection Date: _____ Occupancy Permit Issued Date: _____

CHAPTER Inst 600 MANUFACTURED HOUSING INSTALLATION STANDARDS

PART Inst 601 PURPOSE AND SCOPE

Inst 601.01 Purpose.

- a) The purpose of this chapter is to assure the proper installation of a manufactured house as defined by RSA 205-D:1, XI.
- b) Installers have the option of installing in accordance with:
 - 1) This chapter; or
 - 2) A design prepared by a New Hampshire licensed engineer or architect; or
 - 3) The manufacturer's installation standards.

[Source.](#) #8494, eff 12-24-05; ss by #10115, eff 4-14-12

Inst 601.02 Applicability.

- a) The provisions of this standard shall apply only to manufactured housing which is:
 - 1) Transportable in single or multiple sections;
 - 2) In the traveling mode 8 body feet or more in width and 40 body feet or more in length; and
 - 3) When erected on a site is 320 or more square feet, built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to required utilities, including plumbing, heating, air conditioning as applicable, and electrical systems.
- b) These rules shall not apply to:
 - 1) Campers or recreational vehicles as defined in RSA 216-I:1 or RSA 259:84:a;
 - 2) Pre-site built housing as defined in RSA 674:31-a;
 - 3) Modular buildings as defined in RSA 205-C:1,XI;or
 - 4) Single wide structures under 750 square feet, provided that they are not for residential or classroom use.

[Source.](#) #8494, eff 12-24-05; ss by #10115, eff 4-14-12

Inst 601.03 Scope.

- a) These standards shall apply to the installation of all New Hampshire new and relocated manufactured housing that is used as a residential dwelling.
- b) The standards pursuant to Inst 600 shall not apply to:
 - 1) Sites that are already occupied as of December 24, 2005; and
 - 2) Sites for the installation of manufactured housing, which provides temporary relief from fire, flood or other disasters for a period of one year from the placement of the house.
- c) The exemption in (b) above shall not relieve the manufactured house owner or occupant from responsibilities for the proper use and maintenance of a manufactured house. Manufactured houses installed on sites exempted from the requirement of RSA 205-D shall be installed and the sites maintained in a manner which is not detrimental to the functions of any of the systems in the house.
- d) Manufactured housing, which is installed in compliance with RSA 205-D and this chapter, shall be exempt from all state or local standards or regulations which regulate the same matters.
- e) Nothing in this chapter shall be construed to amend or repeal the provisions of RSA 31:116 relative to manufactured housing foundations in parks and RSA 47:22-b, relative to manufactured housing foundations in parks.

[Source.](#) #8494, eff 12-24-05; ss by #10115, eff 4-14-12

PART Inst 602 DEFINITIONS

Inst 602.01 "Anchoring equipment" means straps, cables, turnbuckles, and chains including tensioning devices, which are used to secure a manufactured house.

[Source.](#) #8494, eff 12-24-05; ss by #10115, eff 4-14-12

Inst 602.02 "Anchoring system" means "anchoring system" as defined by RSA 205-D:1, I.

[Source.](#) #8494, eff 12-24-05; ss by #10115, eff 4-14-12

Inst 602.03 "Data plate" means a plate that provides identification numbers for the house, identifying wind zone, roof load zone and climatic zone.

[Source.](#) #8494, eff 12-24-05; ss by #10115, eff 4-14-12 (from Inst 602.04)

Inst 602.04 "Dealer" or "retailer" means "dealer" or "retailer" as defined by RSA 205-D:1, IV.

[Source.](#) #8494, eff 12-24-05; ss by #10115, eff 4-14-12 (from Inst 602.05)

Inst 602.05 "Diagonal tie" means a tie intended to primarily resist horizontal or shear forces and which may secondarily resist vertical, uplift and overturning forces.

[Source.](#) #8494, eff 12-24-05; ss by #10115, eff 4-14-12 (from Inst 602.06)

Inst 602.06 "Federal manufactured housing construction and safety standard" means "federal manufactured housing construction and safety standard" as defined by RSA 205-D:1, VI.

[Source.](#) #8494, eff 12-24-05; ss by #10115, eff 4-14-12 (from Inst 602.07)

Inst 602.07 "Footing" means part of the support system that sits directly on the ground/slab, it is between the ground/slab and the pier not including shims or caps.

[Source.](#) #8494, eff 12-24-05; ss by #10115, eff 4-14-12 (from Inst 602.08)

Inst 602.08 "Ground anchor" means a device at the manufactured house stand designed to transfer manufactured house anchoring loads to the ground.

[Source.](#) #8494, eff 12-24-05; ss by #10115, eff 4-14-12 (from Inst 602.09)

Inst 602.09 "Installation" means "installation" as defined by RSA 205-D:1, VII.

[Source.](#) #8494, eff 12-24-05; ss by #10115, eff 4-14-12 (from Inst 602.10)

Inst 602.10 "Installation standards" means "installation standards" as defined by RSA 205-D:1, VIII.

[Source.](#) #8494, eff 12-24-05; ss by #10115, eff 4-14-12 (from Inst 602.11)

Inst 602.11 "Installer" means "installer" as defined by RSA 205-D:1, IX.

[Source.](#) #8494, eff 12-24-05; ss by #10115, eff 4-14-12 (from Inst 602.12)

Inst 602.12 "Local enforcement agency" means "local enforcement agency" as defined by RSA 205-D:X.

[Source.](#) #8494, eff 12-24-05; ss by #10115, eff 4-14-12 (from Inst 602.13)

Inst 602.13 "Manufacturer" means "manufacturer" as defined by RSA 205-D:1, XII

[Source.](#) #8494, eff 12-24-05; ss by #10115, eff 4-14-12 (from Inst 602.14)

Inst 602.14 "Monolithic slab" means a concrete slab, which includes reinforcement bars along the perimeter of the slab combined with metal or fiberglass mesh for strength.

[Source.](#) #8494, eff 12-24-05; ss by #10115, eff 4-14-12 (from Inst 602.15)

Inst 602.15 "Pad" means an area, which has been established, for the placement of the house.

[Source.](#) #8494, eff 12-24-05; ss by #10115, eff 4-14-12 (from Inst 602.16)

Inst 602.16 "Pier" means that portion of the support system between the footing and the manufactured house, exclusive of caps and shims.

[Source.](#) #8494, eff 12-24-05; ss by #10115, eff 4-14-12 (from Inst 602.17)

Inst 602.17 "Set-up" means the work performed and operations involved in the placement and securing of a manufactured house or any portion thereof.

[Source.](#) #8494, eff 12-24-05; ss by #10115, eff 4-14-12 (from Inst 602.18)

Inst 602.18 "Site" means "site" as defined by RSA 205-D:1, XIII.

[Source.](#) #8494, eff 12-24-05; ss by #10115, eff 4-14-12 (from Inst 602.19)

Inst 602.19 "Skirting" means a weather-resistant material to enclose the space from the bottom of the manufactured house to grade.

[Source.](#) #8494, eff 12-24-05; ss by #10115, eff 4-14-12 (from Inst 602.20)

Inst 602.20 "Stabilizing devices" means all components of the anchoring and support system such as piers, footing, ties, anchoring equipment, ground anchors, or any other materials and methods of construction which supports and secures the manufactured house to the ground.

[Source.](#) #8494, eff 12-24-05; ss by #10115, eff 4-14-12 (from Inst 602.21)

Inst 602.21 "Support system" means a site built or site assembled system of stabilizing devices which is capable of transferring design loads and live loads required by federal regulation and other design loads unique to local house sites due to wind, seismic and soil conditions that are imposed by or upon the structure into the underlying soil bedrock without failure. It includes a combination of footings, piers, caps, and shims that will, when properly installed, support a manufactured house.

[Source.](#) #8494, eff 12-24-05; ss by #10115, eff 4-14-12 (from Inst 602.23)

Inst 602.22 "Uncontrolled fill" means fill materials that are placed without control of the content of the fill materials or without adequate compaction to assure a bearing capacity without undue settlement. Uncontrolled fill includes fill materials containing organic matter or fills which are placed without compaction necessary to provide a uniform bearing capacity of 1000 lbs./ft.

[Source.](#) #8494, eff 12-24-05; ss by #10115, eff 4-14-12 (from Inst 602.24)

PART Inst 603 INSTALLATION STANDARDS

Inst 603.01 Filing of Installation Manuals. A manufacturer of manufactured houses which are installed in New Hampshire shall file with the board every installation manual for each line made sold and installed. Subsequent updates or changes in a manual shall be submitted within 30 days from the date of the change, amendment or revision to the manual.

[Source.](#) #8494, eff 12-24-05; ss by #10115, eff 4-14-12

Inst 603.02 Site Preparation Systems.

- a) This section prescribes standards for siting, design and installation of manufactured house support systems. It shall be applicable to all new and relocated manufactured houses when and wherever newly installed at a house site.
- b) The house shall be designed to meet the New Hampshire wind, snow roof loads, and climatic conditions as described on the manufactured house data plate. Houses that are designated on the manufacturer's data plate in a low pounds per square foot (PSF) snow zone, which includes 30 PSF shall not be installed in a higher roof load zone.

- c) The house shall be able to be safely moved to the site, which should be free of branches, holes in the ground and hanging wires to prevent any preliminary damage to the house.
- d) A manufactured house support system shall be constructed in accordance with one of the following:
 - 1) Manufacturer's installation manual instructions;
 - 2) Foundation design by a New Hampshire licensed professional engineer or architect; or
 - 3) This chapter.
- e) Site preparation shall be in accordance with general residential construction practices.
- f) Houses shall not be constructed in any naturally occurring seasonal drainage swale. In order to prevent moisture under the house, which can cause settling of the support system and deterioration to the house, water shall not be able to accumulate or stand under the house.
- g) Gravel or concrete slab under the house shall be crowned 1 to 2 % along the longitudinal center line of the house.
- h) All drainage shall be diverted away from the home and must slope a minimum of one-half inch per foot away from the foundation for the first 10 feet. Where property lines, walls, slopes, or other physical conditions prohibit the slope, the site shall be provided with drains or swales or otherwise graded to drain water away from the perimeter of the house.
- i) A vapor retarder shall be used above the gravel or below the concrete if the house is enclosed by skirting to keep ground moisture out. If overlap of the polyethylene is required, it shall be at least 12 inches at all joints.
- j) The fire separation distance shall be provided, as the state and local authority requires.

[Source.](#) #8494, eff 12-24-05; ss by #10115, eff 4-14-12

Inst 603.03 Design Requirements Including Load-Bearing Capacity.

- a) The load a pier can carry shall depend on the house, roof live load, spacing of the piers and the way piers are used to support the house.
- b) Pier concrete blocks shall be stacked with their hollow cells aligned vertically.
- c) Piers constructed of blocks stacked side by side shall be at right angles to the preceding course.
- d) Piers shall be:
 - 1) Concrete blocks which have a nominal dimension of at least 8 in. x 8 in. x 16 in.; or
 - 2) Adjustable metal or concrete piers.
- e) Manufactured adjustable metal piers shall be labeled for load capacity.
- f) Caps shall be used to cap the hollow concrete blocks. All caps shall be of the same length and width as the rest of the piers on which they rest. The caps shall be of solid masonry of at least 4 inches thickness or wood of at least 2 inches of nominal thickness or ½ inch steel on piers of less than 36 inches height.
- g) Piers less than 36 inches high may be constructed of single, open and closed cell concrete blocks.
- h) Piers between 36 inches and 67 inches high and all corner piers over 3 blocks high shall be constructed out of double interlocking blocks.
- i) Piers over 67 inches high shall be designed by a licensed New Hampshire professional engineer or architect.
- j) Mortar shall not be required for concrete block piers, unless required by the manufacturer installation instructions or design.
- k) No caps shall be needed for piers using solid blocks.

[Source.](#) #8494, eff 12-24-05; ss by #10115, eff 4-14-12

Inst 603.04 Gaps.

- a) When gaps occur during installation, pressure treated wood shims having a preventative retention of .60 per cubic foot shall be used to close the gap and level the house.
- b) Hardwood shims that are 4 in x 6 in may be used to level the house and fill any gaps between the base of the I-beam and the top of the pier cap.
- c) Shims shall be used in pairs and driven tightly so they do not occupy more than one inch of vertical space. Wood plates no thicker than 2 inches shall be used to fill in any remaining vertical gaps.
- d) Manufactured pier heights shall be adjustable risers that do not extend more than 2 inches when finally positioned.

[Source.](#) #8494, eff 12-24-05; ss by #10115, eff 4-14-12

Inst 603.05 Clearance Under House.

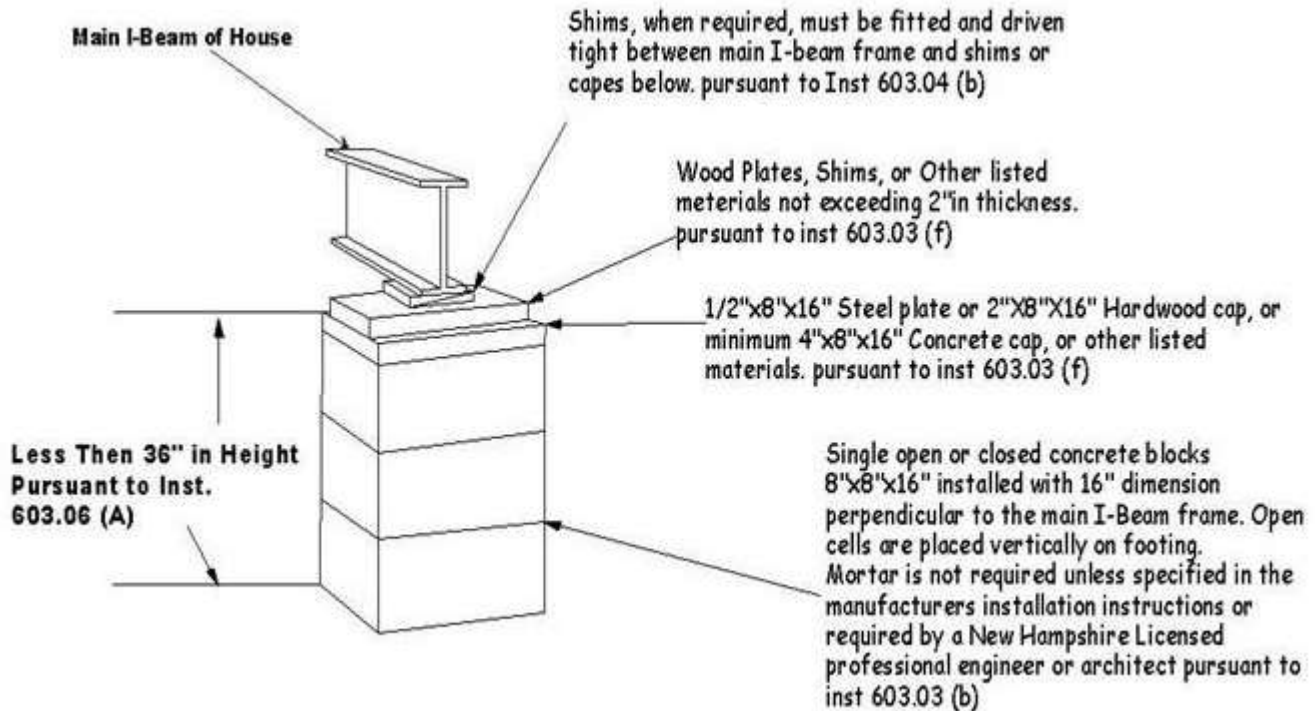
- a) Minimum clearance of 12 inches shall be maintained beneath the lowest member of the main frame in the area of utility connections.
- b) A minimum of 12 inches shall be maintained between the lowest member of the main frame, I-beam or channel beam and the grade under all areas of the home.
- c) None of the frame shall come in contact with the ground.
- d) Sufficient clearance shall be maintained to allow for interconnection of multi-section units for proper installation of ground anchors.

[Source.](#) #8494, eff 12-24-05; ss by #10115, eff 4-14-12

Inst 603.06 Design Procedures for Concrete Block Piers.

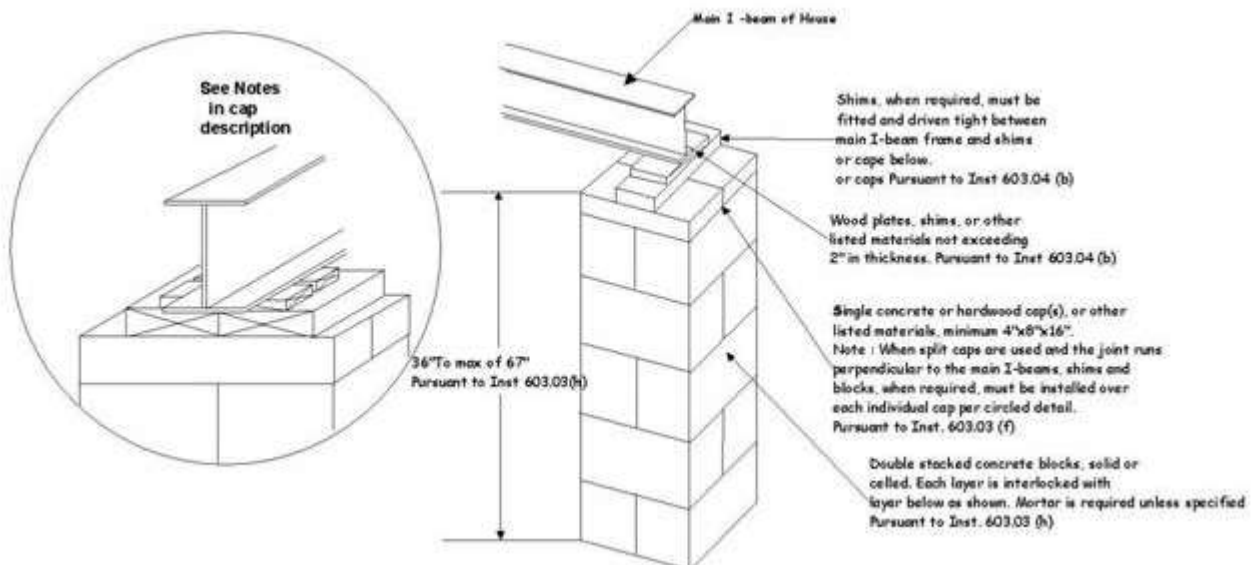
- a) Frame piers less than 36 in. high shall be:
- 1) Permitted to be constructed of 3 single core or solid concrete blocks 8 inch x 8 inch x 16 inch; and
 - 2) Installed so the long sides are at right angles to the I-beam, as set forth in Figure 600-1:

Figure 600-1 Pier Installation, Single Concrete Block



- b) All piers over 67 inches shall be designed by a licensed New Hampshire architect or engineer.
- c) Piers for exterior wall openings shall be constructed of blocks that are 8in. x 8in. x 16 in.
- d) Perimeter piers shall be installed parallel to the perimeter, when required by the manufacturer's installation instructions.
- e) Piers required at marriage line supports, perimeter piers and piers at exterior wall openings shall be permitted to be constructed of single open or closed-cell concrete blocks 8 in. x 8 in. x 16 inches to a maximum height of 54 inches Piers over 54 inches but less than 67 inches need to be solid grout filled and reinforced with 2 pieces of #5 reinforcement bar as set forth in Figure 600-2:

Figure 600-2 Pier Installation, Double Concrete



Block

- f) Manufactured piers shall be listed and labeled and installed to manufacturer's instructions.

[Source.](#) #8494, eff 12-24-05; ss by #10115, eff 4-14-12

Inst 603.07 Location and Spacing of Piers. Piers shall be no more than 2 feet from either end and not more than 8 feet center to center under the main frame beams.

[Source.](#) #8494, eff 12-24-05; ss by #10115, eff 4-14-12

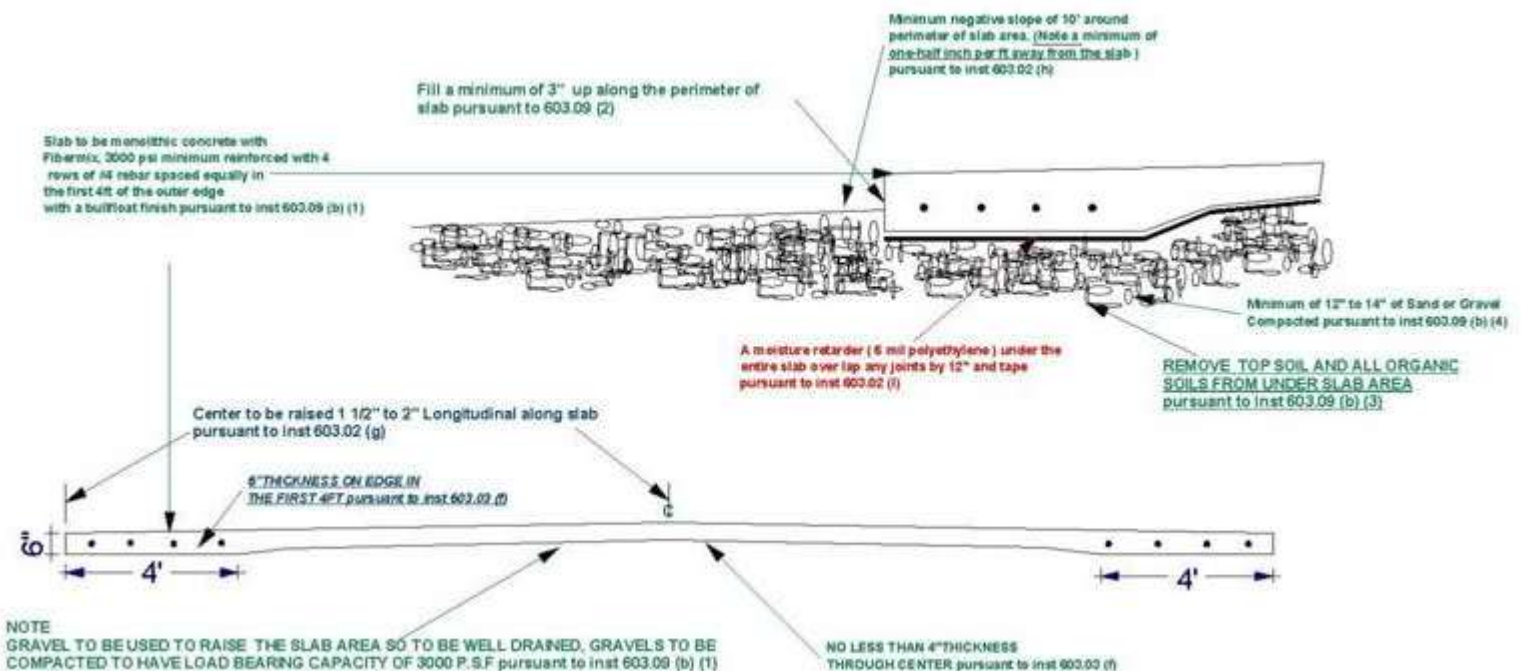
Inst 603.08 Perimeter Blocking. Supports shall be on both sides of side wall exterior doors and other side wall openings greater than 48 inches and under porch posts, factory installed fireplaces and wood stoves, unless not required by the manufacturer.

[Source.](#) #8494, eff 12-24-05; ss by #10115, eff 4-14-12

Inst 603.09 Types of Footings.

- a) Footings shall provide equal load-bearing capacity and be resistant to decay. Footings shall be placed on undisturbed soil or compacted fill.
- b) Every pier shall be supported by a footing of the following type:
 - 1) A pad which shall be a monolithic concrete slab with Fibermix, 3000 pounds per square inch minimum reinforced with 4 rows of number 4 rebar spaced evenly in the first 4 feet of the outer edge with a bullfloat finish and complies with the following:
 - a. Fill shall extend a minimum of 3 inches up the side of the slab;
 - b. Top soil and all organic soils shall be removed under the slab area;
 - c. A minimum of 12 inches to 14 inches of sand or gravel compacted; and
 - d. Shall be at minimum as set forth in Figure 600-3; or

Figure 600-3 Slab Specifications



- 2) Below frost footing, which shall be designed by a New Hampshire licensed professional engineer.

[Source.](#) #8494, eff 12-24-05; ss by #10115, eff 4-14-12

Inst 603.10 Permanent Foundations.

- a) Designs for permanent foundations such as basements, crawl spaces or load-bearing perimeter foundations shall be permitted.
- b) An open porch shall not be installed over a basement or other enclosed space.

[Source.](#) #8494, eff 12-24-05; ss by #10115, eff 4-14-12

Inst 603.11 Special Considerations. Special elevations and anchoring techniques shall be required in a flood zone.

[Source.](#) #8494, eff 12-24-05; ss by #10115, eff 4-14-12

Inst 603.12 Anchoring Instructions, Security Against Wind.

- a) After blocking and leveling the home, the installer shall secure the house against wind. The anchoring and foundation system shall be capable of meeting the loads required by 24 CFR 3280 & 3282 in effect.

- b) Anchors shall be capable of resisting a minimum total load capacity of 4725 lbs. and a working capacity of 3150 lb. Anchors and anchoring equipment shall be certified by an engineer or tested to national standards and installed as specified by the anchor manufacturer.
- c) Tie-down straps shall conform to the following:
 - 1) Cable or steel strap with a breaking strength of at least 4,725 lbs. shall be galvanized aircraft cable at least ¼ inches diameter or Type 1, finish B, grade 1 steel strapping 1 ¼ inches wide and 0.03" thick, conforming to the American Society for Testing and Materials (ASTM) D3953-91; and
 - 2) Galvanized connection devices such as turnbuckles, eyebolts, strap buckles and cable clamps shall be rated at 3,150 working load minimum.
- d) Installers shall use diagonal tie downs in both transverse and longitudinal directions for single wide and doublewide houses.
- e) The number of anchors and spacing of anchors shall conform to manufacturer's installation instructions.
- f) Each anchor shall be manufactured and installed in accordance with NFPA 225, 2005 edition.
- g) If side-wall or over the roof straps are installed on the house, they shall be connected to an anchoring device.

[Source.](#) #8494, eff 12-24-05; ss by #10115, eff 4-14-12

Inst 603.13 Installation Close-up and Finishing.

- a) Skirting shall be made out of weather resistant material. It shall not be attached in a manner that can cause water to be trapped between the siding and trim.
- b) Ventilation shall be provided for the crawl space with skirting at a minimum of 1 ft² of free area for every 600 ft² of house area floor.
- c) Access openings not less than 18 inches in width and 24 inches in height and not less than 3 square feet shall exist so water supply and sewer drain connections located under the house are accessible for inspections. For the purpose of this section, openings shall include doors, hatches or removable panels.
- d) Dryer vents, water heater overflow drains, air conditioning condensation drains shall pass through the skirting to the outside. They shall vent into the atmosphere to ensure moisture is carried beyond the perimeter of the house.

[Source.](#) #8494, eff 12-24-05; ss by #10115, eff 4-14-12

Inst 603.14 Utility Connection and Testing.

- a) The installer shall consult with the authority having jurisdiction before connecting the manufactured house to utilities.
- b) Individuals familiar with local and state codes shall be permitted to make utility site connections and conduct tests.
- c) All utility, or exterior utility installations shall conform with the state fire code, Saf-C 6000 and the state building code pursuant to RSA 155-A.

[Source.](#) #8494, eff 12-24-05; ss by #10115, eff 4-14-12

APPENDIX

RULE	STATUTE
Inst 601 - 602	RSA 541-A:7
Inst 603	RSA 205-D:4 & RSA 205-D:20, I