

Town of Waterville Valley

Office of the Building Inspector

Preparing for Certificate of Occupancy

Owner/Contractor Forms

December, 2022

NOTICE TO APPLICANTS

This document is intended to serve as a guide to home owners, developers, contractors, and those applying for a Certificate of Occupancy in Waterville Valley. The goal of this guide is the efficient application, inspection and approval process of a Certificate of Occupancy.

Applicants are notified that neither the review of any application by officials of the Town of Waterville Valley, nor any subsequent inspection of the premises, should be relied upon as assurance of conformity to legal requirements. The applicant shall remain fully responsible for complying with all applicable state or local laws, ordinances, regulations or conditions.

Users should understand that this guide is not intended to replace or supersede any ordinance, regulation, or code; and in the event of a contradiction or difference in interpretation, the ordinance, regulation, or code with prevail.

Sincerely,

David C. Noyes
Building Inspector/Code Enforcement Officer
Town of Waterville Valley



TOWN OF WATERVILLE VALLEY
DEPARTMENT OF PUBLIC SAFETY
BUILDING INSPECTOR
CODE ENFORCEMENT OFFICE



CERTIFICATE OF OCCUPANCY APPLICATION INSTRUCTIONS

Prepare and submit the following:

1. Application for Certificate of Occupancy with signatures.
2. As-Built drawings and specifications indicating any changes to the original documents as approved by the Building Permit.
3. Affidavits from all architects, engineers, designers, contractors, and sub-contractors responsible for but not limited to:
 - a. Site work
 - b. Structure
 - c. Plumbing
 - d. Heating
 - e. Electrical Systems
 - f. Special Equipment

Stating that the work is complete and is in accordance with the as-built documents as well as all local and state codes and regulations.

4. NH Residential Energy Code Application - EC-1 Form

REQUIREMENTS FOR A CERTIFICATE OF OCCUPANCY

1. Valid Building Permit (Original Application)
2. Valid Driveway Permit
3. Certificate Of Energy Code Compliance (EC-1 Form)
4. Heating System Inspection
5. Approval For Operation from the State Regarding the Septic System (If Applicable)
6. Signed Affidavits from all licensed project contributors (IE. Contractors, Electricians, Plumbers, Etc.)
7. A Final Inspection by the Building Inspector
8. Smoke Detectors Must Be Connected to A Dedicated Circuit
9. A Light Installed Over the Electrical Panel and Breakers Will Be Marked
10. Exterior Receptacles Must Be Installed and G.F.C.I. Protected
11. House Number and/or Unit Number Visible from Roadway

****Failure To Follow Guidelines May Result in Certificate Of Occupancy Being Delayed****



TOWN OF WATERVILLE VALLEY
DEPARTMENT OF PUBLIC SAFETY
BUILDING INSPECTOR
CODE ENFORCEMENT OFFICE



APPLICATION FOR CERTIFICATE OF OCCUPANCY

Forward this application to Code Enforcement Office/Building Inspector. A Certificate of Occupancy will not be issued unless the Code Enforcement Officer receives it with all pertinent signatures. Please allow at least seven days for all appointments for inspections and signatures. Do not wait until the last minute.

Public Works	(603) 236-4730 Ext. 310	M-F 8:00 AM - 4:00 PM
Water & Sewer	(603) 236-4730 Ext. 317	M-F 8:00 AM - 4:00 PM
Building Inspection	(603) 236-4730	M-F 8:00 AM - 4:00 PM
Fire Department	(603) 236-8809	M-F 8:00 AM - 4:00 PM

Date: _____ **Owner/Agent Name:** _____
Building Permit #: _____ **PID: Map:** _____ **Lot:** _____
Project Address: _____

Applicability: No person shall use or permit the use of any building, structure or premises, or part thereof, hereby erected, relocated, altered, converted or extended until a Certificate of Occupancy has been issued by the Building Inspector.

- Application shall be made on this form at such time as when the applicant has complied with the Building Permit and/or any other requisite approvals related thereto.
- The completed work shall be in compliance with all applicable codes, ordinances, approvals, etc., as specified in the Town of Waterville Valley's Zoning Ordinance or other codes regulated by the Fire, Water & Sewer, and Public Works Departments.
- Signatures of the representatives from the departments indicated below are required upon completion of work prior to the issuance of a Certificate of Occupancy.

APPROVALS FOR CERTIFICATE OF OCCUPANCY (See Comments on Reverse)

Public Works: _____	Date: _____
Water & Sewer: _____	Date: _____
Building Inspection: _____	Date: _____
Fire Department: _____	Date: _____

I hereby acknowledge the above applicability and assume responsibility for its conformance.

 Owner/Agent *Please Print*

 Owner/Agent *Signature*

Public Works

Comments: _____

Water & Sewer

Comments: _____

Building Inspection

Comments: _____

Fire Department

Comments: _____



TOWN OF WATERVILLE VALLEY
DEPARTMENT OF PUBLIC SAFETY
BUILDING INSPECTOR
CODE ENFORCEMENT OFFICE



AFFIDAVIT TO BE SUBMITTED FOR CERTIFICATE OF OCCUPANCY

The undersigned certifies that all: Architectural
 Structural
 Mechanical
 Electrical
 Plumbing
 Site/Foundation
 Other: _____

work has been completed in accordance with the plans and specifications as approved for the building permit, and is in compliance with all local and state building codes and zoning regulations.

Project Name /Address: _____

Building Permit Number: _____ PID: Map: _____ Lot: _____

Contractor Name (please print): _____

Contractor Address: _____

Phone Number: _____

Contractor Email: _____

Contractor License Number: _____

Contractor's Signature: _____ Date: _____

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 2015 IRC Chapter 11

Effective Date: March 15, 2022

Owner/Owner Builder: Company Name: (if applicable)			General Contractor: Company Name:		
Name:			Name:		
Mail Address:			Mail Address:		
Town/City:	State:	Zip:	Town/City:	State:	Zip:
Phone:	Cell:		Phone:	Cell:	
E-Mail:			E-Mail:		
Location of Proposed Structure:			Type of Construction:		
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:			Total New Conditioned* Floor Area: <div style="border: 1px solid black; width: 150px; height: 20px; margin: 5px auto;"></div> ft ²		
Town/City:	County:				
Zone 5 <input type="radio"/> Cheshire, Hillsborough, Rockingham Strafford Zone 6 <input type="radio"/> All other NH counties and town of Durham			Basement or Crawl Space type: (*a conditioned space is one being heated/cooled, containing uninsulated ducts or w/ a fixed opening into conditioned space. Walls must be insulated) Conditioned? <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 _____		
Structure is EXEMPT because:					
<input type="checkbox"/> Mobile Home <input type="checkbox"/> On an historic register			Form Submitted by: <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** _____

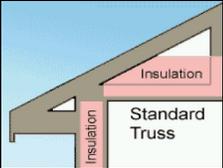
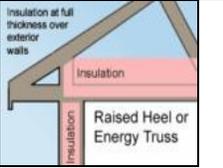
Official Use Only	
Date Complete Application Received:	Approved by: _____ Date: _____
Approval Number:	Stamp:

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

New Hampshire Energy Code EC-1

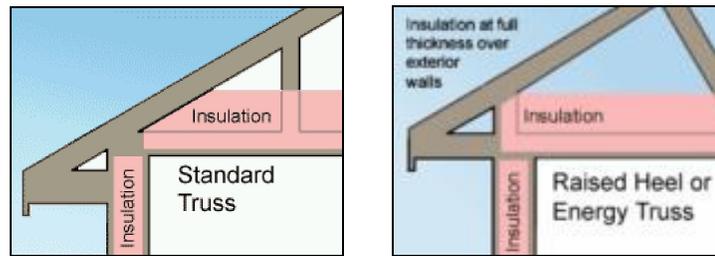
Directions: Complete the "Your Proposed Structure" columns. No measurements or calculations are needed. Copies of plans are NOT needed. If you at least meet the Energy Code requirements, your project will be approved. Write N/A in any section that does not apply to your project. If your planned structure 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)	
Window U Factor (lower U is better)	U .32 (maximum) U-.32 (if log walls in Zone 5) U-.30 (if log walls in Zone 6) U .50 (Thermally Isolated Sunrooms only)	Write in U-Value	Check if <input type="checkbox"/> Sunroom <input type="checkbox"/> Log Walls	
Skylights	U .55 (or less)			
Flat Ceilingⁱ <i>or</i> Flat Ceiling with Raised or Energy Trusses R-value	 R-49 (Zone 5 or 6) if using the above construction technique R-49 if log walls	 R-38 (Zone 5 or 6) if maintaining the full R value over the plates R-49 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. 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. <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>
Sloped or Cathedral Ceiling	R-30 (Zone 5 & 6) if less than 500 ft sq or 20% of total ceiling area or as above R-24 (Thermally Isolated Sunrooms only)	Write in R-Value	Check if <input type="checkbox"/> Sunroom	
Above Grade Wallⁱⁱ R-value	Zone 5: R-20 Cavity Insulation only <i>or</i> R-13 plus R-5 Cavity plus Continuous Insulation R-13 (Thermally Isolated Sunrooms only)	Zone 6: R-20 plus R-5 Cavity plus Continuous Insulation <i>or</i> R-13 plus R-10 Cavity plus Continuous Insulation R-13 (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
Door U-Value	U .32 (maximum)	Write in U-Value	One opaque door in the thermal envelope is exempt from the U-factor requirement.	
Floor R Value (e.g. floor over Basement or garage)	R-30 <i>or</i> Insulation sufficient to fill joist cavity	Write in R-Value	If conditioning the basement, you must insulate Basement Walls . If not, you may insulate either Floor or Basement Walls and Slab Edge (if ≤ 1' of grade)	
Basement or Crawl Space Wall R Value	For <i>both</i> Zone 5 and Zone 6 R-19 Cavity Insulation or R-15 Continuous Insulation	Write in R-Value		
Slab Edgeⁱⁱⁱ R Value	R-10 2' (Zone 5) 4' (Zone 6) (see drawing pg 3) <i>add R-5</i> if the Slab is heated or R-15 under entire heated slab if a log home.	Write in R-Value	Check if <input type="checkbox"/> Heated Slab	
Air Sealing	A blower door test is required . 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.	

Footnotes to Residential Energy Code Application for Certification of Compliance

ⁱ 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.

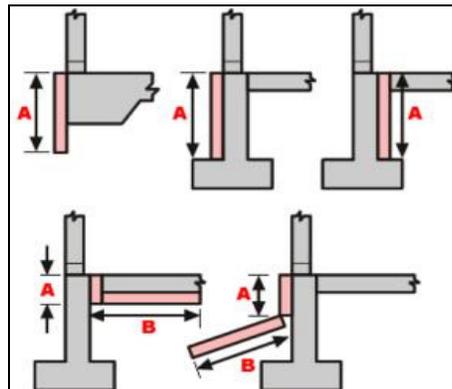


ⁱⁱ R-20 + R-5 means R-20 cavity insulation plus R-5 continuous insulation. If structural sheathing covers 25 percent or less of the exterior, R-5 sheathing is not required where the structural sheathing is placed. If structural sheathing covers more than 25 percent of exterior, the structural sheathing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

ⁱⁱⁱ 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.

2015 International Residential Code (IRC) effective March 15, 2022
Residential Energy Code Requirements IRC Chapter 11

The following list is intended as a general summary of energy related requirements.

Please consult the 2015 IRC Chapter 11 for complete requirements.

✓ Check here

Certification No.:

Air Leakage Code Section N1102.4	<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 3rd party to conduct the test.</p>
Testing Code Section N1102.4.1.2	<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>
Fireplaces Code Section N1102.4.2	<p>New wood-burning fireplaces shall have tight-fitting flue dampers or doors and outdoor combustion air.</p>
Recessed Lighting Code Section N1102.4.5	<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>
High-Efficacy Lighting Code Section N1104.1	<p>Not less than 75 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>
Materials and Insulation Identification Code Section N1101.5 and N1101.10	<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>
Pull-Down Attic Stairs, Attic Hatch, and Knee Wall Doors Code Section N1102.2.4	<p>Shall be insulated to a level equal to the surrounding surfaces and tightly sealed and weather-stripped at the opening.</p>
Full size Attic or Basement Entry Doors Code Section N1102.3.4	<p>All doors leading from a conditioned space into an unconditioned attic or enclosed attic, or basement stairwell shall be insulated and weather-stripped exterior rated door units meeting the U-factor requirement. One door is exempt.</p>

	<p>Duct Insulation Code Section N1103.3.1</p>	<p>Supply and return ducts in attics must be insulated to at least R-8 where 3 in. diameter or greater. All other ducts must be insulated to at least R-6. Exception: Ducts or portions thereof located completely inside the building thermal envelope.</p>
	<p>Duct Construction 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 shall not be used as ducts or plenums (neither supply nor return).</p>
	<p>Duct Testing 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. Total leakage shall be less than 8 CFM per 100 sqft of conditioned floor area. (6 CFM if tested in the rough) 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>Temperature Controls Code Section N1103.1&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>Mechanical System Piping Insulation 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>Circulating Hot Water Systems Code Section N1103.5</p>	<p>Circulating service water systems must include an automatic or readily accessible manual switch that can turn off the hot water circulating pump when the system is not in use.</p> <p>Circulating domestic hot water system piping shall be insulated to R-3.</p>
	<p>Mechanical Ventilation 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>Equipment Sizing 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>Certificate 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>Existing Buildings and Structures See Appendix J 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>

Town of Waterville Valley
Office of the Building Inspector
Field Inspection Checklist – Final Inspection

Attending:	Contractor:	Location:		Owner:
Date:	Phone #:	Unit #:		Permit #:
1. Finish stairs rise: run:		Yes	No	FC
2. Stair rails are correct height				
3. Stair Guards Have Correct Spacing				
4. Hand Rails Have Correct Load Capacity				
5. Deck guards				
6. Rails And Guards On Basement Stairs				
7. Egress From Living Room Areas Where Required				
8. Fire Rated Door (Garage To House)				
9. Correct Fire Rating For Garage Wall				
10. GFI Outlets In Garage				
11. GFI Outlets Within 6 Feet Of Ground				
12. GFI Outlets In Basement				
13. GFI Outlets Within 6 Feet Of Sinks				
14. GFI Outlets In Bathroom				
15. Attic Light Switch				
16. All Switch And Outlet Covers In Place				
17. Circuits Labeled In House Power Panel				
18. Backflow Presenter (Where Required)				
19. Exterior Lights At Egress Doors				
20. 3" Street Numbers (Visible From Street)				
21. Water Meter And Reader				
22. Access Panel To Spaces Over 30" High (22" X 30" Minimum)				
Remarks:				

SAMPLE