

TOWN of CANDIA
Building Permit Information Sheet

1. Complete the Application for Plan Examination and Building Permit. There is a checklist at the top on the first page for items to be included with the Building Permit Application.
 - A. Full set of drawings with enough detail to allow me to construct the project. This generally includes a floor plan showing all rooms with intended use, exterior elevations to show how the project will look when complete and a cross section of the project to provide details of material to be used.
 - B. If the project involves a new building or addition; provide a site plan to show the location of the construction including distance to all lot lines, septic system location, well location, any wetlands within 100' of the construction project and all structures on the site.
 - C. If a new driveway is to be constructed, an approved driveway permit issued by the Town or State as applicable.
 - D. If a new septic system is to be constructed, a copy of the State Approval for Construction for this system must be provided.
 - E. If this construction is to be heated, an Energy Code Compliance Certification Statement must be signed.
 - F. If wetlands are to be impacted, an approved copy of the approval issued by the State Wetlands Board must accompany your application.
2. Upon approval of the driveway permit by the Town or State (as applicable) for a new house or business, you must contact the Town of Candia Fire Department to obtain an address. Please contact George Denoncourt at 483-0168 to arrange for this.
3. A list of the inspections required during construction is available to guide you through items to be inspected, timing of inspections and what is expected at the inspection.
4. Checklists are available for the final inspection of heating appliances including both gas and oil furnaces, water heaters, fireplaces, gas ranges, gas clothes dryers, etc. by the Candia Fire Department.
5. A checklist is available for the final inspection by the Building Inspector to issue a Certificate of Occupancy.

Please note that a Building Permit is valid for 12 months from the date of issue. If the project is not complete within the 12 month period, a Building Permit Renewal Fee of 50% of the original building permit will be assessed to extend the permit for an additional 12 months.

The Building Inspector's office hours are: Monday thru Friday 8:00 AM to 12:00 noon & Tuesday evening 5:00 PM to 8:00 PM.

Building inspections occur Monday thru Thursday 12:00 noon to 4:00 PM.

PLEASE NOTE that there are no inspections performed on Friday.

Keep in mind that meetings, holidays and vacations may affect this schedule, so please provide adequate time for interruptions in your schedule.