

Permitting Checklist & Reference Guide

(see Town of Lee regulations, associated NFPA Codes, and applicable State Laws for additional details)

<p>State of New Hampshire License Inspection (Daycare and Foster Care)</p> <p>Note: This includes the fire and health inspections.</p>	<p>Required with application: Fee</p> <p>Required inspections: as required per the state's licensing/inspection form</p> <p>Required at inspection completion: Proper state licensing/inspection form for signature</p> <p>Reminders: Provide ample advanced notice so that any issues noted during the inspection can be corrected and re-inspected well before the paperwork needs to be submitted to the state for processing</p> <p><i>Examples: Non-Profit Daycares, For-Profit Daycares, Residential Daycares, Residential Foster Care Homes.</i></p>
<p>Woodstove Inspection</p>	<p>Required with application: Fee per unit</p> <p>Required inspections: System inspection including woodstove and limited visual inspection of chimney and/or piping.</p> <p>Required at inspection: Manufacturer's specifications manual</p> <p>Required upon completion: Lee Fire & Rescue Department provided Courtesy Visual Woodstove & Chimney Inspection Form</p> <p>Reminder: Lee Fire & Rescue will not complete insurance form. Residents may mail or fax the provided Courtesy Visual Woodstove & Chimney Inspection Form</p>
<p>Places of Assembly Permit</p>	<p>Required with application: fee</p> <p>Required inspections: two inspections annually; entire building will be inspected unless the assembly meets NFPA 101 'separated us' definition.</p> <p>Required at inspection: Layout showing square footage, aisles and seating arrangements and details of decorations. Fire alarm, sprinkler system, suppression system, and heating appliance inspection and maintenance records</p> <p>Reminders: Occupant load and permit must be posted in conspicuous location. RSA 155:19 – Application Issuance; Revocation. A permit shall be obtained from the licensing agency by the owner or operator of any place of assembly.</p> <p><i>Example: NH RSA 155:17 – Definitions. "Places of Assembly" shall mean a room or space in which provision is made for the congregation or assembly of 100 or more persons for religious, recreational, educational, political, social or amusement purposes or for the consumption of food or drink.</i></p>
<p>Blasting Permit</p>	<p>Required with application: Approved site plan, handler's license, certificate of insurance, vehicle trip sheet, materials inventory; fee</p> <p>Required inspections: Shall contact police and fire departments prior to each blast, monitoring required, inspections as deemed necessary by Fire Chief or designee</p> <p>Reminder: 90-day permit expiration maximum</p>

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Haunted House Note: This inspection includes Fire, Police, Building Inspector	Required with application: Plans depicting the site, alterations to the occupancy, areas of diminished lighting, egress paths, light effects, etc; safety/ emergency plans, crowd manager certificate, extinguisher training list, fire retardant spray map with dates; fee Required inspections: Pre-event inspections to include prior to setup and after setup is complete Reminders: Fire Chief and Police Chief may require fire department and/or police department detail depending on conditions
Corn Maze	Required with application: Map of the corn maze; exits, entrance, elevated platform location, parking with distance from corn maze; fee Reminder: Must have a public-address system; bull horn or loud speaker
Other Attractions Note: This can include Fire, Police, Building Inspector	Required with application: Dependent on specific attraction; Map or plans of the event(s); fee <i>Examples: An event or place that draws the public by providing something of interest or pleasure; Amusement buildings, exhibits, carnival, holiday events, etc.</i>
Fireworks	Required with application: Plans depicting the site for display and perimeter required, security plan for site, materials list, insurance certificate, materials testing certificate, State of NH License/ approval; fee Required inspections: Pre-event inspection after setup is complete Required at work completion: Perimeter check and other state requirements after show conclusion Reminders: Fire Chief may require fire department detail depending on current conditions.
Fire Alarm Systems	Required with application: Set of plans stamped by appropriate design professional, material list and specification sheets for materials and devices being installed, Lee Fire & Rescue-Design Affidavit: Fire Alarm System; fee Required inspections: System completion, acceptance test, dialer test Required at final inspection: Systems test results certificate Reminders: Annunciator required if FACP is located other than at main entrance; All devices keyed with CAT30 locks and keys provided for inside Knox Box; System connected to monitoring agency; Systems shall be separate from non-life safety monitoring systems unless specifically allowed by NFPA 72; Fire signals forwarded to UNH Dispatch (862-2400); notification must be made to UNH Dispatch (862-1392) prior to any work.
Oil Burner Installations	Required with application: fee Required inspections: System inspection and operational test upon completion of install Required upon completion: manufacturer's specifications manual

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Sprinkler System	<p>Required with application: Set of plans stamped by appropriate design professional, materials list and specification sheets for materials and devices being installed; fee</p> <p>Required inspections: System inspection (including sections before they're concealed in construction), inspectors test, acceptance test</p> <p>Required at final inspection: Underground piping flush and hydro test, 200lb. test certificate, systems test results certificate</p> <p>Reminders: Screened 4" Storz FDC with 30' elbow, electric bell over FDC at front of building, standpipes spaced not to exceed 150' in each direction, connected to approved fire alarm system</p>
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