



Town of Hancock, New Hampshire

## PLAN SUBMITTAL REQUIREMENTS

**For One and Two-Family Dwellings** & any detached structures over 200 square feet  
(New – Additions – Alterations – Renovations)

- Submit:
  - Two sets of building plans (max. size 30" x 42") drawn to scale (with dimensions) or a pdf.
  - One copy of the plot plan drawn to scale showing where the new construction will be on the property. New single-family homes require a verified plot plan.
  - Septic approval, Driveway permit, Storm Water Management (if applicable), Asbestos testing (for demolition)
  
- Plans shall be in compliance with the 2015 International Residential Code (IRC) and reflect any applicable Planning Board and/or Zoning Board approvals and stipulations. The plans shall have:
  - A plan for each floor, identifying each room or use
  - At least two elevations (side and front view)
  - Stair detail
  - The size and type specified for all building materials (including windows and doors). Remember to identify window and door locations – including egress locations – on the plans.
  - Every sleeping room shall have at least one operable window or door approved for emergency egress/rescue. An emergency egress/rescue window shall have a minimum net clear opening of 5 square feet on the grade level and 5.7 square feet for all other locations, and shall have a minimum height of 24" and width of 20". The sill height shall not be more than 44" above the finished floor level.
  - Header sizes for all openings in load bearing walls (Interior and exterior)
  - Floor framing plans if the cross section is not typical
  - A complete cross section cutting through the entire width of the building or addition
  - Comply with Section R313 of the IRC regarding smoke and carbon monoxide detectors
  - Demonstrate New Hampshire energy code compliance (Forms are available at 603-272-6306, [www.puc.state.nh.us](http://www.puc.state.nh.us))
  - A roof-framing plan. Wood truss drawings are required to be "wet" stamped by the Engineer.
  - Manufacturer specifications for engineered lumber (LVLs, micro-lams, etc.)
  - For simple decks, you may use our typical deck plan (see separate sheet). More complicated decks require submission of plans indicating footing locations elevations, stairs, rails, and other details.
  - Footings must be a minimum of 48" below finished grade.

---

**Plans that do not have complete information may be rejected.**

Please take the time to review your plans to ensure adequacy.

When the building permit is approved, one copy of the plans will remain in the Building Department and the other copy will be returned to the applicant. The approved plans must be on the jobsite for inspections.

**Demolition, Electrical, Plumbing, and Mechanical require separate plans and permits**

50 Main Street, P.O. Box 6  
Hancock, New Hampshire 03449-0236  
Telephone: (603) 525-4441 – Fax (603) 525-4427  
E-mail: [office@hancocknh.org](mailto:office@hancocknh.org)

