

The Mission of the Code Enforcement Office

To work in partnership with current and future Residents, Property Owners and Business Owners of the Town of Belmont to promote and maintain a safe and desirable living and working environment.



When Do I Need a Permit?

- If you are constructing any detached structure or an addition to your home or business property
- If you are making structural changes to the interior of your home (removing a wall, adding windows or doors, re-sheathing a roof, etc.)
- Upgrading mechanical; (including generators)
- Adding or relocating plumbing fixtures or piping
- Upgrading electrical service, or adding electrical circuits, outlets, and fixtures to your home
- For Construction or repair of decks, pools, membrane structures, and sheds
- Signs
- Demolition
- Change of Use or Tenant
- Bringing a structure on-site, (i.e. pre-built home, shed, etc.)

If you are not sure whether or not your project requires a permit, feel free to contact the Land Use office at: 603-267-8300, ext. 119. You may also access our web-site at www.belmontnh.org /Data Center, Application Forms, Building, Frequently Asked Questions, for a comprehensive list of already asked questions about when a permit(s) is needed.

- Be sure to call for all required inspections
- All Permits require the issuance of a Certificate of Occupancy/Compliance, by the Office of Code Enforcement
- **Permits expire after 6 months of no activity**



Town of Belmont

P.O. Box 310
143 Main Street
Belmont, NH 03220

Phone: 603-267-8300 ext. 111
Fax: 603-267-8307
E-mail: buildingofficial@belmontnh.org

**Ensuring a
safer tomorrow
for all**



Importance of Inspections

Yes the Inspection process seems like we are prying into your home and big brother is trying to watch over your shoulder, however, there is a reason for this process that is a direct benefit to you as the homeowner. The first reason for these inspections is to provide the Property Owner with a safe structure for them to occupy or work in. Even if it is just a small shed for your workshop, we want you to be able to enjoy this area for many years and know that you will be safe when you do. The inspection process serves as a means of protecting your investment and ensures that contractors are complying with all Local and State Building Codes. This is the first step in protecting your investment.



In addition, when new work is completed, many insurance companies will take the issuance of a Certificate of Occupancy into consideration when establishing your Homeowners Insurance premiums and adjustment of your rates. Unfortunately it is still up to the Homeowner to communicate to their Insurance Company that all work has been completed and has been inspected for Compliance with Local and State Building Codes. I would suggest looking into this matter with your insurance company. It could provide a means for saving a little bit of money that we all work so hard to save.

Complaints and how do you file them?

It is the Town of Belmont's policy that the Code Enforcement Officer conduct investigations on formal complaints.

Anonymous complaints are not accepted. Unless: the complaint is an immediate threat to life, health and/or safety which constitutes an emergency. In those situations, immediate action by the appropriate Staff shall occur.

Complaint information will be kept confidential to the extent allowed by law.

A complaint form may be obtained from the Land Use Office located in the Town Hall. You may also obtain a complaint form from our web-site, www.belmontnh.org. Simply fill out the form and bring it to the Land Use office. If the matter is of an immediate threat to life, health or safety please call 603-267-8300 Ext. 111 and leave a message or press "0" to speak with someone immediately.

If you witness a crime in progress or are victim of a crime, or need other emergency services please call 911.

Complaint Investigation

Upon receipt of an official complaint, an investigation will be initiated. Through property research, code research and a site inspection, the Code Enforcement Officer will determine if a violation exists and the severity of the violation.

If no violation can be documented, the complaint is closed and the complainant is notified of the results of the investigation.

If a violation exists, the Code Enforcement Officer will work with the responsible party to gain voluntary compliance. This is accomplished through a compliance agreement, which requires the corrections to be made within specified time periods.

Failure to achieve voluntary compliance may result in the issuance of a Letter of Deficiency which assesses a monetary penalty for each violation and each day that the violation(s) continue. Violations are handled in a manner similar to speeding tickets. The violation is filed with Laconia District Court and the violator must respond by paying the

penalty, appealing the violation or requesting a mitigation hearing.

When compliance is met to the satisfaction of the Town, the responsible party receives a Certificate of Compliance and the case is closed. The complainant will also be notified of the disposition of the case.

Common Code Violations

- Building without a Permit
- Zoning Violations
- Land Use Violations
- Sign Code Violations
- Junk Vehicles
- Health Code Violations
- Life Safety Code Violations



Questions/Comments/Suggestions

If you have questions/comments/concerns about the Towns Code Enforcement Program, please contact Code Enforcement Officer, Steven Paquin,

at 603-267-8300 Ext. 111 or

Email: buildingofficial@belmontnh.org