

Laconia Fire Department

Light Commercial—Mixed Use



Building Renovation, Retrofit or Change of Use Handbook

848 North Main Street
Laconia, New Hampshire 03246
603 524-6881

2010

Welcome to the City of Laconia!

Whether you are a current, returning or prospective property owner, this handbook is designed to provide the basic information you will need to accomplish your renovation or business project.

IMPORTANT CONTACT NUMBERS:

Assessing:	603.527-1268	Reviews, Inspections
Code Enforcement:	603 527-1293	Reviews, Inspections, Permits
Fire Department	603 524-6881	Reviews, Inspections, Permits
Planning Department	603 527-1264	Reviews, Inspections
Public Works	603 528-6379	Reviews, Inspections, Permits
Water Commission	603 524-0901	Reviews, Inspections, Permits

Things you need to know:

Starting a new business, relocating a current business, renovating an existing building or changing a buildings use provide many pitfalls.

These can include:

- Construction of fire separations and structural changes
- Relocation of exit doors, stairs or corridors
- Water supply changes for fire protection
- Fire alarm and sprinkler system installation or renovation
- Installation of new appliances or HVAC systems
- Upgrading an existing building to accommodate the new use
- Requirements of other city departments

You can see there are many issues that need to be addressed. The key is to start early in developing a plan and contacting the appropriate city agencies to ensure their requirements are being met.

It is also important to ensure that any plans or documents submitted for review contain the latest information regarding the project.

Building Change of Use

Whenever the use or occupancy classification of a building is contemplated, it is important to understand the issues that this may entail.

When a building's use is changed, the *Life Safety Code* requires the building be brought to the standards for NEW construction for that use. For example, if an old factory building is to become residential space, the Code requires the building, fire safety and other systems must meet the requirements for a newly constructed residential occupancy.

This can require a complete engineering review of the existing building and necessary changes to bring the building into compliance.

Building Renovation

When buildings are renovated without a change in the use of the building, many of the same issues remain. Renovation may require the demolition of walls, changes to fire safety systems, relocation of exits and the installation of new equipment or appliances.

Renovations must take into account returning the renovated area to meet the new or existing requirements for that type of occupancy.

With either a Change of Use or simple renovation, the city may require the applicant, building or business owner to submit plans, drawings or other documents for review by city departments.

This may also require that the project be submitted to the Minor Site Plan (MSP) or Technical Review Committee (TRC) to address any issues that may need attention.

Minor Site Plan (MSP) reviews are usually conducted for small or simple projects. Technical Review Committee (TRC) meetings are held for more complex projects that require greater scrutiny .

Both of these review meetings are conducted thorough the Laconia Planning Office located at Laconia City Hall.

Special Requirements

The Laconia Fire Department is charged with assuring the safe construction, installation and use of all fire safety systems, gas or oil-fired appliances and tanks, compliance with the *Life Safety Code* and other applicable Codes and standards. To this end, the Laconia Fire Department requires permits and inspection of these systems and the building itself to ensure compliance:

These include:

Fire Alarm Systems

- Plans Review
- Rough-in Inspections
- Final Acceptance Testing

Fire Suppression Systems

- Plans Review
- Rough-in Inspections
- Final Acceptance Testing

Gas and Oil-Fired Appliances and Storage Tanks

- Permitting
- Piping System Pressure Testing (Completed by Contractor)
- Final Acceptance Testing

Blasting Operations:

- Permitting
- Site Inspection

Emergency Egress:

- Marking and Location
- Minimum Numbers
- Emergency Lighting Systems

Fire-rated Separations:

- Installation

Final Certificate of Occupancy Inspection for Code Enforcement

These permits and inspections are **REQUIRED** by Code, Statute and City Ordinance. Inspections may be scheduled by contacting the Laconia Central Fire Station at 603 524-6881. Permits must be obtained in person at the Central Fire Station at 848 North Main Street during normal business hours. Fees for permits and inspections do apply. See the fee structure listing for additional information.

Referenced Codes and Standards

Building Codes:

<i>International Building Code</i>	<i>(IBC)</i>
<i>International Plumbing Code</i>	<i>(IPC)</i>
<i>International Mechanical Code</i>	<i>(IMC)</i>
<i>Property Maintenance Code</i>	<i>(IBC)</i>

Fire Safety Codes:

<i>Uniform Fire Code</i>	<i>NFPA 1</i>
<i>Sprinkler Codes</i>	<i>NFPA 13, 13-D, 13-R</i>
<i>Oil-Fired Appliances</i>	<i>NFPA 31</i>
<i>Gas-Fire Appliances</i>	<i>NFPA 54 and NFPA 58</i>
<i>National Electrical Code</i>	<i>NFPA 70</i>
<i>National Fire Alarm Code</i>	<i>NFPA 72</i>
<i>Life Safety Code</i>	<i>NFPA 101</i>

Other NFPA Codes are also adopted by reference

State Codes:

<i>State Fire Code</i>	<i>Saf-C 6000</i>
<i>New Hampshire RSA's</i>	

Ordinances:

Laconia Code of Ordinances
Laconia Sub-division Regulations
Laconia Site Plan Regulations

Regulations:

Laconia Fire Department - Fire Alarm Regulations, Rev. F

All Codes, standards or regulations are current editions.

All building projects are subject to any applicable or required Code, Standard or Regulation whether listed above or not.