

**Application for Building Permit
COMMERCIAL**



Town of Ashland
 PO Box 517--20 Highland St
 Ashland, NH 03217
 Phone: (603) 968-4432
 Fax: (603) 968-3776
 www.ashlandnh.org

Date of application: _____
 Permit #: _____

Form revision date: Adopted by BOS 9/19/2016

1) DISCLOSURE STATEMENT

STATE BUILDING AND FIRE CODES: As of July 11, 2008, in accordance with RSA 674:51, "the state building code established in RSA 155-A shall be effective in all towns and cities in the state." RSA 155:A2 states ". . . all buildings, building components, and structures constructed in New Hampshire beginning one year after the effective date of the section, shall comply with the state building code and state fire code. The construction, design, structure, maintenance, and use of all buildings or structures to be erected and the alteration, renovation, rehabilitation, repair, maintenance, removal, or demolition of all buildings and structures previously erected shall be governed by the provisions of the state building code" and that "All new buildings shall conform to the requirements of the state fire code adopted pursuant to RSA 153:5 and to the extent that there is any conflict between the state building code and the state fire code, the state fire code shall take precedence unless otherwise determined by the board, subject to the review provisions contained in RSA 155-A:10." In addition, RSA 155-A:2.VIII states "the contractor of a building, building component, or structure shall be responsible for meeting the minimum requirements of the state building code. No municipality shall be held liable for any failure on the part of a contractor to comply with the provisions of the state building code."

2) PROPERTY & CONTACT INFORMATION

Street Address (location of building project):	Zoning District:
	Tax Map & Lot Number:
Property Owner's Name:	Contractor/Builder's Name:
Company:	Company
Mailing Address:	Mailing Address:
City/State/Zip:	City/State/Zip:
Phone (days):	Phone (days):
Email:	Email:

Subdivision / Development Name (if applicable):

Stipulations for new developments may already be in place by the Planning Board, such as sprinkler requirements, phasing in of buildings, etc.

3) DESCRIPTION OF WORK TO BE PERFORMED

Please check the section that best describes the type of work that will be done:

<input type="checkbox"/> Demolition	<input type="checkbox"/> New Business Occupancies	<input type="checkbox"/> New Industrial Occupancies	<input type="checkbox"/> New Mercantile Occupancies
<input type="checkbox"/> New Apartment/ Hotel/ Motel/ Lodging/ Rooming Occupancies	<input type="checkbox"/> Renovation/ alteration to Existing Business Occupancies	<input type="checkbox"/> Renovations/ alterations to Industrial Occupancies	<input type="checkbox"/> Renovations Alterations to Existing Mercantile Occupancies
<input type="checkbox"/> Renovations/alteration to Existing Apartment /Hotel/ Motel/ Lodging/ Rooming Occupancies	<input type="checkbox"/> New Assembly Occupancies	<input type="checkbox"/> New Healthcare Occupancies	
	<input type="checkbox"/> Renovation/ alteration to Existing Assembly Occupancies	<input type="checkbox"/> Renovations/alterations to Healthcare Occupancies	

Please describe the work to be performed. Please include general dimensions, purpose of any new area, etc.

Estimated start date: ___/___/___ Estimated finish date: ___/___/___ Estimated cost of building project \$ _____

NOTE: It can take 2-4 weeks to fully process a complete application.

Was any approval given by the Planning Board and/or Zoning Board for this building project?

YES
 NO

If yes, please attach a copy of the board's Notice of Decision.

Attach one full set of Building Plans

Plans typically are to the scale of 1/4"=1'0". Plans show important information such as dimensions and locations, type of materials used, framing style, insulation, windows, exits and egresses, stairwell elevations, location of electrical service components, and the location of life safety, heating and plumbing systems. A complete set of building plans should include the following FOUR components:

1. **SITE PLAN** (*this is required for all new buildings OR if there is any change to the exterior footprint of an existing building*), See Ashland Site Plan Regulations, Article 3.3 Site Plan Requirements:

- | | |
|---|--|
| a) title, date, zoning district | f) Location and width of walks, streets within and around site |
| b) Names of owner, developer, designer | g) Location of septic, wells, catch basins and surface drainage |
| c) Scale of plan 1"=20' preferred | h) Location and size of fences, retaining walls, signs, outdoor lighting |
| d) Boundaries, abutters, all easements and waterbodies and/or courses | e) Proposed grading and filling |
| Building outlines: steps, entries, loading platforms | j) Proposed landscaping: location, type, height |

2. **FLOOR PLAN**

3. **ELEVATION PLAN** - A two-dimensional view of the building as seen from the exterior

4. **SECTIONAL VIEW** - A sectional view is a vertical view of a building as if it were cut into two parts. The purpose of a Sectional View is to show the internal construction of each assembly.

3a) ELECTRICAL

Will any electric work be performed? YES

Complete this section if you are hiring a licensed electrician to do the work: NO

Master Electrician's Name:

N.H. Master Electrician's License Number:

Company:

Mailing Address:

City/State/Zip:

Phone (days):

3b) PLUMBING

Will any plumbing work be performed? YES

If yes, complete if you are hiring a licensed plumber to do the work: NO

Licensed Plumber's Name:

N.H. Master Plumber's License Number:

Company:

Mailing Address:

City/State/Zip:

Phone (days):

4) NEW HAMPSHIRE ENERGY CODE COMPLIANCE

Attach copy of approved Energy Code compliance.

If you are building, renovating or adding to a residential home or commercial building, you may need to certify that you are complying with the New Hampshire Energy Code by attaching a copy of your approved NH Energy Code application. Applications are available at the New Hampshire Public Utilities Commission, Phone (603) 271-2431 or online at www.puc.nh.gov

5) DEMOLITION

Will any buildings or structures be demolished? Yes

If yes, please describe (in detail) the location, size and type of structure to be demolished: No

Individuals approved for demolition work shall ensure that at the end of each workday, the areas under demolition shall be secured so as not to constitute a hazard. Open cellar holes or foundations are to be fenced in such a fashion so as to adequately warn of danger. All rubble shall be removed from the property and disposed of properly (reference RSA 155-B:13). For information on asbestos concerns, contact the New Hampshire Asbestos Management and Control Program, Air Resources Division of the NH Dept. of Environmental Services at (603) 271-1370 or www.des.nh.gov

6) DIGGING OR DISTURBING THE TOWN ROADS, SHOULDERS, ETC.

Will the project involve any excavation or disturbance of the shoulders, ditches, embankments or surfaces of any highway within the town? Examples include setting of poles or underground conduits for water, sewer, electric, or telephone. (Per RSA 236:9)

Yes
 No

If yes, contact the Department of Public Works (603) 968-3166 (town roads); NHDOT (603) 524-6667 (State roads)

7) SETBACK REQUIREMENTS

Will the proposed structure meet the setback requirements? (see below)

Yes
 No

The following are the Town's zoning setback requirements for all Commercial and Industrial (I) districts:

- > No building shall be constructed within thirty-five (35') feet of a public right of way.*
- > No building shall be constructed within fifteen (15') feet of side and back lot boundaries. (I) twenty-five feet (25')*
- > No building shall be constructed more than three (3) stories above grade level.*
- > Driveways must be 15' from side boundaries.*
- > Parking spaces must be 15' from side and back boundaries and 15' from any public right of way.*
- > Septic must be 75' from wetlands. (See Zoning Ordinance Article 2.3b reference to NHDES Code of Admin. Rules)*
- > Pools must be 35' from septic and 10' from boundaries.*

(Ref. Ashland Zoning Ordinance Article 2)

8) WETLANDS / SHORELANDS / FLOOD PLAINS

Is the land lot located in any special flood hazard area?

Yes
 No

Applications will be reviewed in accordance with Ashland Zoning Ordinance Article 4.9, Floodplain Development. To verify if the land is in a "special flood hazard area", see the National Flood Insurance Program Map at Town Hall.

Will any activity be taking place within 250-500 feet of a pond, lake or river?

Yes
 No

A Shoreland Permit may be required from NH Department of Environmental Services, Wetlands Bureau (603) 271-2147 www.des.nh.gov/cspa

Will the proposed building project impact a wetlands area?

Yes
 No

If yes, applications will be reviewed in accordance with the Ashland Zoning Ordinance Article 2.4a and Soils Appendix. A Wetlands Permit from NH Department of Environmental Services and a review by the Ashland Conservation Commission may be required.

9) CURRENT USE

Is the portion of the property to be developed under "Current Use" assessment?

Yes
 No

If yes, a new Current Use Map must accompany this application. Please note that fines may apply when Current Use status changes. See Assessing office for more information.

10) DRIVEWAYS & CLASS VI ROADS

Will a new driveway or access road be constructed, or will an existing driveway or access road be altered?

Yes
 No

If yes, an Ashland Driveway Permit application may be required. Please note, if you are constructing or altering a driveway that connects to a STATE road, a permit from the State of NH Department of Transportation may be required. (603) 524-6667.

Is the property located on a Class VI road?

Yes
 No

Because Class VI roads are not maintained by the town, any new construction on a Class VI road requires that an agreement and release be signed by the property owner. This agreement will then be recorded at the Grafton County Registry of Deeds at the expense of the property owner (usually \$25 per document).

11) INTENT TO CUT (TREES)

Will the proposed building project include any logging for resale?

Yes
 No

If yes, an "Intent to Cut" form may be required in accordance with RSA 79:10. Contact the Ashland Town office.

12) UTILITIES

Town tax-exemptions may be available for certain solar systems. See Ashland Assessing office for information.

Will you be installing or replacing a sprinkler system and or extinguishment system? Yes
 No
If yes, please contact the Ashland Fire Department for additional requirements., (603) 968-7772

Will you be installing or replacing an oil-fired heater? Yes
 No
*If yes, a New Hampshire Oil Burner Permit is required through the Ashland Fire Department (603) 968-7772.
 NOTE: Oil burners shall meet or exceed the requirements of NFPA 31, Standard for the Installation of Oil-Burning Equipment.*

Will you be installing or replacing LP (liquefied petroleum) gas burning equipment? Yes
 No
*If yes, a New Hampshire Gas Fitter License will be required. Name of Installer: _____
 License #: _____ Exp. Date: _____ Contact ashland Fire Department (603) 968-7772.
 NOTE: Gas-fired appliances shall meet or exceed the requirements of NFPA 54, National Fuel Gas Code.*

Will you be installing or replacing a Solid Fuel-Burning Appliance (such as wood, coal, pellets)? Yes
 No
*NOTE: Solid Fuel-Burning Appliances shall meet or exceed the requirements of NFPA 211, Standard for Chimneys, Fireplaces, Vents and Solid Fuel-Burning Appliances.
 Contact the Ashland Fire Department. (603) 968-7772.*

Will you be installing new, replacing or expanding use of a private septic system? Yes
 No
If yes, we require an "Approval for Construction" and an "Approval for Operation" per RSA 485-A:38 from the NH Dept. of Environmental Services, Division of Water Supply and Pollution Control [phone (603) 271-3503]. Please check with the Building Inspector, as the state may have already submitted copies of approvals to the town.

Will you be installing or replacing a private well-water system? Yes
 No

TOWN WATER OR SEWER: Will the proposed project be connecting with the town water or sewer systems? Yes
 No
If yes, please contact the Ashland Water & Sewer Department (603) 968-4002

Will you be installing or replacing any other type of utility system not described above? Yes
 No
If yes, please describe:

Contact the Town Office at 603-968-4432 for 911 addressing number as soon as building as started.

QUESTIONS: bldg@ashland.nh.gov**13) SIGNATURES**

This is to certify that all plans and specifications of this application will be followed during construction and any change shall only be made after notifying the Building Inspector and receiving approval of change. In addition, this certifies that I am aware of the requirement to build in accordance with the State Building Code and State Fire Codes and that the Town of Ashland requires a permit, inspection process and Certificate of Occupancy for all commercial and industrial buildings as required by the N.H. State Building Code RSA:155-A. I also understand a \$25 fee will be charged for withdrawing the application and that any construction started without a required permit is subject to a fine of double the review and permit fee.

Check here if the Contractor/Builder is signing the application on behalf of the property owner._____
Signature of Property Owner_____
Signature of Contractor/Builder_____
Signature of Building Inspector_____
Date**14) FEES**

See attached Fee Schedule

PERMIT FEES - TOWN OF ASHLAND		
RESIDENTIAL-SINGLE/MULTI FAMILY		
	NEW	\$100 PLUS \$0.15/SQ.FT
	ALTERATIONS	\$50 PLUS \$0.15/SQ. FT
	REPAIRS	\$50 PLUS \$0.15/SQ. FT
COMMERCIAL		
	NEW	\$150 PLUS \$0.20/SQ.FT
	ALTERATIONS	\$75 PLUS \$0.20/SQ. FT
	REPAIRS	\$75 PLUS \$0.20/SQ. FT
INDUSTRIAL		
	NEW	\$300 PLUS \$0.20/SQ.FT
	ALTERATIONS	\$100 PLUS \$0.20/SQ. FT
	REPAIRS	\$100 PLUS \$0.20/SQ. FT
SWIMMING POOLS		
		\$50.00
DRIVEWAY PERMITS		
	RESIDENTIAL	\$40.00
	COMMERCIAL	\$60.00
	INDUSTRIAL	\$85.00
ELECTRIC, PLUMBING, HEATING		
RESIDENTIAL -		
	ONE-TWO FAMILY NEW	\$125 PER UNIT
	ADDITION, ALTERATION, REPAIR	\$50.00
COMMERCIAL		
	UP TO \$2000 ESTIMATED COST	\$50
	\$2001-\$4000 ESTIMATED COST	\$80
	OVER \$4000	\$100
DEMOLITION		
	RESIDENTIAL-ONE/TWO FAMILY	\$100
	RESIDENTIAL- ACCESSORY STRUCTURE	\$50
	COMMERCIAL - PRIMARY STRUCTURE	\$200
	COMMERCIAL - ACCESSORY STRUCTURE	\$100
SEPTIC SYSTEM REVIEW		COMPLETED BY THE STATE
CELLTOWER		\$250
SIGN		
	RESIDENTIAL	\$40
	COMMERCIAL	\$60
	INDUSTRIAL	\$85
GENERAL COMMENTS		
APPLICATIONS REVIEW FEE-THE BASE FEE		
PERMIT FEE - THE ADDED SQ.FT RATE		
FINE FOR STARTING WORK WITHOUT A		
PERMIT- DOUBLE THE REVIEW AND PERMIT FEE		
EXPIRATION OF PERMITS - 18 MONTHS AFTER APPROVAL		
Adopted by Board of Selectmen May 6, 2019		