

Application for Building Permit
RESIDENTIAL
(SINGLE & 2-FAMILY HOMES)



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

Date of application: _____
 Permit #: _____

Revision dates: 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."

EXEMPTIONS: The Town of Ashland Building Regulations allows "home improvements" using \$800 or less of building materials to be **exempt** from the Ashland building permit process and oversight (Building Regulations, Article 8). However, it is recommended that a building permit be obtained regardless of the dollar-amount of building materials so that: 1) the plans may be reviewed for life safety, building code and local and state compliance; 2) you can be certain you have received legal permission to start construction; 3) you will have access to the inspection services of the town's building official; 4) an accurate record may be preserved indefinitely of changes to the structure; and 5) so that the homeowner may obtain an official Certificate of Occupancy, should they require one.

2) PROPERTY & CONTACT INFORMATION

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

3) DESCRIPTION OF WORK TO BE DONE

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. Please plan accordingly.

Was any decision by the Planning or Zoning Board made in regards to 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 & Site Sketch

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 SKETCH (this is required for all new buildings OR if there is any change to the exterior footprint of an existing building):

- a) Location of all buildings on lot; driveway location
- b) Dimensions/measurements of proposed structures
- c) Measured distance between property lines and structures (both existing and proposed)
- d) Name of streets/roads abutting property
- e) Location of wetlands, streams
- f) If septic is to be used, show layout and location
- g) Well or water supply location

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
If yes, complete the appropriate section below: NO

Complete this section if you, as the homeowner, will be doing the electrical work: (owner-occupied single-family home only)

I, _____, certify that I will be performing electrical work as the owner and occupant of this single-family residence which is my bona fide abode, and that all electrical work will be performed in accordance with the standards and regulations of the state electrical and building codes. (Reference: RSA 319C:15II)

Signature: _____

Complete this section if you are hiring a Licensed Electrician to do the work:

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 the appropriate section below: NO

Complete this section if you, as the homeowner, or your agent, will be doing the plumbing work: (owner-occupied single-family home only)

I, _____, certify that I or my designated agent will be performing the plumbing work as the owner and occupant of this single-family home which is my bona fide abode, and that all plumbing work will be performed in accordance with the standards and regulations of the state plumbing and building codes. (Reference: RSA 329-A:13 to 13.IV)

Signature: _____

Complete this section if you are hiring a Licensed Plumber to do the work:

Master 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) 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. State roads, NHDOT (603) 524-6667. Contact DigSafe 1-800-DIGSAFE

6) DEMOLITION

Will any buildings or structures be demolished?

Yes
 No

If yes, please describe (in detail) the location, size and type of structure to be demolished:

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

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 Village Residential (VR), Rural Residential (RR), Pemi Overlay (PO) and Squam Overlay (SO):

- > 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 (VR), 25 feet (RR) of side and back lot boundaries.
- > 250 feet from waterfront (SO); 500 feet from waterfront (PO)
- > No building shall be constructed more than three (3) stories above grade level.
- > Driveways must be 15' from side boundaries.
- > Parking spaces must be 10' from side and back boundaries and 10' from any public right of way.
- > Septic must be 75' from wetlands.

(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 To verify if the land is in a "special flood hazard area", as defined in Article 4.9, see the National Flood Insurance Program Map at Town Hall.

Will any activity be taking place within 250 feet of Squam River or Little Squam Lake or 500 feet of Pemi 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 Soil 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

Please note that a Land Use Change Tax will apply when Current Use status changes. A new Current Use Map will be required prior to assessing the Tax. 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. Refer to Ashland Driveway Regulations. 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 for further information.

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 and/or extinguishment system? Yes
 No
If yes, please contact the Ashland Fire Department (603) 968-7772 for additional requirements.

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 or replacing a private septic system? Yes
 No
If yes, we require an "Approval for Construction" and an "Approval for Operation" from the NH Dept. of Environmental Services, Division of Water Supply and Pollution Control [phone (603) 271-3503]. Please check with the Building Department, 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 you be connecting to the town water and/or sewer system?
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 Ashland Town Office at (603)968-4432 for 911 addressing number as soon as building has started.

QUESTIONS: bdg@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. This also certifies that I am aware that for residential buildings (single and two-family homes) a building permit is required but the inspection process is optional. However, a Certificate of Occupancy cannot be issued unless the required inspections are completed. 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.

 Signature of Property Owner

 Printed name

 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		
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		