



Town of Ashland Building Permit Application

Department of Building Safety
20 Highland Street, PO Box 517
Ashland, NH 03217-517
Tel: 603.968.4432 • Fax: 603.968.3776

OFFICE USE ONLY:

Date Received _____
Project Number 20-BP - _____
Zoning District _____

Received by _____
Property Map/Lot _____

PLEASE PRINT

Project Address _____ Unit# _____ Store/Business Name _____

Name of Property Owner _____
Tel # _____ Cell # _____ Email address _____

Applicant _____
Street _____ City/State/Zip _____
Tel # _____ Cell # _____ Email address _____

Contractor _____
Street _____ City/State/Zip _____
Tel # _____ Cell # _____ Email address _____

General description of work and use: Includes dimensions of the building, room, shed, pool, deck, etc. and the number of bedrooms and bathrooms.

New or added square foot of construction _____

Approximate cost of construction including plumbing, electrical, mechanical and fire suppression \$ _____

Current Use: _____

Proposed Use:

- | | | |
|---|--|---|
| <input type="checkbox"/> Single family/Townhouse | <input type="checkbox"/> Two Family | <input type="checkbox"/> Manufactured housing |
| <input type="checkbox"/> 3+ Family (# of Units) _____ | <input type="checkbox"/> Restaurant/Night Club | <input type="checkbox"/> Industrial/Warehouse |
| <input type="checkbox"/> Lodging/Boarding/Assisted Living | <input type="checkbox"/> Store/Retail | <input type="checkbox"/> Hospital/Medical |
| <input type="checkbox"/> Office/Bank/Professional | <input type="checkbox"/> School/Daycare | <input type="checkbox"/> Shed/Garage |
| <input type="checkbox"/> Tent/Event | <input type="checkbox"/> Deck | <input type="checkbox"/> Other |

Fire Protection Systems: Does this building have Sprinkler system Fire alarm

Site Services: Public Water On-site well City sewer Septic tank permit # _____

Continued on the back

Lead Hazard:

Was the building built prior to 1978? Yes No

Does the area of construction contain materials painted prior to 1978? Yes No

If you answered yes to either of the prior two questions, lead safe practices must be followed. Additional information may be obtained at Ashland Building Safety Department or by visiting www.epa.gov/lead

Additional aspect of the project:

	YES	NO		YES	NO
Electrical	<input type="checkbox"/>	<input type="checkbox"/>	Fire Suppression/Detection	<input type="checkbox"/>	<input type="checkbox"/>
Plumbing	<input type="checkbox"/>	<input type="checkbox"/>	Increase in Sewer Usage	<input type="checkbox"/>	<input type="checkbox"/>
Gas Piping	<input type="checkbox"/>	<input type="checkbox"/>	New Sewer Connection	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical (HVAC)	<input type="checkbox"/>	<input type="checkbox"/>	Sign(s)	<input type="checkbox"/>	<input type="checkbox"/>
Oil or Gas Storage	<input type="checkbox"/>	<input type="checkbox"/>	Driveway	<input type="checkbox"/>	<input type="checkbox"/>

For each YES box above, a separate permit may be required.

If your project involves ANY of the following, please contact the Ashland Health Officer at 603.968.4432

- Asbestos
- Food service
- Sale of pre-packaged food

Special site conditions:

Is the property located within a Special Flood Hazard Zone? Yes No

If the structure is located within a flood hazard zone, an Elevation Certificate must be completed prior to the issuance of a building permit. Office Use: Panel # _____ Zone _____

Is the proposed construction or landscaping located within 125 feet of a wetland area? Yes No

*If yes, denote the wetland location on the plot plan.

Is the development within an area covered under the NH Comprehensive Shoreland Protection Act (RSA 483-B) Yes No

Does the property contain hazardous waste? Yes No

A PLOT PLAN DRAWN TO SCALE OR A SITE PLAN IS REQUIRED FOR ALL APPLICATIONS EXCEPT INTERIOR RENOVATIONS.

The plan shall denote property boundaries, location of **all** EXISTING buildings, structures, paved areas, wetlands and PROPOSED buildings, structures and paving.

I hereby certify that I am the owner of record, or I have been authorized by the owner to make this application as his/her authorized agent. Plus, we agree to conform to all applicable laws of the Town of Ashland in the State of New Hampshire. I hereby attest all statements made on this application and any attached document are true to the best of my knowledge.

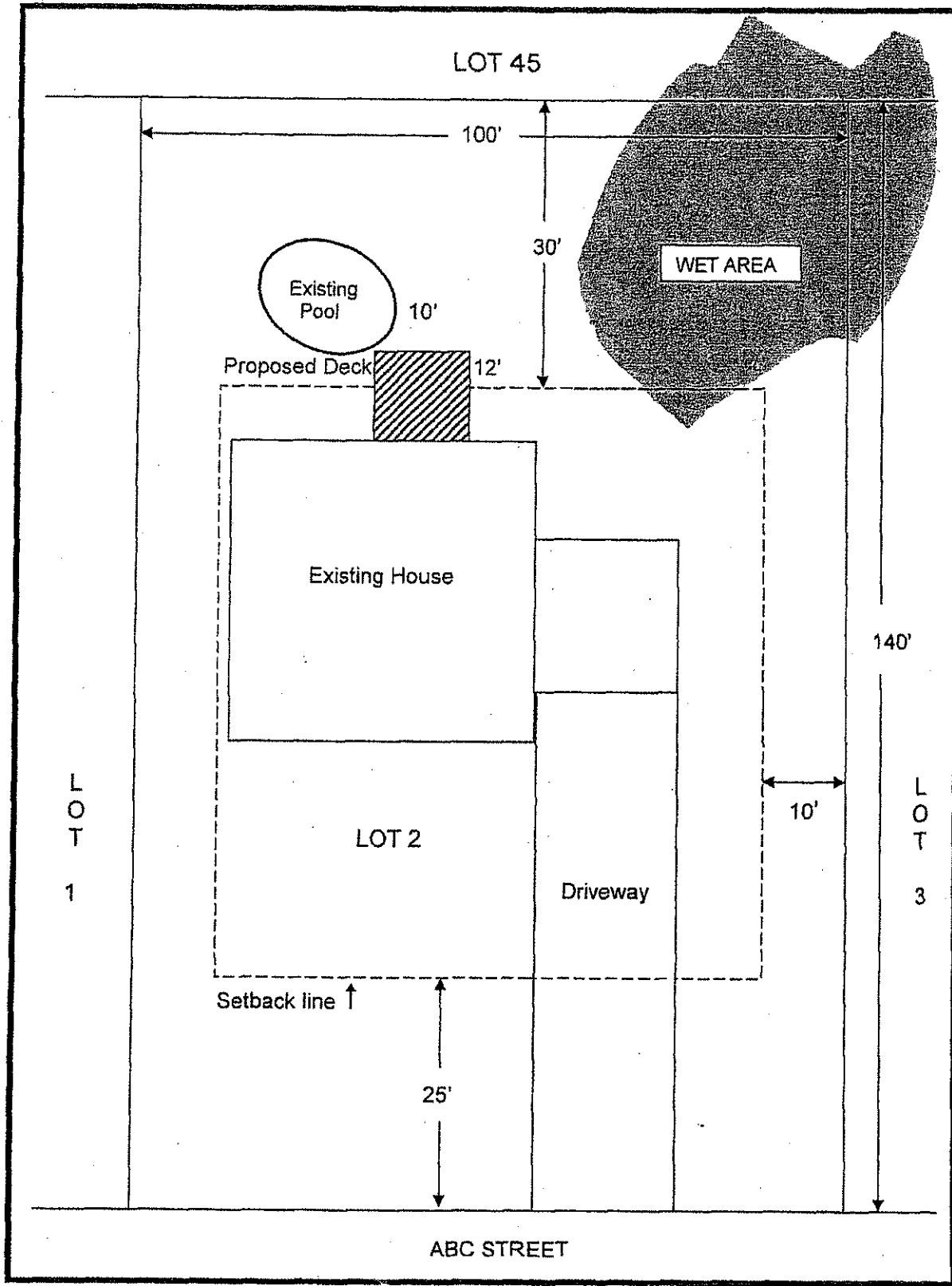
Omission of any required information may delay permit issuance or constitute reason for denial. Applicants are advised that the making of a false statement on this form is a criminal offense.

Applicant's Signature

Print Name

Date

SAMPLE PLOT PLAN



35 ABC Street

1/2" = 10 feet



PLAN REQUIREMENTS For One and Two Family Dwellings (New-Additions-Alterations-Renovations)

- Detached structures over 120 square feet require plans and review
- Submit
 - Two sets of building plans [maximum size 30"X42"] drawn to scale (with dimensions)
 - One copy of the plot plan drawn to scale showing where the new additions will be on the property
- 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 mark the location of the windows and doors on the plans.
 - 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 detectors (contact fire prevention)
 - Demonstrate New Hampshire energy code compliance (Forms available upon request in our office, or you may contact the NH Public Utilities Commission 603-271-6306, www.puc.state.nh.us)
 - A roof framing plan. Wood truss drawings are required to be stamped by the engineer of record.
 - Manufacturer specifications for engineered lumber (LVLs, micro-lams, etc)
 - 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.
 - For simple decks, you may use our typical deck plan (see separate sheet). More complicate decks require submission of plans indicating footing locations, elevations, stairs, rails and other details.
 - 12" footing shall 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 insure adequacy.

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

Electrical, Plumbing, Mechanical, Demolition – Require separate plans and permits

ASHLAND BUILDING DEPARTMENT
bldg@ashland.nh.gov
Town Hall, 2nd floor, 20 Highland Street, PO Box 517, Ashland, NH 03217
603-968-4432 – Fax 603-968-3776 – www.ashland.nh.gov



PLAN REQUIREMENTS

FOR COMMERCIAL AND MULTI-FAMILY STRUCTURES (OTHER THAN ONE AND TWO-FAMILY DWELLINGS)

NEW BUILDING, ADDITIONS

- Submit
 - Three sets of building plans (maximum size 30"X42"), one set of specifications, and one set of structural calculations shall be submitted to the Department of Building Safety. The plans shall be in compliance with the 2015 ICC codes with amendments, 2015 NFPA 101, 2015 NFPA 1 and the 2014 NEC and reflect any Planning Board and/or Zoning board approvals and stipulations.
 - Projects requiring an architect's stamp are listed below. The architect must state compliance with the NH energy code and submit calculations.
 - New commercial construction, fit-up or renovation of places of assembly (restaurants, nightclubs, bars, churches, etc)
 - Plans that add units to existing multi-family dwellings (over two units)
 - Multi-family dwellings and all other projects as required by the architectural licensing law for the State of New Hampshire
 - Wood truss drawings are required to be stamped by the engineer of record
 - Manufacturer specifications shall be submitted for engineered lumber (LVLs, micro-lams, etc)
 - A Statement of Special Inspections shall be completed for all plans required to be designed by a registered architect of engineer
 - Electrical, plumbing, and mechanical drawings require a stamp by an engineer registered in the respective disciplines
 - Plans shall be accompanied by a code evaluation summary
 - Some projects may require to be accompanied by a plan review of a third party
-

COMMERCIAL, INTERIOR FIT-UP, ALTERATIONS OR RENOVATIONS

- Submit three sets of the floor plan drawn to scale with dimensions. The above requirements may apply. As a minimum , plans shall note the following:
 - Square footage of existing building and the number of stories
 - Use of existing and proposed space
 - Square footage of proposed work area
 - Type of existing and proposed construction materials
 - Means of egress and associated door size, hardware, etc. system number
 - Use of adjacent units (tenants) if applicable
 - Fire stopping materials (include UL listings)
 - Wall, floor and ceiling ratings, if applicable
 - Door and window schedule and occupancy load
-

OTHER DEPARTMENTS

Ashland Fire Department – 9 Main Street – 603-968-7772 – firechief@ashland.nh.gov

For sprinkler, smoke, fire, carbon monoxide, fuel gas and mechanical inspections

Ashland Health Department – 20 Highland Street – 603-968-4432 – townadmin@ashland.nh.gov

Approval is required for food service, day care facilities and public swimming pools prior to permit issuance. Renovation projects must be renewed by the Ashland Health Department for hazardous materials prior to permit approval.

Public Works Department – 78 Depot Street – 603-968-3166 – publicworks@ashland.nh.gov

For sewer permits, additional plumbing or a change of use

Planning and Zoning Department – 20 Highland Street – 603-968-4432- landusepb@ashland.nh.gov

or landusezba@ashland.nh.gov – for site plan or variance requirements and changes or building façade elevations

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Signs, Electrical, Plumbing, Mechanical and Demolition - Require separate plans and permits.

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www.ashland.nh.gov

PO Box 517 – Ashland, NH 03217

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		