



MECHANICAL PERMIT APPLICATION
Town of Ashland • Department of Building Safety
 20 Highland St., PO Box 517, Ashland, New Hampshire 03217
 Tel: 603-968-4432 • Fax: 603-968-3776
bdg@ashland.nh.gov • www.ashlandnh.org

Permit #		M
Date Closed		

OFFICE USE ONLY			
Tax Lot #	Zone	Floodplain	SD/SI
Date Received	Reason for Denial		
Date Approved			
Date Denied			

PLEASE PRINT AS LEGIBLY AS POSSIBLE (Black ballpoint pen is preferred.)

SECTION 1 – SITE INFORMATION							
Project Address			Date of application				
Property Owner(s)							
Mailing Address			City/State/Zip				
Daytime Tel #		Email					
Location is: (Check all that apply.)							
<input type="checkbox"/>	Interior	<input type="checkbox"/>	One-Family	<input type="checkbox"/>	Garage/Barn/Shed	<input type="checkbox"/>	Food Service
<input type="checkbox"/>	Exterior	<input type="checkbox"/>	Two-Family	<input type="checkbox"/>	Pool	<input type="checkbox"/>	Medical
<input type="checkbox"/>	New	<input type="checkbox"/>	Manufactured Home	<input type="checkbox"/>	Business/Office	<input type="checkbox"/>	Institutional
<input type="checkbox"/>	Addition/Renovation	<input type="checkbox"/>	Multi-Family Residence	<input type="checkbox"/>	Mercantile	<input type="checkbox"/>	Industrial
<input type="checkbox"/>	Repair	<input type="checkbox"/>	Other:	<input type="checkbox"/>		<input type="checkbox"/>	

SECTION 2 – SCOPE OF WORK (FILL ALL BOXES THAT APPLY WITH QUANTITY.)							
Estimated Cost of Work: \$							
Type of Fuel:		<input type="checkbox"/>	Fuel Oil*	<input type="checkbox"/>	Gas, Natural or Propane	<input type="checkbox"/>	Wood/Pellet/Solid Fuel
*NH Dept of Safety "Application to Install Oil Burning Equipment" must also be filled out (available at Ashland Dept of Building Safety)							
<input type="checkbox"/>	Gas Line (approx. # of feet)			<input type="checkbox"/>	Duct Work (leak test required on new work)		
<input type="checkbox"/>	Baseboard Loop (approx. # of feet)			<input type="checkbox"/>	Vent		
<input type="checkbox"/>	Water Heater(s), Gas [0]			<input type="checkbox"/>	Clothes Dryer, Gas [0]		
<input type="checkbox"/>	Gas Appliance (range, oven, etc.) [0]			<input type="checkbox"/>	Furnace [0]		
<input type="checkbox"/>	Boiler, Water or Steam [0]			<input type="checkbox"/>	Boiler, with hot water generator [0]		
<input type="checkbox"/>	Burner, Conversion or Replacement:			<input type="checkbox"/>	Air Handlers [0]		
<input type="checkbox"/>	Heater: Vented [0]			<input type="checkbox"/>	Heater: Unvented [0]		
<input type="checkbox"/>	Kitchen Exhaust Hoods [0]			<input type="checkbox"/>	Fire and/or Smoke Dampers		
<input type="checkbox"/>	Wood/Pellet Stove [0]			<input type="checkbox"/>	Chimney, Manufactured (i.e. stove pipe)		
<input type="checkbox"/>	Fireplace, Masonry			<input type="checkbox"/>	Chimney, Masonry		
<input type="checkbox"/>	Condenser / Evaporator [0]			<input type="checkbox"/>	Chiller / Cooling Tower [0]		
<input type="checkbox"/>	Generator (For new installations: Mechanical Permit and Ashland Electric Department Generator Registration required.)						
<input type="checkbox"/>	Other	Describe:					
<input type="checkbox"/>	Other	Describe:					
[0] Electrical Permits MAY BE required with new installations if followed by this symbol. Call the Building Inspector to verify.							

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SECTION 3 – PERMIT FEE		QTY	FEE PER	Item
Mechanical Permit Application Fee	New Installation*	# of units	\$125.00	\$
	Alteration/Replacement/Repair up to \$2000*		\$50.00	\$
	Alteration/Replacement/Repair up to \$4000*		\$80.00	\$
	Alteration/Replacement/Repair Over \$4000*		\$100.00	\$
Additional Fee			\$	\$
Fee Schedule adopted by Ashland Select Board, May 6, 2019.			TOTAL	\$

* Base application fee is not refundable if the applicant withdraws their application or if it is denied. No refunds will be issued once work begins.

\$35.00 Re-inspection Fee: per failed inspections or missed appointments.

Work Commencing Before Permit Issued: Any construction started without a required permit will result in the Application and Permit Fees being doubled per the Permit Fee Schedule approved by the Select Board on May 6, 2019.

Temporary Transfer Station Permits are available to contractors. Please review the **Building Permit Application Information** document for more information.

SECTION 4 – REGULATIONS AND CODE PROVISIONS

ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH CURRENTLY ADOPTED STATE BUILDING AND FIRE CODES:

License Requirements: It is unlawful for anyone to install mechanical work for compensation without a license. Permits will only be issued to a homeowner using the Homeowner’s Exemption below or if proof of licensure is included for the technician.

Exemptions for Homeowners: The mechanical licensing requirement does not apply to “a property owner or the property owner's agent who installs, repairs, or replaces plumbing in the property owner's own single-family or townhouse residence.” The exemption only applies to the homeowner or their agent not receiving compensation. Homeowners that are issued mechanical permits and then decide to contract with a licensed technician, for all or a portion of the work, a new permit application with the technician’s information shall be submitted with proof of licensure. There is no additional fee for changing technicians unless the scope of work changes.

Suspension Or Revocation of Permits: “The code official is authorized to suspend or revoke a permit issued under the provisions of this code wherever the permit is issued in error, on the basis of incorrect, inaccurate or incomplete information; in violation of any ordinance, regulation or any of the provisions of this code; or if there have been any false statements or misrepresentations as to the material fact in the application for permit.” [Ref.: 2018 International Residential Code: R105.6]

Violations: Any stage of construction started without the prerequisite inspection(s) or any work other than to correct a violation after a “Notice to Correct” is issued may result in a “Stop Work Order.” ANY work performed after a “Stop Work Order” is issued is subject to a fine of up to \$275 (for the first offense) or \$550 (for each subsequent offense). Each day a violation continues shall be a separate offence. [Ref.: RSA 676:17]

SECTION 5 – LEGAL STATEMENT AND SIGNATURE

The Applicant understands and agrees to the following conditions:

1. Consent is given to the Building Inspector or Ashland Fire Chief to enter the property during normal working hours to inspect activity covered under the provisions of the State of New Hampshire’s adopted Building and Fire Codes.
2. Only work approved on the permit and construction documents is to be performed.
3. All approved plans and specifications of this application shall be followed during construction and any change shall only be made after notifying the Building Inspector and receiving approval for said changes. Such changes include, but are not limited to, alterations to dimensions, building techniques, materials used, or the scope of work.

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4. Failure to follow the approved application and plans or continuing with the project before passing the required inspections may result in a Notice to Correct, Notice of Violation, Stop Work order, fines, or other legal proceedings.
5. All work must meet the standards of the State’s current adopted Building and Fire Codes and Ashland’s Building Regulations. Any variance from these Codes shall have prior approval by the Building Inspector and/or Fire Chief, as is appropriate.
6. All work must meet the requirements of the Zoning Ordinances of the Town of Ashland and State statutes and regulations. Any variance from Zoning Ordinances shall have prior approval of the Zoning Board of Adjustments.
7. The application fee is not refundable if the applicant withdraws this permit request or if the permit is denied.
8. Omission of any required information may delay permit issuance or constitute reason for denial.
9. The making of a false statement on this form is a criminal offense.
10. Notify the Build Inspector’s office at least 24 hours before work starts.
11. Permits expire if work does not commence within 6 months of issuance **OR** if more than six (6) months pass between inspections.

Fill out this section is using the “Homeowner’s Exemption” as outlined in Section 4.

I, _____, certify that I am using the “Homeowner’s Exemption” to perform the mechanical work as the owner and occupant of this single-family residence. I have read and understand Sections 4 & 5. All work shall be performed in accordance with the standards and regulations of the State Building Codes.

Signature of Homeowner

Date

Mechanical Contractor’s Information

Company _____

Address _____ City/State/Zip _____

Tel # _____ Cell # _____ Email _____

Technician’s Name _____ License # _____ (proof of license required)

I have read and understand Sections 4 & 5. All work shall be performed in accordance with the standards and regulations of the State Building Codes.

Signature of Applicant

Date

IT IS THE RESPONSIBILITY OF THE APPLICANT TO CONTACT THE BUILDING INSPECTOR OR FIRE CHIEF TO SCHEDULE REQUIRED INSPECTIONS.

The Dept of Building Safety regular hours are MONDAY & FRIDAY, 10:00 am to 4:00 pm.

CALL 603-968-4432, ext. 562 (office), 617-481-2665 (cell), OR EMAIL BLDG@ASHLAND.NH.GOV

Ashland Fire Department for Fire Code related inspections – 603-968-7772.

A list of common inspections for mechanical work is on the next page.

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The following inspections are required in Ashland as a minimum.

1. *Additional inspections may be necessary, depending upon specific circumstances.*
2. You **must** call the Building Inspector in advance at 603-968-4432 ext. 563 or the Fire Chief at 603-968-7772 to schedule these inspections before proceeding to the next building phase.
3. **Failure to schedule required inspections is a violation of the Building Codes and State Law.**

Job Type:	Inspection By:	When Inspection Performed:
All fuel-fired appliances	Building Inspector & Fire Chief	After installation, prior to any concealment; start up and testing. <ol style="list-style-type: none"> 1. New Installation of Appliances or Equipment may require an Electrical Permit and inspections. 2. Replacement of Existing Appliances or Equipment hook-ups must be brought into compliance with current codes at the time of replacement. Replacement of current non-GFCI or AFCI receptacles or circuit breakers with GFCI or AFCI receptacles or circuit breakers does not require a permit.
Gas piping – Natural and/or LP	Fire Chief	Prior to any concealment and setting of meters or tanks.
Storage tanks	Fire Chief	<ul style="list-style-type: none"> • Underground –After tank and related piping are installed and prior to backfilling. • Above ground and/or in buildings – After tank is set and before filling with fuel.
Commercial kitchen exhaust hoods and fans	Building Inspector & Fire Chief	<ol style="list-style-type: none"> 1. Prior to any concealment of equipment or ducts. 2. At completion of work.
Fire Suppression	Fire Chief	<ol style="list-style-type: none"> 1. Prior to concealment of pipes (if concealed). 2. At completion of work.
HVAC Duct work	Building Inspector	<ol style="list-style-type: none"> 1. Prior to any concealment. 2. At completion and upon start up.
Masonry fireplaces and chimneys	Building Inspector	<ol style="list-style-type: none"> 1. Footing. Prior to pouring concrete. 2. At completion of the throat (smoke chamber) and prior to start of the chimney. 3. At completion of work.
Metal chimneys	Fire Chief	<ol style="list-style-type: none"> 1. Prior to concealment of pipes (if concealed). 2. At completion of work.
Wood stoves, pellet stoves and factory-built fireplaces	Building Inspector & Fire Chief	<ol style="list-style-type: none"> 1. Prior to any concealment of vent pipe, chimney, or fireplace 2. At completion of work.
Pools and Spas	Building Inspector	<ol style="list-style-type: none"> 1. Upon completion of the installation of pump systems, filter systems, and heating systems, but before any system is covered over or otherwise concealed. Inspections of all systems may be performed together. 2. At completion of work.