



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



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.

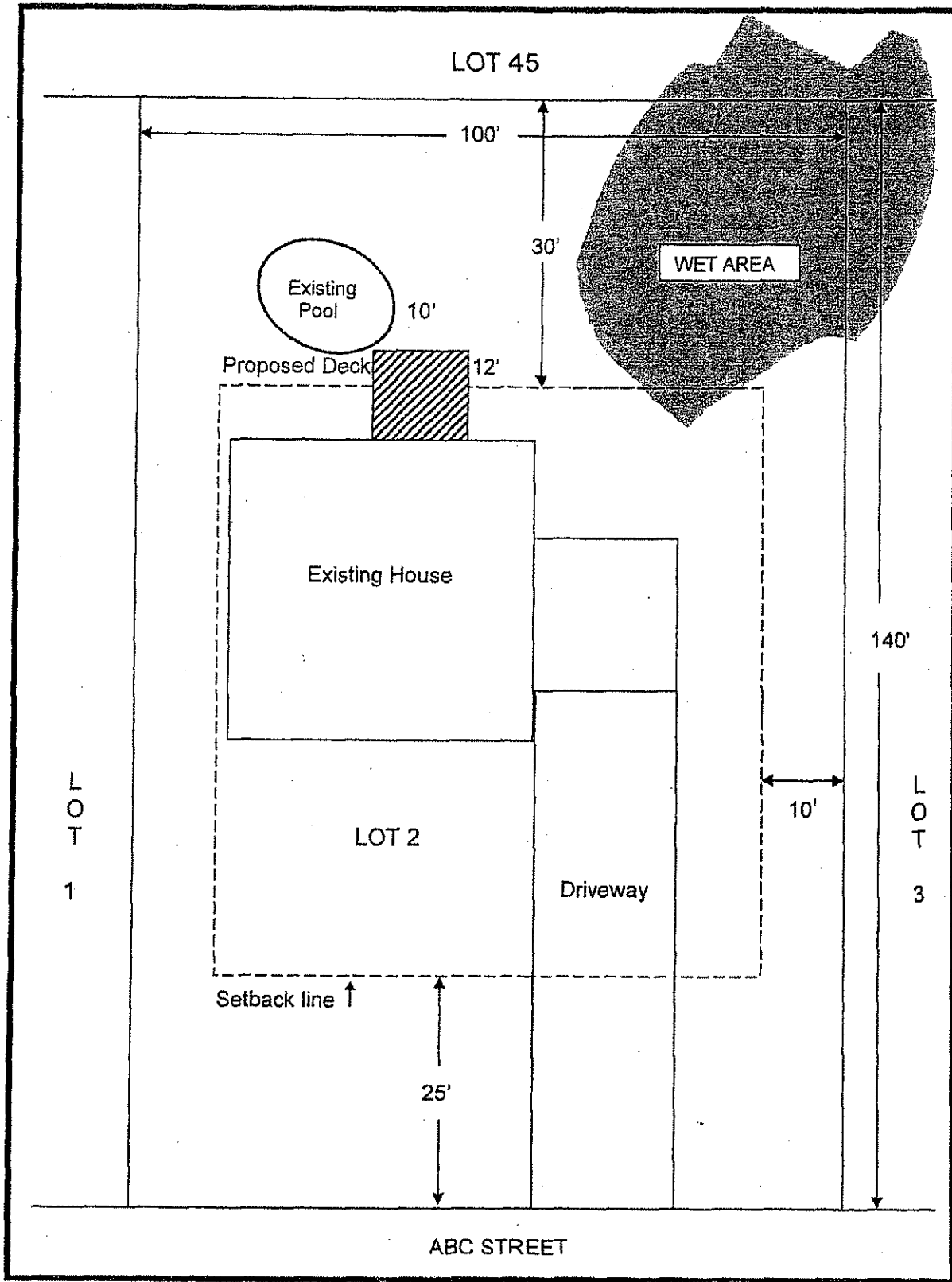
Plans that do not have complete information may be rejected.
Please take the time to review your plans to insure adequacy.

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

SAMPLE PLOT PLAN



35 ABC Street

1/2" = 10 feet



Gas _____	Date _____
Rough _____	Date _____
Final _____	Date _____

Received by _____
Date _____

Project # 20____ - RE _____ - _____

Residential **Electrical** Application/Permit

Address _____ Date Issued _____
 Owner _____ Map/Lot _____

1 and 2 Family Townhouse New Addition/Renovation

Item	Fee	Quantity	Total
New Construction, Additions, Renovations		Square feet	
Per square foot of habitable area			
Service Entrance (new dwelling only)	Work order # required		
House Meter	Work order # required		
Service Change (up to three [3]units)	Work order # required		
Adding Sub-Panel			
Adding or Relocating	Work order # required		
Meters			
Temporary Service (each)	Work order # required		
Other: Miscellaneous work not covered above Describe:			
Reinspection for same day work due to failure to pass initial inspection or unavailability of premises at time of initial inspection			
		Subtotal	
Application fee (non-refundable)			
Receipt # _____		Total	
Surcharge for permits issued after construction started without a permit =double permit fee Such violations also subject to criminal penalties under NH law.			

Contractor _____ Gas Fitter License # _____

Address _____ City _____ State _____ Zip _____

*Applicants are advised that the making of a false statement on this form is a criminal offense.

I attest all statements made on this application are true to the best of my knowledge.

Signature of contractor or person making the application _____ Telephone number _____ Building Official or Designee _____

Call 603-968-4432 IN ADVANCE for an inspection.
 Please have your project number, address and type of inspection ready so that we can expedite your inspection request.
POST THIS CARD SO THAT IT IS VISIBLE FROM THE STREET

-PLEASE SEE OTHER SIDE -

Location	Project #	Prop Acct#
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Electrical License Requirements (RSA 319-C)

In accordance with this New Hampshire Statute, it is unlawful for anyone to install electrical work without a license unless they are exempt from the licensing requirements. No one is exempt from the Electrical Code requirements. All installations, regardless of who performs the work, must comply with New Hampshire and Ashland Electrical Codes.

Exceptions for Homeowners (RSA 319-C:15)

The electrical licensing requirements do not apply to "a homeowner making electrical installations in or about a single-family residence owned and occupied by him/her or to be occupied by him/her as his or her bona fide personal abode." This exception only applies if the owner is actually installing the work. Homeowners who apply for and are issued electrical permits and then decide to contract with a licensed electrician, for all or a portion of the work, shall have the licensed electrician apply for and obtain a permit for the work being done by the licensed electrician. The homeowner shall not obtain this permit and then have someone else (licensed or not) do the work under the permit obtained by the owner.

Definitions

For the purpose of administering the above exemptions, the following definitions shall apply:

Residence means a detached single-family dwelling unit.

Homeowner means the owner of record who currently resides in dwelling or has the bona fide intent to reside there.

Code Provisions (IBC)

Suspension or revocation of permit: the code official is authorized to suspend or revoke a permit issued under of the provisions of this code whenever 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. (105.6)

Permits obtained under false pretenses are subject to suspension or revocation: People are not permitted to obtain permits under the exemptions above then proceed to hire someone who is not properly licensed to do the work (RSA 319-C)

Work commencing before permit issuance: Any person who commences any work before obtaining the necessary permits shall be subject to an additional fee established by the code official (100 percent of the permit fee but not to exceed \$250), in addition to the required permit fees. (109.4)

<p>I have read and understand the above. I understand that making a false statement on this form is an offense against NH law. I attest the place where I intend to perform electrical work is a single-family stand-alone residence.</p>	
<p>Signature _____</p>	<p>Date _____</p>

Date	Inspection Comments	Inspector



Gas _____	Date _____
Rough _____	Date _____
Final _____	Date _____

Received by _____
Date _____

Project # 20 _____ - _____ - _____

Residential Mechanical Application/Permit

Address _____
 Owner _____

Date Issued _____
 Property Acct # _____

1 and 2 Family Townhouse New Addition/Renovation
Type of Fuel Natural Gas LP Gas Fuel Oil*

*NH Dept of Safety "Application to install Oil Burning Equipment" shall also be filled out (available in Dept of Building Safety)

Item	Fee	Quantity	Total
Delivery System – Gas Piping (each)			
0-99K BTU \$25.00; 100K-199K BTU \$40.00; Over 200K BTU \$50.00 plus .22 per 1,000 BTU			
Gas Supply Outlets			
Installation of storage tanks – less than 499 gallons of fuel oil	\$50.00		
Equipment			
Furnace (includes ductwork) NEW DUCTWORK WILL REQUIRE A DUCT PRESSURE TEST			
Water Heater			
Refrigeration System Piping, Coil or Condensing Unit			
Boiler: Water or Steam			
Boiler: Water or Steam with domestic hot water generator			
Burner: Conversion or Replacement <input type="checkbox"/> Oil <input type="checkbox"/> Gas			
Heater: Vented or Unvented <input type="checkbox"/> Floor <input type="checkbox"/> Wall <input type="checkbox"/> Room. <input type="checkbox"/> Gas log			
<input type="checkbox"/> Dryer <input type="checkbox"/> Exhaust <input type="checkbox"/> Ventilation Fan			
<input type="checkbox"/> Gas Appliance <input type="checkbox"/> Baseboard Loop			
<input type="checkbox"/> Wood Stove <input type="checkbox"/> Pellet Stove (Includes associated chimney)			
Factory Built Fireplace (Includes associated chimney) <input type="checkbox"/> Gas <input type="checkbox"/> Solid Fuel			
Masonry Fireplace (Includes associated chimney)			
Manufactured Chimney			
Other: Miscellaneous work not covered above Describe:			
Reinspection for same day work due to failure to pass initial inspection or unavailability of premises at time of initial inspection			
Subtotal			
Application fee (non-refundable)			
Receipt # _____	Total		
Surcharge for permits issued after construction started without a permit *100% of applicable fee. Such violations also subject to criminal penalties under NH law.			

Contractor _____

Gas Fitter License # _____

Address _____

City _____ State _____ Zip _____

*Applicants are advised that the making of a false statement on this form is a criminal offense.

I attest all statements made on this application are true to the best of my knowledge.

Signature of contractor or person making the application _____

Telephone number _____

Building Official or Designee _____

Call 603-968-4432 IN ADVANCE for an inspection.
 Please have your project number, address and type of inspection ready so that we can expedite your inspection request.
POST THIS CARD SO THAT IT IS VISIBLE FROM THE STREET

-PLEASE SEE OTHER SIDE -

Fuel Gas Fitter Requirements (RSA 153:27)

In accordance with this New Hampshire Statute, it is unlawful for anyone to do gas fitting without a license unless they are exempt from the licensing requirements. No one is exempt from the Fuel Gas Code requirements. All installations, regardless of who performs the work, must comply with New Hampshire and Ashland Mechanical and Fuel Gas Codes.

Exceptions for owners of existing single-family stand-alone structure (RSA 153:36)

The fuel gas licensing requirements do not apply to anyone who performs fuel gas fitting within an existing single-family residence owned or occupied by him or her. This exception only applies if the owner is actually installing the work. Owners who apply for and are issued permits and then decide to contract with a licensed gas fitter, for all or a portion of the work, shall have the licensed gas fitter apply for and obtain a permit for the work being done by the licensed gas fitter. The owner shall not obtain this permit and then have someone else (licensed or not) do the work under the permit obtained by the owner.

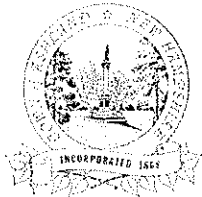
<p>I have read and understand the above. I understand that making a false statement on this form is an offense against NH law. I attest the place where I intend to perform gas fitting work is a single-family stand-alone residence.</p>	
<p>_____ Signature</p>	<p>_____ Date</p>

MECHANICAL INSPECTIONS REQUIRED

The following inspections are required in Ashland as a minimum. Additional inspections may be necessary, depending upon specific circumstances. You must call in advance 603-968-4432 for these inspections before proceeding to the next building phase.

1. **Fuel fired appliances** – After installation, prior to any concealment; start up and testing.
2. **Gas Piping** – Natural and/or LP – Prior to any concealment and setting of meter or tanks; any additional branches to existing piping.
3. **Storage Tanks**
 - a. Underground – after tank and related piping are installed and prior to backfilling.
 - b. Above ground and/or in buildings – After installation and testing (may be scheduled at time of appliance inspection if applicable).
4. **Fire and smoke dampers** – Prior to any concealment.
5. **Commercial kitchen exhaust hoods and fans** – Prior to any concealment of equipment or ducts; at completion of work (the Fire Marshal’s approval is also required).
6. **Ductwork and smoke detectors** – Prior to insulation and ceiling tile installation or any concealment.
7. **HVAC equipment, general** – Prior to any concealment; at completion and before start-up.
8. **Metal chimneys** – prior to any concealment; after installation.
9. **Masonry fireplaces and chimneys** (three [3] inspections minimum).
 - a. Footing
 - b. At completion of the throat (smoke chamber) and prior to the start of the chimney position.
 - c. At completion
 - d. At the discretion of the inspector
10. **Wood stoves, pellet stoves and factory-built fireplaces** – Prior to any concealment of vent pipe, chimney or fireplace; at completion of installation.

Date	Inspection Comments	Inspector



Gas _____	Date _____
Rough _____	Date _____
Final _____	Date _____

Received by _____
Date _____

Project # 20 _____ - _____ - _____

Residential Plumbing Application/Permit

Address _____
 Owner _____

Date Issued _____
 Property Acct # _____

- 1 and 2 Family
 Townhouse
 New
 Addition/Renovation

Item	Fee	Quantity	Total
Fixtures (each) <i>Insert how many in the boxes provided.</i> Square feet			
Sink <input type="checkbox"/> Lavatory <input type="checkbox"/> Outside Faucet <input type="checkbox"/> Backflow preventer <input type="checkbox"/>			
Shower <input type="checkbox"/> Water Closet <input type="checkbox"/> Floor drain <input type="checkbox"/> Garbage Disposal <input type="checkbox"/>			
Tub <input type="checkbox"/> Dishwasher <input type="checkbox"/> Washing Machine <input type="checkbox"/> Other <input type="checkbox"/>			
Water Heaters (each) Electric <input type="checkbox"/>			
Irrigation System (includes backflow preventer) Deduct meter <input type="checkbox"/>			
Water Pipes (per 100 feet or part thereof) _____ feet			
Drainage, Waste and Vent Pipes (per 100 feet or part thereof) _____ feet			
Sanitary Sewer Connection			
Pumps and Ejectors (each)			
Other: Miscellaneous work not covered above Describe:			
Reinspection for same day work due to failure to pass initial inspection or unavailability of premises at time of initial inspection			
Subtotal			
Application fee (non-refundable)			
Receipt # _____		Total	
Surcharge for permits issued after construction started without a permit *100% of applicable fee, but not to exceed \$275. Such violations also subject to criminal penalties under NH law.			

Contractor _____

Gas Fitter License # _____

Address _____

City _____ State _____ Zip _____

*Applicants are advised that the making of a false statement on this form is a criminal offense.
 I attest all statements made on this application are true to the best of my knowledge.

Signature of contractor or person making the application _____ Telephone number _____ Building Official or Designee _____

Call 603-968-4432 IN ADVANCE for an inspection.
 Please have your project number, address and type of inspection ready so that we can expedite your inspection request.
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-PLEASE SEE OTHER SIDE -

Location	Project #	Prop Acct#
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Plumbing License Requirements and Fuel Gas Fitter Requirements (RSA 153:27)

In accordance with this New Hampshire Statute, it is unlawful for anyone to install plumbing or do gas fitting without a license unless they are exempt from the licensing requirements. No one is exempt from the Plumbing and Fuel Gas Code requirements. All installations, regardless of who performs the work, must comply with New Hampshire and Ashland Plumbing and Fuel Gas Codes.

Exceptions for Homeowners (RSA 319-C:15)

The plumbing licensing requirements do not apply to an "owner or his/her agent who installs, repairs or replaces plumbing in his/her own residence. This exception only applies if the owner or his/her agent is actually installing the work. Homeowners who apply for and are issued plumbing permits and then decide to contract with a licensed plumber, for all or a portion of the work, shall have the licensed plumber apply for and obtain a permit for the work being done by the licensed plumber. The homeowner shall not obtain a plumbing permit and then have someone else (licensed or not) do the work under the permit obtained by the owner.

Exemptions for property owners (RSA 153:36)

The plumbing licensing requirements do not apply to an "owner or his agent who makes minor installations, repairs or replacements to property owned by him/her."

Definitions

For purposes of administering the above exemptions, the following definitions shall apply:

Agent means someone who is designated as such in writing by the owner and installs plumbing without being compensated for the installation.

Residence means a detached, single family-dwelling unit.

Repair means to restore to sound condition after damage or deterioration.

Minor installation means replacement of fixtures without any relocating or re-routing of piping or traps associated with such.

Homeowner means the legal owner of record according to Building Safety Department or Assessing Department records who currently resides in the subject dwelling unit.

Code Provisions (IBC)

Application for permit: To obtain a permit the applicant shall first file an application therefore in writing on a form furnished by the department of building safety for that purpose. Such an application shall: 1.) Identify and describe the work to be covered by the permit for which application is made. 2.) Describe the land on which the proposed work is to be done by legal description, street address or similar description that will readily identify and definitely locate the proposed building or work. 3.) Indicate the use and occupancy for which the proposed work is intended. 4.) Be accompanied by construction documents and other information as required in Section R106.1 5.) State the valuation of the proposed work. 6.) Be signed by the applicant or the applicant's authorized agent. 7.) Give such other data and information as required by the building official (R105.3)

Suspension or revocation: The building official is authorized to suspend or revoke a permit issued under of the provisions of this code whenever the permit is issued in error on the basis of incorrect, inaccurate or incomplete information; or in violation of any ordinance, regulation or any of the provisions of this code. (R105.6)

Work commencing before permit issuance: Any person who commences work requiring a permit on building, structure, electrical, gas, mechanical or plumbing system before obtaining the necessary permits shall be subjected to a fee (not to exceed \$275.00) established by the applicable governing authority that shall be in addition to the required permit fees.

<p>I have read and understand the above. I understand that making a false statement on this form is an offense against NH law. I attest the place where I intend to perform electrical work is a single-family stand-alone residence.</p>	
<p>Signature _____</p>	<p>Date _____</p>

Date	Inspection Comments	Inspector

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		

TOWN OF ASHLAND, NEW HAMPSHIRE BUILDING REGULATIONS

ARTICLE 1: APPOINTMENT

It shall be the duty of the Board of Selectmen to appoint an Administrative Officer to enforce the provisions of this Ordinance. The person appointed shall be known as the "Building Inspector".

ARTICLE 2: DUTIES OF THE BUILDING INSPECTOR

- 2.1 The Building Inspector shall be the Administrative Officer of this Ordinance. He shall:
- Receive applications and fees for the erection and/or alteration of buildings
 - Make available applications in duplicate
 - Keep complete records of his action on all applications, along with the duplicates of said applications
 - Issue or deny permits, based on the compliance of the proposed project with this Ordinance, the Zoning Ordinance of the Town of Ashland, and all other town and State Ordinances and regulations
 - Regularly inspect buildings during the process of erection or alteration
 - Bring to the attention of the Board of Selectmen any violations of this Ordinance and take such action in the enforcement of this Ordinance as maybe directed by the Selectmen
 - Accept and deposit with the Town all fees collected by him under this Ordinance
 - Act in cooperation with the fire authorities in any matter in which their duties as prescribed by law may coincide or conflict
 - Examine and, if necessary, order the repair, vacancy, or demolition of unsafe buildings and structures.
- 2.2 If a site plan or [amended March 13, 2018] subdivision of land is involved, the Ashland Planning Board must approve a developer's plan before a permit may be issued.

ARTICLE 3: DUTIES OF APPLICANT

- 3.1 Any person, persons, partnership, trust, or corporation intending to construct or erect a new building or to make structural alterations of an estimated material cost or market value, if new [amended March 13, 2018] of more than \$800 shall first make application for a permit on forms obtained from the Building Inspector.
- 3.1a Said application shall be accompanied by a drawing or plan for any proposed building or alteration
- 3.1b Said application shall be accompanied by a signed statement of the intended use of the building upon completion of construction or alteration

- 3.2 The applicant shall display prominently at the site of the construction or alteration a card issued by the Building Inspector evidencing his permit.
- 3.3 The applicant shall make the premises accessible to the Building Inspector and Fire Department Inspectors, at reasonable times, for the performance of their duties. The applicant shall notify the Building Inspector of the start of construction under a building permit at least twenty-four (24) hours in advance, and he shall, if a schedule of inspection is required by the Building Inspector, notify the Building Inspector of the progress of construction at those times specified by the Building Inspector. No electrical or plumbing work shall be covered over unless it has been inspected and approved by the Building Inspector.
- 3.4 The applicant shall not occupy or use the new building or altered space unless the Building Inspector has, after an inspection of the completed work, issued a notice authorizing said occupancy or use.
- 3.5 Permits shall also be obtained from the Building Inspector for all electrical and plumbing work, and for the installation of mobile home, wood burning heating systems, and oil burners prior to the commencement of the work or installation. Inspection of all heating units (wood, oil, kerosene, and propane) must be completed by the fire chief or his representative after installation. (Amended March 10, 2020)

ARTICLE 4: APPLICATION FEES

Fees are determined by the Board of Selectmen as per Article 15 of these regulations. The fee schedule is attached to the permit application forms and fees are to be submitted with the applications. Fees for approved applications are non-refundable. (Amended March 10, 2020)

ARTICLE 5: ISSUANCE OF PERMITS

A permit shall become invalid unless operations are commenced within six months from the date of issuance. The owner (or his representative) of any building or structure for which a building permit is granted shall, upon completion of the work authorized, notify the Building Inspector. The Inspector shall inspect the building or structure within a reasonable time. If said work has been completed in accordance with all applicable statutes, ordinances, rules, and regulations, including any grading or features necessary for health and safety of occupancy, the Inspector shall issue a notice to the owner specifying that the building may be occupied for the purpose stated in the permit.

ARTICLE 6: APPROVED BUILDING AND FIRE CODES

The Town of Ashland adopts and enforces the most recent building and fire codes as adopted by the State of New Hampshire Department of Safety. (Amended March 10, 2020)

ARTICLE 7: BUILDING REQUIREMENTS

- 7.1 No building or structure shall be erected, altered, rebuilt, remodeled, or substantially repaired, unless in compliance with the Codes adopted in Article 6, the Zoning Ordinance of the Town of Ashland, and the following building requirements.
- 7.2 Minimum Building Area: Every dwelling unit to be used by a single family shall have a minimum floor space of 750 square feet excluding garage, decks and porches.

- 7.3 Sewage Disposal: The Board of Selectmen is authorized to grant waivers to the statutory requirement under RSA 147:8 that properties within 100' of a public sewer line must be connected to that sewer line. Such waivers shall only be granted upon a showing that the existing septic system is adequate for the current use of the property, was built in compliance with state and local regulations, was designed by a licensed New Hampshire septic system designer and was approved for construction by NHDES after January 1, 1985. **[Amended by Official Ballot vote – Article 47 – March 16, 2017]**

When the public sewer system is not available, a suitable sewage disposal system, consisting of a septic tank and drainage field, shall be provided. The type, size and construction of all septic tanks and drainage field shall conform to New Hampshire Laws and Regulations. All private sewage disposal systems which discharge effluent into the ground shall be in compliance with Article 2.3b of the Ashland Zoning Ordinance. **[Amended by Official Ballot vote – Article 15 – March 12, 2013]**

- 7.4 Completion of Buildings: All buildings, new or additions shall be completed as to outside appearance within eighteen months from the date of issuance of permit. In case of hardship, as determined by the Board of Selectmen, a six-month extension may be granted for completion of the building.
- 7.5 Chimneys shall be constructed of stone, brick, or concrete to the ground footing. No chimney shall have its base resting upon any floor or beam of combustible material. No chimney shall be built, erected, or altered below the roof unless containing a tile, cinder block, or brick lining, equipped with an iron cleanout door at or near its base, and extending at least three feet above the roof. No chimney shall be built, erected, or altered below the roof having wood or other combustible materials within one inch of the chimney.
- 7.6 Thimbles: No wallpaper or other combustible material shall be laid over any thimble or any thimble hole in the chimney.
- 7.7 No smoke pipe shall be installed or erected as to be within twelve inches of any combustible floor or ceiling unless amply protected with non-combustible materials. No smoke pipe shall be installed or erected which passes into or through partitions or walls of combustible material, except when guarded by a double collar of metal with air space of at least five inches of brick or other non-combustible material between the pipe and the combustible material.
- 7.8 Foundations: All structures shall be set on solid wall-type foundations of concrete, brick, stone, or other acceptable masonry, except that in special cases where buildings are to be used for accessory use or camps, the Building Inspector may waive the requirements of this section and permit the use of wood, metal or masonry piers.
- 7.9 All buildings and structures shall conform to all applicable laws, rules, and regulations for fire protection and safety, including but not limited to those governing smoke detectors, means of egress, sprinkler systems, and flammable and explosive materials.
- 7.10 In a residential building with more than one dwelling unit, lighting for the means of egress (halls and stairs) outside the dwelling units shall be wired in a separately metered, independent circuit.

ARTICLE 8: EXCEPTIONS

The construction of small necessary buildings of an estimated material cost of not more than \$800 not used for living purposes, together with minor alterations repairs, and general upkeep of existing buildings shall be exempt from the provisions of this Ordinance.

ARTICLE 9: APPEALS

Any person aggrieved by a decision of the Building Inspector, may appeal to the Zoning Board of Adjustment, which shall serve as the Building Code of Appeals. The Board of Appeals may vary the application of any provision of the Building Code in any case when the enforcement of the Building Code would do manifest injustice and would be contrary to the spirit and purpose of the Building Code and the public interest.

ARTICLE 10: AMENDMENTS

Amendments to these regulations [other than adjustment of fees] are to be voted on at the annual Town Meeting. [Amended March 13, 2018]

ARTICLE 11: ENFORCEMENT

Upon any well-founded information that this Ordinance is being violated, the Selectmen shall take immediate steps to enforce the provisions of this Ordinance by seeking an injunction in the Superior Court or by any other appropriate legal action. Whoever violates any of the above regulations shall be subject to the fines and penalties set forth in New Hampshire RSA 676:17 and shall be liable for all legal costs incurred by the Town in enforcing the regulations.

ARTICLE 12: TAKES EFFECT

This Ordinance shall take effect upon passage.

ARTICLE 13: CONFLICTING PROVISIONS

Wherever the regulations made under the authority hereof differ from those described by statute, ordinance, or other regulations, that provision which imposes the greater restriction or the higher standard shall govern.

ARTICLE 14: VALIDITY

If any section, clause, provision, portion, phrase of this Ordinance shall be held invalid or unconstitutional by any court of competent authority, such holding shall not affect, impair, or invalidate any other section, clause, provision, portion, or phrase of this Ordinance.

ARTICLE 15: FEES

In accordance with RSA 674:51, III [d] the Board of Selectmen have the authority to set Building permit fees provided that the Board of Selectmen first hold a public hearing on any proposed change in compliance with RSA 41:9-a, IV [as amended March 13, 2018]

Adopted: April 4, 1956
Amended: April 22, 1970 March 16, 1985 March 8, 1988
 March 2, 1976 March 11, 1986 March 13, 1990
 March 13, 1980 November 4, 1986 March 11, 1995
 March 13, 1984 March 10, 1987 March 10, 1999
 March 14, 2000 March 12, 2001 March 08, 2005
Per Article 15 - Fees revised 2/7/01
Per Article 15 - Fees revised 7/5/06
Corrected for grammatical and typos: April 2006
March 1, 2007 - Fee Revision
March 13, 2007 (amended Article 6 Town Meeting vote)
March 10, 2009 (amended Article 6 Town Meeting vote)
March 12, 2013 [amended Section 7.3; 6.1; 6.1a; 6.1b; 6.1c]
March 16, 2017 [amended by Official Ballot 7.3]
March 13, 2018 [amended by Official Ballot Art 15, Art 10, Art 3.1, Art 2.2, Art 1
May 6, 2019 - Fees adopted by BOS
March 10, 2020 [amended by Official Ballot Art 3.5, Art 6, Art 4, Art 6]

INSPECTION SCHEDULE

The following list of Inspections shall be called into the Building Department prior to commencing forward....

CONCRETE INSPECTIONS

- SONOTUBE DEPTH VERIFICATION (48")
- FOOTINGS
- FOUNDATIONS

ROUGH INSPECTIONS

- PLUMBING
- ELECTRICAL
- MECHANICAL
- GAS PIPING
- FRAMING (ONCE ALL OTHER DISCIPLINES ARE COMPLETED AND INSPECTED)
- INSULATION (LAST.... BEFORE WALLBOARD INSTALLATION)

FINAL INSEPTIONS

- PLUMBING
- ELECTRICAL
- MECHANICAL (MAY NEED TO CONTACT ASHLAND FIRE DEPARTMENT)
- LIFE SAFETY (NFPA 101, NFPA 1) ASHLAND FIRE DEPARTMENT
- BUILDING INSPECTION (ONCE EVERYTHING ELSE HAS BEEN SIGNED OFF)
- ISSUANCE OF "CERTIFICATE OF OCCUPANCY" (IF WARRANTED)