



BUILDING PERMIT APPLICATION RESIDENTIAL (SINGLE & 2-FAMILY HOMES)

Town of Ashland • Department of Building Safety
20 Highland St., PO Box 517, Ashland, New Hampshire 03217
Tel: 603-968-4432 • Fax: 603-589-3776
bldg@ashland.nh.gov • www.ashlandnh.org

OFFICE USE ONLY			
Date Received		Tax Lot #	
Received By		Zoning District	
Date Approved		Project Number	
Date Denied		Reason for Denial	

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

NOTE: It can take 1-2 weeks to fully review and process a complete application. Please plan accordingly.

Section 1 – Contact and Property Information

Project Address		Date of application	
Property Owner(s)			
Mailing Address		City/State/Zip	
Daytime Tel #		Email	

Applicant	<i>(If the Applicant is different from the Property Owner, a signed "Letter of Authorization" is required.)</i>		
Mailing Address		City/State/Zip	
Daytime Tel #		Email	

Contractor/Builder			
Address		City/State/Zip	
Daytime Tel #		Email	
Site Supervisor		Contact Phone	

Section 2 – Scope of Work / Description of Work to be Performed

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Current use		Proposed Use of New Area	
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Approximate Cost of Building Project including Plumbing, Electrical, Mechanical, and Fire Suppression:	\$
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Estimated start date:	(Notify the Build Inspector's office at least 24 hours before work starts.)
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Will the project include work on any of the following? (For each YES marked a separate permit is required.)

Yes	No		Yes	No		Yes	No	
		Electrical (EP)			Gas Piping (MP)			Fire Suppression/Detection
		Plumbing (PP)			Oil or Gas Storage (MP)			Driveway (DW)
		Mechanical (HVAC) (MP)			Wood or Pellet Stove (MP)			Sign(s) (SP)
		Demolition of existing structures or part there of (Dm)						Pool(s) (PI)

BP – Building Permit	EP – Electrical Permit	PP – Plumbing Permit
MP – Mechanical Permit	Dm – Demolition Permit	PI – Pool Permit
SP – Sign Permit	DW – Driveway Permit	

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Section 3 – Additional aspects of the project:

SEPTIC SYSTEMS	If you will be installing or replacing a private septic system, 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 at 603-271-3503 before your permit can be approved.
FIRE DEPARTMENT	If your project includes fire suppression systems (such as sprinklers) or any fuel-burning appliance, contact the Ashland Fire Department at 603-968-7772 for additional requirements.
NH ENERGY CODE	If you are building, renovating or adding to a residential home you will need to certify that you are complying with the New Hampshire Energy Code by attaching a copy of a NH Energy Code application (EC-1). Applications are available at the Building Inspector's office, or online at https://www.puc.nh.gov/energycodes/form%20ec-1.pdf or https://ashlandnh.org/building-inspector/ .
911 ADDRESSING	If you are building on a lot that has not been assigned a street number, contact the Ashland Town Office at 603-968-4432 for 911 addressing number as soon as building has started. As soon as a number has been assigned, you must provide that number to the Building Inspector at 603-968-4432, ext. 562 or bldg@ashland.nh.gov .

IF NEW CONSTRUCTION (BUILDING OR ADDITION) CHECK ALL THAT APPLY

Single family	Two family	Townhouse	Condominium	
Modular housing	Mobile Home	Deck	Porch	
Garage/Barn	Shed	Other:		
Type of Foundation:	Concrete	Block	Crawl Space	
Pier	Slab	Other:		
Exterior Walls	Clapboards, Wood	Shingles, Wood	Fiber Cement	
Wood	Vinyl	Brick	Stucco	
Log	Other:			
HVAC Systems	Fuel Oil	Gas	Electric Heat	
Mini Splits	Geothermal	Wood	Pellet	
Central AC	Combo AC/Heat	Other:		
Site services	Public water	On-site well		
Town sewer	Septic	State Permit #		
Dimensions/Features of Construction	Number of Stories	Building Height (highest point)		
Bedrooms	Bath, Full	Bath, Three Quarter	Bath, Half	
Total Square Feet, Finished Living		Total Square Feet, Unfinished Basement		
For Accessory Buildings (Garage, Shed, etc.)	Use:	Width	Length	Height
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FOR MANUFACTURED HOME (MOBILE HOME) PERMIT

Manufacturer	Serial Number
Model	Model Year
Location of mobile home (street address)	
Was there a mobile home located at this address previously?	YES NO
If yes – Owner's Name:	Date Removed

(Continued on the next page)

Section 4 – Special Site Conditions:

If you answer yes to any of these questions, contact the appropriate Office/Agency in the **Residential Building Permit Info** document..

Applications are not considered complete unless all questions are answered.

YES	NO		OFFICE/AGENCY
		Will the proposed structure meet the setback requirements?	Planning Board
		Will you be connecting to the town water and/or sewer system?	Ashland Water & Sewer
		Will you be installing or replacing a private well-water system?	
		Will you be installing or replacing any other type of utility system not described above? <i>Describe:</i>	
		Will the project involve any excavation or disturbance of the shoulders, ditches, embankments or surfaces of any road or highway? <i>Such as setting of poles or underground conduits for water, sewer, electric, or telephone, etc. [Ref: RSA 236:9].</i>	Town roads: Ashland DPW
			State roads: NH DOT
			AND DigSafe
		Was any decision by the Planning or Zoning Board made in regard to this building project? <i>If yes, please attach a copy of the Board's Notice of Decision</i>	
		INTENT TO CUT (TREES): Will the proposed building project include any logging for resale? [Ref.: RSA 79:10]	Ashland Town Hall
		Is the property located within a Special Flood Hazard Zone? <i>If yes, an Elevation Certificate is required.</i>	NH Floodplain Management Program
		OFFICE USE: Panel #:	Zone:
		Is the proposed construction or landscaping located within 125 feet of a wetland area? <i>If yes, wetland location with distances must be designated on a certified plot plan.</i>	NH Department of Environmental Service
		Is any portion of the area affected by construction within an area covered under the NH Comprehensive Shoreland Protection Act? [Ref.: RSA 483-B]	NH Department of Environmental Service

HAZARDOUS MATERIALS

NH state law allows the home owner of a single-family dwelling not used as a rental property, who must also reside in that dwelling, to perform the abatement of lead and asbestos.

*However, the Ashland Department of Building Safety **STRONGLY** recommends that you hire a licensed professional. Lead and asbestos are toxic materials that can contaminate your living environment and clothing, then be ingested orally or by breathing their dust. They can cause many types of organ failure (including liver and kidney), cancers, brain defects (especially in children), and even death of yourself, your family or your pets.*

YES	NO		
		Does the area of construction contain materials that were painted, stained, or varnished prior to 1978? <i>If yes, lead safe work practices must be followed.</i>	For information: www.epa.gov/lead
		Lead Certified Contactor Name	
		License #	Expiration
		Tel #	
		Address	

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YES	NO		
		Does the property contain asbestos? For a list of common asbestos-containing building materials, go to https://www.des.nh.gov/sites/g/files/ehbemt341/files/documents/2020-01/ard-59.pdf	NH Dept. of Environmental Services
Asbestos Certified Contactor Name			
License #		Expiration	Tel #
Address			
		Does the property contain hazardous waste (used motor oil, old paint cans, industrial wastes, etc.)?	NH Dept. of Environmental Services
Specify:			
Mitigation Measures: (include documentation)			

Section 5 – Building Permit Fees

(Include and attach all additional required permits.)

	Qty	Fee Per	line total
Residential Single Family	New*	\$100.00	
	Alterations*	\$50.00	
	Repairs*	\$50.00	
	<i>\$0.15 per square foot</i>	sq ft	\$0.15
Residential Two- Family	New*	\$200.00	
	Alterations*	# of units	\$50.00
	Repairs*	# of units	\$50.00
	<i>\$0.15 per square foot</i>	sq ft	\$0.15
Electrical Permit	from Electrical Permit Form		
Plumbing Permit	from Plumbing Permit Form		
Mechanical Permit	from Mechanical Permit Form		
Driveway Permit	from Driveway Permit Form		
Demolition Permit	from Demolition Permit Form		
Swimming Pools	from Swimming Pool Permit Form		
Sign Permit	from Sign Permit Form		
Septic System Review	COMPLETED BY STATE DEPARTMENT OF ENVIRONMENTAL SERVICES		
Re-inspection Fee	per visit	\$35.00	
		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.

Temporary Transfer Station Permits are available to contractors for a fee of \$25.00 per location/job (non-refundable). The permit is valid for a period of fifteen days (15) from the date of issue and may be renewed once without additional fee. The contractor shall purchase a permit at the Town Office. At the time the contractor uses the transfer/recycling facility, they must provide the temporary permit to the attendant showing where the materials originated and the building permit number of the project. The attendant will then instruct the contractor on dumping procedures. Failure to follow proper procedures may result in being barred from the facility for a period of one year. Re-instatement terms to be determined by the Selectmen. Temporary permit holders are still liable for the dumping fees.

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Section 6 – Legal Statement and Signature

ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH CURRENTLY ADOPTED BUILDING AND FIRE CODES: Currently, Ashland and NH are using the 2018 ICC Building Codes and the 2016 NFPA Fire Codes. Please review the *Residential Building Permit Info* document for a more comprehensive list of the currently adopted codes.

ATTACH TWO (2) FULL SETS OF BUILDING PLANS & SITE PLAN (IF REQUIRED):

Plans will be reviewed and one (1) approved set will be returned with your approved permit. **BUILDING PLANS** are required for all new structures and additions, as well as structural changes to existing structures. A **SITE PLAN** is required for all new buildings OR if there is any change to the exterior footprint of an existing building. Please review Plan Requirements in the *Residential Building Permit Info* document.

WORK COMMENCING BEFORE PERMIT ISSUANCE:

Any person who commences work requiring a permit on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the necessary permits shall be subject to a fee established by the applicable governing authority that shall be *in addition to* the required permit fees. [Ref.: 2018 International Residential Code: R108.6]

Any construction started without a required permit or any stage of construction started without the prerequisite inspection(s) or 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]

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]

Section 7 – Legal Statement and Signature

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 Department 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. I also understand that the base application fee is not refundable if I cancel this permit request or if the permit is denied. Refunds will not be issued once work begins.

I hereby attest that all statements made on this application and any attached documents are true to the best of my knowledge. If I am not the property owner, I have included a *Letter of Authorization* form, granting me the authority to request a permit on the behalf of the property owner.

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.

Signature of Applicant

Printed name

Date

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

PERMITS EXPIRE IF MORE THAN SIX (6) MONTHS PASSES BETWEEN INSPECTIONS.

**CALL 603-968-4432, ext. 562 OR EMAIL BLDG@ASHLAND.NH.GOV TO SCHEDULE BUILDING INSPECTIONS
OR THE ASHLAND FIRE DEPARTMENT AT 603-968-7772 FOR INSPECTIONS RELATED TO THE FIRE CODES.**

PLEASE HAVE YOUR PERMIT NUMBER, ADDRESS, AND THE TYPE OF INSPECTION READY.