



**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: 603.589.3776  
[bldg@ashland.nh.gov](mailto:bldg@ashland.nh.gov) • [www.ashlandnh.org](http://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.)

**MECHANICAL PERMITS MUST BE APPLIED FOR BY THE PERSON PERFORMING THE WORK**

Section 1 – Site Information			
Project Address		Date of application	
Property Owner(s)			
Mailing Address		City/State/Zip	
Daytime Tel #		Email	

Location is:	One- or Two Family Residential	Commercial / Industrial / 3+ Family Residential
Interior	Exterior	New
One-Family	Two-Family	Townhouse
Garage/Barn/Shed	Other:	Addition/Renovation/Repair
Multi-Family Res	Retail	Office
Medical	Institutional	Industrial
		Food Service
		Other:

Section 2 – Scope of Work (Fill all boxes that apply with quantity.)			
<b>[Ø] Electrical Permits MAY BE required with new installations if followed by this symbol. Call the Building Inspector to verify.</b>			
Type of Fuel:	Fuel Oil*	Gas, Natural or Propane	Wood/Pellet
*NH Dept of Safety "Application to Install Oil Burning Equipment" must also be filled out (available at Ashland Dept of Building Safety)			
<b>Estimated Number of Feet of New/Replaced Pipe/Duct is Required:</b>			
Gas Line (approx. # of feet)		Duct Work (leak test required on new work)	
Baseboard Loop (approx. # of feet)		Vent	
Water Heater(s), Gas [Ø]		Clothes Dryer, Gas [Ø]	
Gas Appliance (range, oven, etc.) [Ø]		Furnace [Ø]	
Boiler, Water or Steam [Ø]		Boiler, with hot water generator [Ø]	
Burner, Conversion or Replacement:		Air Handlers [Ø]	
Heater: Vented or Unvented: [Ø]	Floor	Wall	Gas Log
Single Package (includes rooftops) [Ø]		Kitchen Exhaust Hoods [Ø]	
Wood/Pellet Stove (Includes associated chimney) [Ø]		Fire and/or Smoke Dampers	
Chimney, Manufactured (i.e. stove pipe)		Chimney, Masonry	
Fireplace, Manufactured (Includes associated chimney)		Fireplace, Masonry (Includes associated chimney)	
Chiller [Ø]	Evaporator [Ø]	Condenser [Ø]	Cooling Tower [Ø]
Other	Describe:		
Other	Describe:		

**(Continued on the next page)**

Section 3 – Permit Fee		Qty	Fee Per	line total
Mechanical Permit Base Fee	New*	# of units	\$125.00	
		Alteration/Repair up to \$2000*	\$50.00	
		Alteration/Repair up to \$4000*	\$80.00	
		Alteration/Repair up to \$8000*	\$100.00	
Water Heater/Boiler/ Furnace (Electrical Permit may be required.)	Residential -- Per Heater		\$30.00	
	Commercial -- Per Heater		\$50.00	
	Industrial -- Per Heater		\$75.00	
Gas Line for ( BTUs ) System	0-99K BTUs = \$25		\$25.00	
	100K-199K BTUs = \$40		\$40.00	
	Over 200K BTUs = \$50		\$50.00	
	plus \$.22 per 1K BTUs over 200K		\$0.22	
Re-inspection Fee		per visit	\$35.00	
			<b>TOTAL</b>	

\* 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.

### Section 4 – Required Inspections

CALL THE ASHLAND FIRE CHIEF IN ADVANCE FOR AN INSPECTION - 603-968-7772  
Please have your permit number, address, and the type of inspection ready.

The following inspections are required in Ashland as a minimum. *Additional inspections may be necessary, depending upon specific circumstances.* You **must** call the Building Inspector in advance at 603-968-4432, ext. 563, to schedule these inspections before proceeding to the next building phase.

- Fuel fired appliances – After installation, prior to any concealment; start up and testing.
- Gas piping – Natural and/or LP – Prior to any concealment and setting of meter or tanks; any additional branches to existing piping.
- Storage tanks
  - Underground –After tank and related piping are installed and **prior to** backfilling
  - Above ground and/or in buildings – After installation and testing.
- Fire and smoke dampers – Prior to any concealment.
- Commercial kitchen exhaust hoods and fans – **Prior to** any concealment of equipment or ducts; at completion of work
- Ductwork and smoke detectors – **Prior to** insulation and ceiling tile installation or any concealment.
- HVAC equipment, general – **Prior to** any concealment; at completion and upon start up.
- Metal chimneys – **Prior to** any concealment; after installation.
- Masonry fireplaces and chimneys (3 inspections minimum):
  - Footing.
  - At completion of the throat (smoke chamber) and **prior to** start of the chimney position.
  - At completion.
  - At the discretion of the inspector.
- Wood stoves, pellet stoves and factory-built fireplaces – **Prior to** any concealment of vent pipe, chimney, or fireplace; at completion of installation.
- Electrical Permit and inspections may be required for any new installation of appliances or equipment. Existing installations (replacement of appliances or equipment) 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, but must be performed by a licensed electrician. Electrical Inspections are performed by the Building Inspector. (603-968-4432, ext 562).

### Section 5 – Regulations and Code Provisions

**Mechanical License Requirements:** It is unlawful for anyone to install mechanical work for compensation without a license. Only a licensed Master Mechanical contractor or a homeowner using the Homeowner’s Exemption below can apply for a Residential

(Continued on the next page)

Mechanical Permit. Proof of license is required, to be submitted along with your permit application. [Ref: RSA 153-29]

**Exemptions for Homeowners:** The mechanical licensing requirement does not apply to “a homeowner of a **single-family** residence owned and occupied by him/her as his/her bona fide personal abode.” The exemption only applies if the homeowner is actually performing the work. Homeowners that are issued mechanical permits and then decide to contract with a licensed mechanical contractor, for all or a portion of the work, must have the mechanical contractor obtain a mechanical permit for the work being done by the mechanical contractor. [Ref: RSA 153-36:1]

**Mechanical Code requirements:** All installations, regardless of who performs the work, must comply with all New Hampshire and Ashland Mechanical Codes. [ref: 2018 International Residential Code: R105.6 and Ashland Building Regulations Article 41]

**Permit to Install and Operate Oil Burning Equipment:** All installations of oil burning equipment requires a Permit to Install and Operate Oil Burning Equipment (form DSFM 7, available at www.nh.gov/safety/divisions/firesafety/documents/oil-burner-permit.pdf).

**Work commencing before permit issuance:** Any person who commences work requiring a permit on a building, structure, plumbing, gas, mechanical or plumbing system before obtaining the necessary permits shall be subject to a fine 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 permit:** 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 6 – Legal Statement and Signature**

I hereby attest that all statements made on this application and any attached documents are true to the best of my knowledge. 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.

**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.**

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

I, \_\_\_\_\_, certify that I will be performing mechanical work as the owner and occupant of this single-family residence which is my bona fide abode. I have read and understand the Regulations and Code provisions in Section 5, and that all mechanical work shall be performed in accordance with the standards and regulations of the state mechanical and building codes. [Ref: RSA 153-36:1, 2018 International Residential Code, and Ashland Building Regulations Article #41]

\_\_\_\_\_  
Signature of Single-Family Home Owner

\_\_\_\_\_  
Date

**Complete this section if you, as the mechanical contractor, will be performing/overseeing the mechanical work.**

Include a *Letter of Authorization* form, granting authority to request a permit on the behalf of the property owner.

Company \_\_\_\_\_ License # \_\_\_\_\_ (proof of license required)

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Tel # \_\_\_\_\_ Cell # \_\_\_\_\_ Email \_\_\_\_\_

I, \_\_\_\_\_, certify that I am a master mechanical contractor and will be performing/overseeing the mechanical work. I have read and understand the Regulations and Code provisions in Section 5 and that all mechanical work will be performed in accordance with the standards and regulations of the state mechanical and building codes. [Ref: RSA 153:37 and the 2018 International Residential Code]

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date