



ELECTRICAL 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
bldg@ashland.nh.gov • www.ashlandnh.org

Permit #		E
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: \$									
Work involves: (Include approximate quantity in box)									
<input type="checkbox"/>	Temporary Service (each)			<input type="checkbox"/>	House Meter: Adding or Relocating				
<input type="checkbox"/>	Service Entrance			<input type="checkbox"/>	Service Change (up to three 3 units)				
<input type="checkbox"/>	Main Panel			<input type="checkbox"/>	Sub-Panel				
<input type="checkbox"/>	Generator (For new installations: Mechanical Permit and Ashland Electric Department Generator Registration required.)								
<input type="checkbox"/>	Other Major Work	Describe:							
<input type="checkbox"/>	Other Major Work	Describe:							
Installation / Relocation / Replacement of:									
<input type="checkbox"/>	Wiring for Outlets		<input type="checkbox"/>	Wiring for HVAC		<input type="checkbox"/>	Wiring for Water Heater	<input type="checkbox"/>	Low-Voltage Wiring
<input type="checkbox"/>	Lighting		<input type="checkbox"/>	Ceiling Fans		<input type="checkbox"/>	Receptacles (plugs)	<input type="checkbox"/>	Smoke/CO Detector
<input type="checkbox"/>	Range/Dryer/Dish Dasher		<input type="checkbox"/>	Baseboard Heating		<input type="checkbox"/>	Mini-splits	<input type="checkbox"/>	Paging/Sound System
<input type="checkbox"/>	Transformers		<input type="checkbox"/>	Motors		<input type="checkbox"/>	Motor Control Centers	<input type="checkbox"/>	Auto. Transfer Switches
<input type="checkbox"/>	Medical Equipment	Describe:							
<input type="checkbox"/>	Other	Describe:							
<input type="checkbox"/>	Other	Describe:							

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SECTION 3 – PERMIT FEE		Qty	Fee Per	Line Total
Electrical Permit Application Fee	New Service (per unit)	# 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	\$
	Temporary Electrical Service		\$50.00	\$
Additional Fees	.		\$	\$
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:

Electrical License Requirements: It is unlawful for anyone to install electrical 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 electrician.

Exemptions for Homeowners: The electrical licensing requirement does not apply to "a homeowner ... making electrical installations in or about a single family residence owned and occupied by him or her." The exemption only applies to the homeowner or their agent not receiving compensation. If a homeowner is issued an electrical permit and then decides to hire a licensed electrician, for all or a portion of the work, a new permit application with the electrician's information shall be submitted with proof of licensure. There is no additional fee for changing electricians unless the scope of work changes. [Ref: NH RSA 319-C:15, II]

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.

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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.
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. 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 electrical 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

Electrical Contractor's Information

Company _____

Address _____ City/State/Zip _____

Tel # _____ Cell # _____ Email _____

Electrician'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 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

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 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:	When Inspection Performed:
Any changes or additions to the service equipment	1. After installation, prior to energizing the service panel. May be conducted with the rough electrical inspection if the service panel remains unenergized until all rough work is completed and inspected.
Rough inspection, to include installation of new appliances (not replacements)	1. After outlets (boxes) are installed and wired, but before any fixture or receptacle is installed and before any work is covered or closed in
Final inspection	1. Once all work is completed
Pools and Spas	<ol style="list-style-type: none"> 1. Upon completion of the installation of electrical wiring for pumps, filters, 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.