

**RESIDENTIAL/COMMERCIAL BUILDING PERMIT APPLICATION
TOWN OF JACKSON**

PO Box 268
Jackson, New Hampshire 03846
Phone: 603-383-4223 Fax: 603-383-6980
19 May 2011

Checklist for Items Needed to Obtain a Residential Building Permit:

Required: a thoroughly complete building permit application and the payment of all appropriate fees. The following items must be included with the application.

- Map and Lot #
- Complete contact information for both the Property owner and the Contractor including email addresses and telephone numbers.
- A site sketch or drawing accurately showing the size of the lot, the property lines and the setbacks to the structure that demonstrates compliance with zoning setback requirements.
- Plans and/or narrative adequate to determine compliance with Section 4.1.6, Site Disturbance, of the Town of Jackson Zoning Ordinance.
- Dimensioned floor plans for all floor levels specifying each room with its intended use.
- Dimensioned exterior elevation plans for new construction or work that will change the roofline. See the Zoning Ordinance for height requirements.
- A State Septic Approval for Construction number for a system designed for the use that is being proposed. The town needs to approve septic designs before submission to NH DES for approval.
- Driveway permits as required. Driveway permits are required on State and Town roads. For Town Driveway permits contact the Jackson Highway Department at 603-383-7115. For State Driveway Permits contact District 1 at 603-788-4641.
- Blasting permits as required.
- Renovation or Demolition projects: Evidence of required inspections for asbestos and lead. Information is available from the Department of Environmental Services at <http://www.des.nh.gov>. Evaluation of asbestos and lead containing materials is necessary prior to demolition or renovation of any structure.
- SMALL WIND ENERGY SYSTEMS Applications for construction of these systems must include a list of abutters with mailing addresses and payment of the cost of notifying each by certified mail.
- Certified approved Energy Code number from NH Public Utilities Commission as required. Information is available at <http://www.puc.state.nh.us>.

Note: All plans, drawings and narratives submitted with the application or additionally required will be permanent records kept on file at the Jackson Town Office.

Items Needed to Obtain a Residential Occupancy Permit:

- A town approved building permit number.
- A town and State Approval to Operate a septic system.
- A state approved Division of Fire Safety permit to install and operate oil burning equipment to be in compliance with RSA 153:5. Applications for this permit are available at the Jackson Town Office and must be approved by the Fire Inspector and in compliance with State Fire Code (Fir 602) as adopted by the State Fire Marshal. Inspected and approved by the Jackson Fire Department. Contact phone number 603-383-4090.
- Required Town of Jackson Building Inspections at the appropriate point in the construction process and a final inspection. See below for a list of required inspections.

Code Compliancy Requirements:

In July of 2006 the State of NH adopted the International Residential Code 2000 for all new residential construction and residential remodel/renovation work. On April 1, 2010 the applicable code editions were updated. State Law requires compliance with the following codes for the construction of residential buildings, building components or structures:

Residential

International Residential Code 2009 Edition
National Electrical Code 2008
International Plumbing code 2009Edition
International Energy Conservation Code 2009

Commercial

International Building Code 2009 Edition
ICC A117.1-98 (Accessible & Usable Buildings & Facilities)
National Electrical Code 2008
International Plumbing code 2009Edition
Life Safety Code 2006
International Energy Conservation Code 2009

All construction must comply with the State Building Code and the Town of Jackson Zoning Ordinance.

Please note:

1. Any electrical work must be completed by a licensed electrician per RSA 319-C:1
2. Any plumbing work must be completed by a licensed plumber per RSA 329-A.

Inspections Required by the Town of Jackson:

1. **Pre-Foundation & Site Disturbance Inspection:**
After Site Disturbance, after any required excavation, and after forms have been erected with any required reinforcing steel in place and before pouring concrete.
2. **Flood Plain Inspection (where applicable):**
Flood plain construction requires the submission of certification prepared by a registered professional engineer or land surveyor of the elevation of the lowest floor. The inspection will occur once the elevation of the lowest floor has been determined at the site and prior to any construction being initiated.
3. **Frame & Masonry Inspection :**
After roof, masonry, all framing, fire stopping, draft stopping, and bracing are in place
4. **Rough Plumbing, Mechanical, Gas and Electrical System Inspection:**
After rough plumbing, mechanical, gas and electrical have been installed and before insulation and sheetrock, plaster or other interior finishes are installed.
5. **Fire- Resistance Rated Construction Inspection (where applicable):**
Where required between or within dwelling units or due to location on property before wallboard joints and fasteners are taped and finished.
6. **Final Inspection**
After permitted work is complete and prior to occupancy.

Please be aware that all noted inspections are required. In the event that additional trips are needed to re-inspect deficiencies or to make additional inspections of the same systems, the property owner will be required to reimburse the Town of Jackson at the current hourly rate that the Town is paying its inspection contractor. "Rough" inspections are required to be scheduled simultaneously.

It is the responsibility of the contractor to arrange for inspections at the appropriate stage of the work. Please call the Jackson Town Office, 603-383-4223, to schedule these inspections.

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Permit Number Issued _____

Date of Application _____

Map & Lot Number _____

Street Name and Number _____

Village District _____ or Rural Residential District _____ (Check one)

Property Owner Information:

Name _____ Telephone #'s _____

Mailing Address _____

Email Address _____

Contractor Information:

Name _____ Telephone #'s _____

Mailing Address _____

Email Address _____

Reason for Permit:

Structure: New _____ Addition _____ Alterations _____ Wind Generation Facility _____

Specify changes: _____

Intended Use: _____

Dimensions of New Structure or Addition: _____

Is this property or part of this property in Current Use? Yes _____ No _____ Explain _____

See RSA Chapter 79-A Current Use Taxation. "Current use" is an assessment of land value for taxation purposes meant to encourage the preservation of open space. Land presently within "current use" cannot be part of the buildable area of the lot unless removed from current use.

Structure Setback Requirements: 50 feet' from the edge of any road right-of-way (typically the edge of the road right of way and the front property line are one in the same), 25 feet from any abutter property line and 50' from the near bank of any year-round stream or body of water which is a property boundary. Setback requirements may also be affected by Section 5, River Conservation District, of the Zoning Ordinance. The village district has additional requirements that apply along route 16A and for frontage on a road right of way. Please refer to the Zoning Ordinance

Specify the setback distances: Facing the road _____ Back of property _____

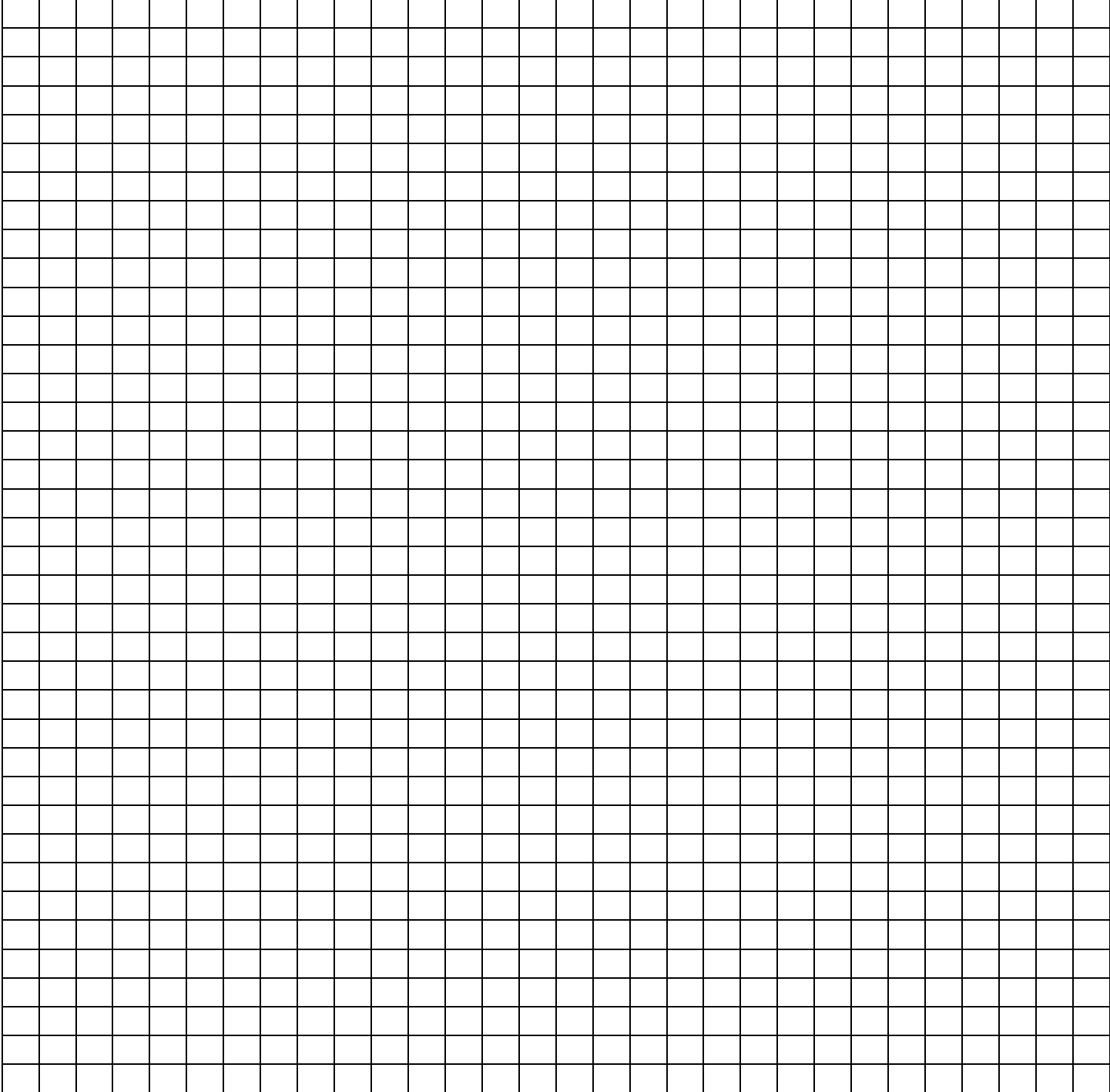
Side of property _____ Other Side of Property _____

Length of frontage on the street _____

SITE PLAN DETAIL

In the space below draw the exact shape of your lot and mark the boundary distances: Show all present and proposed structures in their correct location on the lot.

1 SQUARE EQUALS TEN FEET



Special Flood Hazard

Is this land in an area of Special Flood Hazard? YES _____ No _____

Please see Section 10 of the Jackson Zoning Ordinance for details on flood areas.

CONSTRUCTION TYPE: (applicable to proposed work on permit) Check all that apply.

Foundation:

Concrete _____
Cem. Block _____
Stone _____
Piers _____

Basement:

Full _____
3/4 _____
1/2 _____
1/4 _____

Insulation:

Blanket _____
Walls _____
Roof _____
Attic _____

Exterior Walls:

Clapboard _____
Wide Siding _____
Wood Shingles _____
Stucco _____
Brick _____
Vinyl Siding _____
T-11 _____

Interior Finish:

Drywall _____
Plaster _____
Paneling _____
Knotty Pine _____

Floors:

Basement _____
First Floor _____
Second Floor _____
Third Floor _____

Log _____

Bedrooms:

number _____

Electric:

Type of Service _____

Heating:

Electric _____
Hot Water _____
Hot Air _____
Fireplace _____
Wood Stove _____
Steam _____
No Heat _____

Plumbing:

Full Baths _____ # 1/2 _____
Laundry Room _____
Garbage Disposal _____
Kitchen Sinks # _____
Other _____
No Water _____

Out buildings: include size of building

Garage _____
Barn _____
Shed _____
Deck _____
Patio _____
Swimming Pool _____
Other _____

PERMITS AND APPROVALS:

Site Disturbance:

Type: Driveway _____ Excavation _____ Well _____ Septic _____
Blasting: Contractor Name _____ Phone _____
License Number: _____ Proposed start date of project: _____

Driveway Permit:

Copy of driveway permit is attached: Yes _____ No _____ Not Applicable _____

Septic System:

Note: New septic loads may not be added to any existing structure without an approved town and state septic system design.

Non-Conforming Lot Size: See Zoning Ordinance Section 6 for Minimum Lot Size requirements.

Septic Approval # _____

Additional Items of Note:

Water Testing & Wells: The state of New Hampshire encourages all owners to have new and existing wells tested.

Water: Dug Well _____ Drilled Well _____ Community Well _____ Town Water _____

Water course if applicable: _____

Is this property located within the Jackson Water Precinct boundary? _____

Is the property in compliance with the Jackson Water Precinct requirements? _____

Please call Jackson Water Precinct 383-6539 for more information.

Well Radius:

For any lot, the entire well radius to the extent possible shall be located on this lot. If the well radius cannot be located entirely on the lot, it shall be located to the extent possible within the well radius of any abutting lot or within land which is non-buildable under state and local regulation. The purpose of this requirement is to protect water quality on all lots. An applicant shall be expected to release the town in connection with protective well radii in the same manner as the State of New Hampshire under RSA 485-A:30-b. This release shall be recorded at Carroll County Registry of Deeds.

Steams & Rivers: Please refer to the Jackson Zoning Ordinance

Plumber: _____

License Number: _____

Electrician: _____

License Number: _____

Gas Fitter: _____

License Number: _____

RESIDENTIAL/COMMERCIAL BUILDING PERMIT FEES:

A Building Permit APPLICATION Must Be Submitted For ALL PROJECTS

Although a building permit is not required for Alterations within the footprint of an existing building or structure if the Alterations have an estimated value of less than \$10,000, a Building Permit Application must be submitted.

Note: When a permit is not required (circumstances outlined above) the Town of Jackson will not require or provide inspections of the work. Inspections may be required under the State of New Hampshire Building Code, RSA 155-A. It is the obligation of the contractor and / or owner to request inspections. Inspections will be performed by the state.

Alterations to an Existing Building or Structure Extending Outside the Existing Footprint :

A permit is required for alterations that extend outside the footprint of an existing building or structure (i.e. including but not limited to decks and attached sheds) valued at less than \$10,000.

Note: Alteration is specifically defined at Section 3.4 of the Jackson Zoning Ordinance. The definition reads: "Alteration" means any structural change to a building and change of present design or use where compatible and consistent with existing uses.

Permit Fees are required for all projects except Alterations under the circumstances described above or when the project is exempt from permit under NH State Building Code:

Building Permit Fees will be determined by the Town's Building Inspector.

The fees are calculated based upon gross area (total square feet of all floors) of the proposed work and type of construction. The gross SF is multiplied by the adjusted SF construction cost. The construction cost is determined by using regionally adjusted Building Valuation Data (BVD). The BVD is a national average construction cost for building to the minimum standards of the Building Code. Building Valuation Data is updated twice a year by the International Code Council and is available for viewing at the Town Office.

All fees will be collected prior to the issuance of the Building Permit.

By way of example:

Type of construction: R-2 Residential, 1 and 2 family, V-B

Area: unfinished basement 1,200 SF x \$19.20 = \$23,040

1st floor 1,200 SF x \$130.43 = \$156,516

2nd floor 800 SF x \$130.43 = \$104,344

Total SF Construction Cost = \$283,900

\$283,900 (total construction cost) x .0025 (permit fee multiplier) = \$709.75

- 1 check for a non-refundable base fee to process the application, \$25 for value of less than \$10,000, and \$75 for value over \$10,000.
- 1 check for 0.0025 per dollar value for the estimated value of work requiring an inspection using the ICC Building Valuation Data.

Permit Application Non-Refundable Processing Fee \$25 _____ \$75 _____

Permit Fee - estimated value of work \$ _____ x 0.0025 = _____

Note: Project value is subject to review by the Town of Jackson based on the area of the project and estimated costs per square foot, giving consideration to the work to take place.

IN THE EVENT THAT A BUILDING PERMIT IS NOT ISSUED, THE APPLICATION FEE IS NON-REFUNDABLE.

Permitted work must be completed within one year from the date of issuance. RSA 676:15 provides penalties for noncompliance of \$100 per day for exceeding one year requirement. Application for a renewal permit may be submitted. Permit renewal fees are \$25 for Projects with a permitted estimated value less than \$2,500 and \$75 for projects with a permitted value of \$2,500 & above.

Note: RSA 676:17 provides that any individual failing to secure an approved building permit shall be subject to a civil penalty of \$275 to \$550 per day and may be guilty of a misdemeanor or a felony.

I understand and accept that approval granted by the Town of Jackson, based upon information supplied herein, does not relieve me from having to comply with any Local Ordinances, State or Federal Laws.

I hereby certify that the information herein is true and the above project will be accomplished in accordance with the information submitted. I have read and understand the Town of Jackson Zoning Ordinance as it applies to this project and I understand the Board of Selectmen will act to enforce both the Zoning Ordinance and the State of New Hampshire Building Code.

Owner's Signature: _____ **Date:** _____

Board of Selectmen Approval:

Date of Approval _____