

## Building Permit Process



1. Applicant receives application form (online, by mail, by email, or pick up in office).
2. Applicant completes application and submits to Selectmen's office during open hours.
  - a. Does the application contain a plot plan? Dimensions of plot included?
  - b. Are the setbacks clearly noted?
  - c. Does the application contain a building/floor plan?
  - d. Is a wetlands plan attached?
  - e. Is a construction plan attached?
  - f. Is the property card attached? (Request this from office staff).

*Please refer to section 1103.1 for complete list of what needs to be submitted with the application.*

3. Building Permit Application is reviewed for completeness, according to ordinance. Please leave contact number in case any addition information is required.
4. Building Permit Application is submitted to the Board of Selectmen for approval or denial at their next scheduled meeting.
5. Office staff notifies applicant of Board's decision and directs the applicant accordingly.

TOWN OF RICHMOND, NH  
BUILDING PERMIT APPLICATION

Permit No. \_\_\_\_\_

Date Received \_\_\_\_\_ Date Issued \_\_\_\_\_



**TO BE COMPLETED BY APPLICANT**

Name of Applicant \_\_\_\_\_

Address of Applicant \_\_\_\_\_

*(If owner and applicant are different, consent of owner must be attached.)*

Name of Property Owner \_\_\_\_\_

Address of Property Owner \_\_\_\_\_

MAP \_\_\_\_\_, LOT \_\_\_\_\_ LOCATION \_\_\_\_\_

\*Is Land in Current Use? Y N Include a plot plan for land to be taken out of current use.

\*Type of Bldg. Improvement (circle one) New Addition Renovation Replacement or Demolition (must comply with DES regulations)

\*Type of Structure (circle one) Residential Seasonal  
(circle one) Single Family Outbuilding Renovation Deck/Porch Other \_\_\_\_\_

Description of work to be performed: \_\_\_\_\_

Estimated Start Date \_\_\_\_\_ Completion Date \_\_\_\_\_ Cost of Construction \$ \_\_\_\_\_

***ALL PERMITS REQUIRE A PLOT PLAN AND FLOOR PLAN***

\*Contractor Name & Address: \_\_\_\_\_

\*Owner Consent Attached  \*Building/Floor Plan submitted

\*Construction Plan submitted  \*Septic Plan Attached  \*Plot Plan submitted

\*Driveway Permit  \*Energy Audit Attached  \*Wetlands Plan Attached

\*Property Card Attached

***TO BE COMPLETED BY SELECTMEN***  Granted  Denied FEE \$ \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(Once Permit is approved and issued by Board of Selectmen fees are non-refundable)

**PERMIT FEES**

**May 2, 2012**

<b>HOUSE</b>	<b>\$0.25/SQ FT</b>
<b>ADDITIONS</b>	<b>\$0.25/SQ FT</b>
<b>GARAGE</b>	<b>\$0.25/SQ FT</b>
<b>BARN</b>	<b>\$0.25/SQ FT</b>
<b>PORCH/DECK/LEAN-TO</b>	<b>\$50.00</b>
<b>SHEDS 101-149 SQ FT</b>	<b>\$50.00</b>
<b>GREENHOUSE</b>	<b>\$50.00</b>
<b>SWIMMING POOL</b>	<b>\$50.00</b>
<b>DEMOLITION</b>	<b>\$50.00</b>
<b>RENOVATION</b>	<b>\$50.00</b>
<b>DRIVEWAY</b>	<b>\$50.00</b>
<b>SEPTIC SYSTEMS AND OTHER INGROUND STRUCTURES</b>	<b>\$50.00</b>
<b>OTHER</b>	<b>\$0.25/SQ FT</b>
	<b>PLUS TOWN INSPECTION AND/ OR ENGINEER FEES</b>
<b>SMALL SHEDS UP TO 100 SQ FT (MUST COMPLY WITH ZONING REGS)</b>	<b>NO CHARGE</b>

**UPDATED BY BOARD OF SELECTMEN**



**Sandra Gillis**

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**Lori Scanlan**



**Deborah Boncal**

## ARTICLE 11: ENFORCEMENT & ADMINISTRATION

### 1101 Authority

It shall be the duty of the Board of Selectmen, and the Board is hereby given power and authority, to enforce the provisions of this ordinance.

### 1102 Building Permits

The Board of Selectmen shall issue all building permits requested when such are in accordance with the provisions of this ordinance. The Board of Selectmen may make a reasonable charge for such permits. All such permits shall be valid for a period not exceeding one (1) year from the date of issuance. If the applicant has not completed the proposed construction or received an approved certificate of occupancy within the one (1) year time limit, the applicant must renew his building permit by applying for a renewed building permit. If the applicant has not started construction within the prescribed time period, the building permit shall expire and shall not be renewed. If a building permit expires, the applicant must submit a complete new application, including the payment of all applicable fees. If the Selectmen fail to renew a building permit for any reason, they shall notify the applicant of their decision and the reasons related thereto within ten (10) days of the expiration of the original permit or the date the application for renewal is received, whichever is later. Notice of refusal to renew a building permit shall be mailed to the applicant by certified mail. Depending upon the nature and conditions for not renewing a building permit, the Selectmen reserve the option to resolve the matter by:

1. Renewing the building permit after the applicant has satisfactorily agreed to resolve and/or correct the conditions, which led to the permit not being renewed Or
2. Requiring the applicant to apply for a new permit subject to all applicable application procedures and fees.

### 1103 Building Permits Required

A building permit shall be required prior to the erection, addition, alteration, relocation or conversion to apartments of any building or structure or portion thereof. Building permits are not required for detached structures with a floor area equal or less than one hundred (100) square feet. It shall be unlawful for any person to commence work for the erection, addition, alteration or relocation of any building or structure until a permit has been approved and issued by the Selectmen. No building permit shall be required for normal maintenance activities, minor repairs and minor alterations that do not structurally alter or change a building or structure. No building permit shall be issued for a lot with a private septic system until an

approved septic system permit has been obtained from the NH Water Supply and Pollution Control division. [Rev- March 12, 1996]

1103.1 Application for a building permit: All applications for building permits shall be accompanied by plans and submitted by the owner or his agent, and shall show: [Rev- March 14, 2000]

- A. The actual shape and dimensions of the lot to be built on;
- B. The size and location on the lot of the building(s) or structure(s) to be erected or altered;
- C. The location of all setback lines- front, side and rear;
- D. The location of all septic system facilities and well(s) dimensions to setbacks; [Rev- March 14, 2000]
- E. The location of wetlands and surface water; and [Adopted March 11, 1997]
- F. Multi-family dwellings, conversion to multi-family dwellings, cluster developments of more than two dwelling units and structures associated with special exceptions require site plan review and approval by the Richmond Planning Board before issue of a building permit. [Adopted March 11, 1997]
- G. Dimensional floor plan. [Adopted March 14, 2000]

1103.2 All buildings, building components and structures shall comply with the State Building Code, and the State Fire Code. The construction design, structure maintenance and use of all buildings or structures to be erected and the alteration, renovation, rehabilitation, repair, maintenance, removal or demolition of all structures and buildings previously erected shall be governed by the provision of the State Building Code according to State Law RSA 155-A: 2. The standards including definitions established by the most recent entity the Life Cycle Code, NFPA Doc. Shall take precedence over all standards in the State Building Code relative to means of egress. All new buildings shall conform to the requirements of the State Fire Code. [Rev- March 14, 2006]

## **1104 Occupancy Permit**

An approved occupancy permit shall be required before any new dwelling/building/structure or existing dwelling/building/structure that has been structurally altered can be occupied. The occupancy permit shall be applied for, by the owner or his agent when the construction for which a building permit was issued has been completed. The occupancy permit shall be issued within ten (10) days after the erection or alteration of the dwelling/building/structure, or portion thereof, has been completed and after an inspection by a member of the Richmond Fire Department designated by the Board of Selectman showing that it is in conformance with accepted fire safety standards. [Rev- March 12, 1996]

1104.1 Occupancy permits are required for the following:

- A. The occupancy of a new building or structure.
- B. The occupancy of any existing building that has been structurally altered or relocated.
- C. The change in the use of an existing building or structure.
- D. Any change in the use of a nonconforming use or structure.

## **405 Lot Frontage and Yard Requirements**

The following are considered to be minimum requirements that may be expanded based on specific circumstances and conditions. [Adopted- March 12, 2013]

- 405.1 Frontage – Two hundred and fifty (250) feet on a road (class I, II, IV, or V) or approved subdivision road. [Rev- March 12, 1996] [Rev- March 14, 2000] [Rev- March 12, 2013]
- 405.2 Front setback – Fifty (50) feet from the edge of the public right-of-way. [Rev- March 12, 2002] [Rev- March 12, 2013]
- 405.3 Side and rear setbacks – Twenty-five (25) feet from the property line. [Rev- March 12, 2002] [Rev- March 12, 2013]
- 405.4 Lot size – Three (3) acres. [Rev- March 11, 1997] [Rev- March 12, 2013]
- 405.5 Each lot shall have an area within the lot capable of containing a square of at least 250 feet per side. [Rev- March 12, 1996] [Rev- March 14, 2000] [Rev- March 12, 2013]
- 405.6 Dimensional Requirements for Septic Systems and Wells
  - 405.6.1 Septic systems may not be closer than 75 feet from a well or from the Wetland Conservation District, or 37.5 feet from an abutter's property line and 50 feet from the edge of the public right-of-way. [Rev- March 12, 2002] [Rev- March 12, 2013]
  - 405.6.2 Wells may not be closer than 37.5 feet from an abutter's property line and 50 feet from the edge of the public right-of-way, or 75 feet from any part of a septic system. The 75-foot radius around a well must be entirely located on its own lot, unless granted written permission by the abutting property owner. [Rev- March 12, 2002] [Rev- March 12, 2013]



# NH BUILDING & FIRE CODES

## Local Building and Fire Codes

### What is a local building code?

Counties, towns, cities and village districts may adopt by ordinance pursuant to RSA 674:51 or RSA 47:22 any additional regulations provided that such regulations are not less stringent than the requirements of the state building code and state fire code. (RSA 155-A:2 (V))

The minimum requirements for all buildings and structures within the State of NH are those listed above in the state building code and state fire code. A locality may adopt more stringent requirements only.



### What is a local fire code?

Municipalities may adopt local bylaws or ordinances in accordance with RSA 47:22 or RSA 155-A:3, provided that such regulations are not less stringent than the requirements of the state building code and fire codes. (RSA 153:5)

## What codes make up the state building code?

The International Building Code 2009, the International Existing Building Code 2009, the International Plumbing Code 2009, the International Mechanical Code 2009, the International Energy Conservation Code 2009, and the International Residential Code 2009, as published by the International Code Council, and the National Electric Code 2011, as amended by the NH State Building Code Review Board. (RSA 155-A:1 (IV))

## What codes make up the state fire code?

The Life Safety Code 2009, Saf-C 6000 Rules, and the Uniform Fire Code NFPA1, 2009 edition. (RSA 153)

## What do the building codes and fire codes apply to?

### The Building Code Applies to:

All buildings, building components, and structures constructed in NH shall comply with the state building code and state fire code. The construction, design, structure, maintenance, and use of all buildings or structures to be erected and the alteration, renovation, rehabilitation, repair, removal or demolition of all buildings and structures previously erected shall be governed by the provisions of the state building code. (RSA 155-A:2)

### The Fire Code Applies to:

All persons constructing, reconstructing, modifying, maintaining or operating any structure and all owners or occupants of existing structures or premises shall comply with the requirements set forth in the State Fire Code "PART Saf-C 6008 through 6015" as adopted and amended by the State of NH except as amended in Sections 2 and 4.

All new construction and existing buildings, even if not in renovation. Pre-existing, occupied buildings are **not exempted**, but may not have to comply with standards for new construction.

NH Planners Association

<http://www.nhplanners.org/>

NH Association of Fire Chiefs

<http://www.nhafc.org/>

NH Building Officials Association

<http://nhboa.net/>

NH Building Code Review Board

<http://www.nh.gov/safety/boardsandcommissions/bldgcode/>

NH Fire Prevention Society

<http://www.nhfps.org/>

New Hampshire Division of Fire Safety

<http://www.nh.gov/safety/divisions/firesafety/index.html>