

**RESIDENTIAL BUILDING PERMIT APPLICATION  
TOWN OF EASTON**

1060 Easton Valley Road  
Easton, NH 03580  
Phone: 603-823-8017  
Revised May 2016

**Checklist for Items Needed to Obtain a Residential Building Permit. Permit applications are available on-line at the Town of Easton web site: <https://townofeastonnh.org>**

Consult the Easton Zoning Ordinance, especially, but not limited to, Articles V, VI and VII, before submitting a building permit application. Ordinance is available at the Town Hall.

Article V Present Uses: So-called “non-conforming” or “grandfathered” uses.

Article VI Future Uses: Permitted new uses of land in Easton, including special provisions for wetlands, the aquifer zone, and steep slopes.

Article VII Area Regulation: Dimensional requirements for buildings and lots, such as frontage, height, setbacks and minimum acreage.

Appeal to the Zoning Board of Adjustment (ZBA) (Article 10)

If an element of the proposed construction will not comply with the Zoning Ordinance, the Select Board cannot issue a building permit. However, the Applicant may appeal to the ZBA for relief from that requirement of the Ordinance.

A ZBA Appeal may be sought before formally submitting a building permit application to the Select Board. However, the Applicant should seek guidance from the Select Board and ZBA. ZBA Hearings require submission of an Appeal Application, prior public notice, and payment of a fee.

Be informed of general Town Ordinance especially as it applies to noise and permitted hours of construction.

The Town requires a thoroughly complete building permit application for any and all construction per RSA 155-A:2(I) and RSA 155-A:4 except as exempt by RSA RSA 155-A:2(IV) and the payment of all appropriate fees per RSA 155-A:9. Additionally, pre-built sheds and barns require a building permit to be obtain before installation. The following items must be included with the application:

- A State Septic Approval for Construction number for a system designed for the use that is being proposed.
- Driveway permits as required. Location of proposed driveway entrance, and cross-section, if necessary, as detailed in Appendix C, “Driveways,” of the Subdivision Regulations. Driveway permits are required on State and Town roads. For Town Driveway permits contact the Easton Select Board at 603-823-8017. For State Driveway Permits contact District 1 at 603-788-4641 and District 2 for Rte 112 at 603-448-2654.
- 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.

- Certified approved Energy Code number from NH Public Utilities Commission as required. Information is available at <http://www.puc.state.nh.us>.
- Completed Building Permit Application
- Evidence that the limits of the Town's responsibility and liability for road maintenance has been recorded with the deed (per RSA 674:41, I) if the lot is on a private road.
- Soils, wetlands and steep slope documents, if required, plus mitigation measures
- ZBA Grant of Appeal, if necessary

### **Items Needed to Obtain a Residential Occupancy Permit:**

- A town approved building permit.
- A State Approval to operate a septic system.
- A permit to install and operate oil burning equipment to be in compliance with RSA 153:5 by contacting the Easton Fire Chief. Contact phone number 603-823- 5531.
- Required Town of Easton Inspections at the appropriate point in the construction process and final inspection. See below for a list of "building inspections" required by the Town of Easton: **Note:** Other inspections by the Town may be required.

#### 1<sup>st</sup> Frame & Mechanical Inspection:

After roof, masonry, all framing, fire stopping, draft stopping, and bracing are in place and after rough plumbing, mechanical, gas and electrical have been installed and before insulation and sheet rock, plaster or other interior finishes are installed.

#### 2<sup>nd</sup> Final Inspection:

After permitted work is complete and prior to occupancy. In the event that additional trips are needed to re-inspect deficiencies or to make additional inspections, the property owner will be required to reimburse the Town of Easton at the rate of \$50.00 per additional visit.

It is the responsibility of the applicant and contractor to arrange for inspections at the appropriate stage of the work. Please call Allan Clark at 603-494-1491 to schedule these inspections. Owners, who are doing the work themselves are encouraged to contact Mr. Clark to ask him questions to verify codes are being met.

### **Code Compliance 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 State Building Code and the following codes for the construction of residential buildings, building components or structures:

International Residential Code 2009  
International Plumbing code 2009  
National Electric Code 2008

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

## **Building Permit Fees:**

Permit Fees are required for all projects per RSA 155-A:9, except when the project is exempt from Town permit under NH State Building Code RSA155-A:2(IV):

### Building Permit Fees:

The fee to pay is the (Application Fee + Square foot Cost \* Sq. ft. modified) or the Minimum Permit Fee, whichever is higher.

- New Residential Single Family Home:
  - Application Fee: **\$50.00**
  - Square foot Cost: **0.15/Square Foot**
  - Minimum Permit Fee: **\$350.00**
  - Requires two “building inspections” as described above.
  
- Alterations / Additions or attached Decks with new plumbing and /or new electrical:
  - Application Fee: **\$50.00**
  - Square foot Cost: **0.15/Square Foot**
  - Minimum Permit Fee: **\$250.00**
  - Requires two “building inspections” as described above.
  
- Alterations/Additions / over 200 sqft or attached Decks with no plumbing and no electrical:
  - Application Fee: **\$50.00**
  - Minimum Permit Fee: **\$150.00**
  - Requires only the first “building inspection” as described above.
  
- New construction for accessory buildings 200 sqft or less with no plumbing and no electrical:
  - Application Fee: **\$5.00**
  - No “building inspection” required.
  
- New Construction of Moveable structures with no plumbing and no electrical such as animal coops, greenhouses:
  - Application Fee: **\$5.00**
  - No “building inspection” required.
  
- Access Ways:
  - Application Fee: **\$5.00**
  - No “building inspection” required.
  
- Dams\* and Ponds\*:
  - Application Fee: **\$0.00**
  - No “building inspection” required.
  - \*DES permits may be required.

## Prebuilt Sheds and Barns

Pre-built sheds/barns with new plumbing and / or new electrical:

- Application Fee: **\$50.00**
  - Square foot Cost: **0.15/Square Foot**
  - Minimum Permit Fee: **\$250.00**
  - Requires two “building inspections” as described above.
- Pre-built sheds/barns 200 sqft or less with no power and no plumbing:
    - Application Fee: **\$5.00**
    - Requires no “building inspections”.
  - Pre-built sheds/barns over 200 sqft or with no power and no plumbing:
    - Application Fee: **\$50.00**
    - Minimum Permit Fee: **\$150.00**
    - Requires only the first “building inspection” as described above.

### **A building permit shall be void if:**

- Operations are not begun within twelve (12) months from the date of issuance of the permit.
- Applicant builds project not in accordance with the information submitted.
- At the termination of two (2) years from the date of the permit, the exterior of the building remains in an uncompleted condition.

The Board of Selectmen or duly authorized agent shall order completion or removal at the expense of the owner of such uncompleted buildings unless an extension of the permit is granted by the Select Board.

If a permit becomes “Void” the applicant may come before the Select Board to receive an one year extension for the permit.

### **Work exempt from permit:**

Permits shall not be required for the following. Exemption from permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction.

Building:

- Fences not over 6 feet (1829 mm) high.
- Retaining walls that are not over 4 feet (1219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge.
- Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons (18 927 L) and the ratio of height to diameter or width does not exceed 2 to 1.
- Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.

- Prefabricated swimming pools that are less than 24 inches (610 mm) deep.
- Swings and other playground equipment.
- Window awnings supported by an exterior wall which do not project more than 54 inches (1372 mm) from the exterior wall and do not require additional support.
  
- Decks not exceeding 200 square feet (18.58 m<sup>2</sup>) in area, that are not more than 30 inches (762 mm) above grade at any point, are not attached to a dwelling and do not serve the exit door required by Section R311.4.

**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.** Additionally, the Town of Easton will exhaust any and all remedies available to them by the New Hampshire RSAs.

For Office Use Only: Permit #: \_\_\_\_\_  
Revised May 2016

Map \_\_\_\_\_ Lot \_\_\_\_\_

## Town of Easton Building Permit Application

Owner \_\_\_\_\_ Phone, \_\_\_\_\_ Cell \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Location of Property: Map: \_\_\_\_\_ Lot: \_\_\_\_\_ Street: \_\_\_\_\_

Size of Lot: \_\_\_\_\_ Acres Is Lot In Current Use? Yes: \_\_\_\_\_ No: \_\_\_\_\_.

Land presently within current use cannot be part of the buildable area of the lot unless removed from current use, (RSA Chapter 79-A)

Setbacks Distances: Road \_\_\_\_\_ Side lines \_\_\_\_\_ / \_\_\_\_\_ Back line. \_\_\_\_\_

### Dimensions of New Structure or Addition:

Height: \_\_\_\_\_ Width: \_\_\_\_\_ Depth: \_\_\_\_\_ # Stories: \_\_\_\_\_

Total # of rooms: \_\_\_\_\_ # Bathrooms: \_\_\_\_\_ # Bedrooms: \_\_\_\_\_

Basement: Yes: \_\_\_\_\_ No: \_\_\_\_\_ If "Yes": Full: \_\_\_\_\_ Partial: \_\_\_\_\_

Square Footage of New Construction (attach detailed construction floor plan): \_\_\_\_\_

### Type of Construction:

New Building: \_\_\_\_\_ Addition: \_\_\_\_\_ Alteration: \_\_\_\_\_ Repair: \_\_\_\_\_

Wrecking/Demolition: \_\_\_\_\_ Moving (Relocation): \_\_\_\_\_

Garage: Yes: \_\_\_\_\_ No: \_\_\_\_\_ If "Yes": Detached: \_\_\_\_\_ Attached: \_\_\_\_\_

Size: Height: \_\_\_\_\_ Width: \_\_\_\_\_ Length: \_\_\_\_\_

Specify changes if remodeling or doing alterations:

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**Proposed Use:**

Single Family:\_\_\_\_\_ Multi Family:\_\_\_\_\_ If Multi Family # of units: \_\_\_\_\_

Other Specify:\_\_\_\_\_

**Other Construction:**

Barn:\_\_\_\_\_ Shed:\_\_\_\_\_ Deck:\_\_\_\_\_ Patio:\_\_\_\_\_ Pool:\_\_\_\_\_

Access Way\*: \_\_\_\_\_ Dam\*: \_\_\_\_\_ Pond\*: \_\_\_\_\_

Other building/construction on property (describe): \_\_\_\_\_

Size: Height: \_\_\_\_\_ Width: \_\_\_\_\_ Length: \_\_\_\_\_

Comments: \_\_\_\_\_

**\*May require permit(s) from DES. If applicable, permit must be submitted with application.**

**Type of Heating:**

Oil:\_\_\_\_\_ Wood:\_\_\_\_\_ Electric:\_\_\_\_\_ Gas:\_\_\_\_\_ Solar:\_\_\_\_\_

Other: \_\_\_\_\_

**Electric: Size of Service.** \_\_\_\_\_

**Foundation:**

Concrete \_\_\_\_\_ Piers \_\_\_\_\_ Slab \_\_\_\_\_ Other \_\_\_\_\_

**Roof- Snow Load:** \_\_\_\_\_

**Contractor / Builder Information:**

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Licenses:**

All electrical and plumbing work must be done by those licensed in NH unless done by the owner in their primary residence. All Renovation, repair and painting on buildings prior to 1978 require an EPA-RRP License.

Plumber \_\_\_\_\_ License Number \_\_\_\_\_

Electrician: \_\_\_\_\_ License Number \_\_\_\_\_

**EPA-RRP Renovation, Repair, Painting (prior 1978 Buildings)**

Name: \_\_\_\_\_ License Number : \_\_\_\_\_

**Septic System:**

**Septic loads may not be added New to any existing structure without an approved state septic system designed for the additional load. A new septic system is not required to be built to the new standards unless the old system fails.**

NHWSPCC Septic Approval For Construction: # \_\_\_\_\_

Date: \_\_\_\_\_ # of Bedrooms Approved: \_\_\_\_\_

Approval For Operation # : \_\_\_\_\_

**PUC Energy Audit Permit #:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NH DOT Driveway Curb Cut Access:**

**Permit #** (if applicable): \_\_\_\_\_ **Approval Date:** \_\_\_\_\_  
*Please attach a copy of approved permit.*

**Town Driveway Permit # :** \_\_\_\_\_ **Approval Date:** \_\_\_\_\_

**Wells:**

Dug Well: \_\_\_\_\_ Drilled Well: \_\_\_\_\_

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 Grafton County Registry of Deeds.

**Is property in a Flood Hazard Area as shown the town's insurance flood maps?**

Yes: \_\_\_\_\_ No: \_\_\_\_\_

**Are there any streams, drainage ditches or wetland areas impacted by this construction?**

Yes: \_\_\_\_\_ No: \_\_\_\_\_

*If "Yes" was checked above, please submit your approval from the NH Wetlands Board*



**Plans & Maps: 2 copies of the following must accompany this application\*:**

- Map with scale, North arrow and names of bordering road(s).
- Lot lines and clear dimension of lot.
- Location of new building and all existing buildings and amenities.
- Distance of new construction to center of roadway, lot lines and existing buildings.
- 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 roof line. See the Zoning Ordinance for height requirements.
- Location of driveways, access roads, parking facilities and drainage control areas.
- Wetlands, Rivers, streams, drainage ditches, culverts, and seasonal runoff areas.
- Septic systems, both proposed and/or existing, with dimensions to nearest water.

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

**Culverts:** Any culvert and/or other erosion runoff controls are to be installed at owner's expense if deemed necessary by the Selectman.

**Occupancy Permit:**

Before an Occupancy Permit is issued, the required Town of Easton Building Inspections at the appropriate point in the construction process and at the completion of construction, a physical inspection by the Building Inspector, Selectman and or their designee(s) is required.

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

The Applicant understands that by signing this application they are giving permission for the Building Inspector, Select Board, Conservation Commission and their designee(s) to have access to their property for the purpose of doing inspections.

**I hereby certify that the information herein is true and the above project will be accomplished in accordance with the information submitted. Failure to build the project as presented shall make the building permit void, additionally the applicant will be subject to enforcement as outlined in RSA 676:17**

