

**TOWN OF BOSCAWEN**  
116 North Main Street  
Boscawen, New Hampshire 03303  
OFFICE: 603-753-9188

**Application for Manufactured Home Permit**

Date of application: \_\_\_\_\_

**Building Permit Application Process:**

This application for a building permit must be filled out by the owner or authorized representative and filed with the Building Inspector with the required fees. If extra inspections are required, other than the original fees paid, you shall be responsible to pay all fees as determined by the Building Inspector, prior to CO or CC.

**A Building Permit will be valid for 12 months, with the ability to apply for a Renewal Permit for a fee of \$100, that will be valid for 6 months, as stated in the 2018 IBC & IRC, Section 105.3.2. If work is not completed within that time frame, the project will be closed and a new permit will need to be applied for.**

A Land Use Diagram and Structural Plans must be submitted with this permit application. The land use diagram must show the proposed structure, distances to existing buildings and structures and setbacks distances to the property lines. The plans for the structure must show side and end elevations as well as floor plans for each level with sufficient detail to show conformance with the New Hampshire Building Code RSA 155-A. The plans may be hand-drawn if the project is not complex.

**Boscawen Building Codes:**

The following code systems make up the Boscawen Building Code. Currently, there are no amendments to the New Hampshire Building Code that are specific to Boscawen.

- 2018 International Building Code (IBC-18)
- 2018 International Energy Conservation Code (IECC-18)
- 2018 International Existing Building Code (IEBC-18)
- 2018 International Mechanical Code (IMC-18)
- 2018 International Plumbing Code (IPC-18)
- 2018 International Residential Code (IRC-18)
- 2018 International Swimming Pool & Spa Code (ISPSC-18)
- 2018 NFPA 1 – Fire Code
- 2018 NFPA 54 National Fuel Gas Code
- 2020 NFPA 70 National Electrical Code (NEC-20)
- 2018 NFPA 101 Life Safety Code

Septic System Design – NH DES Subsurface Division  
State Highway Driveway Permit – NH DOT  
Town Road Driveway Permit – Boscawen Public Works  
Water Connection–Penacook/Boscawen Water Precinct  
*The current building codes and RSA's are available in the town office for review.*

**\*Effective September 1<sup>st</sup>, 2022**

**Enabling Legislation:**

**RSA 674:51**, states in pertinent part, "The state building code established in RSA 155-A shall be effective in all towns and cities in the state."

**RSA 155-A:2** states: Except as provided in paragraphs II and III, All buildings, building components, and structures constructed in New Hampshire 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.

**Paragraph II.** To the extent that there is any conflict between the state building code and the state fire code, the code creating the greater degree of life safety shall take precedence, subject to the review provisions contained in RSA 155-A:10.

**Paragraph III.** To the extent that it does not conflict with any other provision of law, and except as otherwise provided in this paragraph, the issuance of permits and the collection of fees pursuant to the state building code is expressly reserved for counties, towns, cities, and village districts where such activities have been authorized in accordance with RSA 674:51 and RSA 47:22..." In addition,

**Paragraph VII** states: The contractor of a building, building component, or structure shall be responsible for meeting the minimum requirements of the state building code and state fire code. No municipality shall be held liable for any failure on the part of a contractor to comply with the provisions of the state building code.

**Property and Contact Information:**

Street Address (location of proposed construction):

Zoning District:

A/R  R-1  R-2  COM  IND  MRD  VD

Tax Map #: \_\_\_\_\_ Lot #: \_\_\_\_\_ Sub Lot #: \_\_\_\_\_

Property Owner(s) Name(s) (must match deed):

Mailing Address:

City:

State:

Zip:

Daytime Telephone:

Email: (optional)

Manufactured Home Installer Name and License #:

Company Name:

Mailing Address:

City:

State:

Zip:

Daytime Telephone:

Email: (optional)

**Description of Construction Work:**

Please check the box or boxes that best describe the work to be done:

Single Family  Two Family

Multi-Family  Commercial

**Please describe the work to be performed:**

Please include general dimensions, use of the new structure, etc.

**Estimated start date:** \_\_\_\_\_

**Estimated finish date:** \_\_\_\_\_

Did the Code Enforcement Officer issue a letter of Determination?  Yes  No

*If yes, please attach a copy of the Letter of Determination.*

Was any approval given by the Planning Board for this building project?  Yes  No

*If yes, please attach a copy of the board's Notice of Decision.*

Was any approval given by the Zoning Board of Adjustment for this building project?  Yes  No

*If yes, please attach a copy of the board's Notice of Decision.*

**Building/Structure Plans:**

One Set of Plans are Attached

Plans typically are to the scale of 1/4"=1'0". Plans show important information such as dimensions and locations, type of materials used, framing style, insulation, windows, exits and egresses, stairwell elevations, location of electrical service components, and the location of life safety, heating and plumbing systems. A complete set of building plans should include the following three components:

- 1. **SITE SKETCH** (this is required for all new buildings OR if there is any change to the exterior footprint of an existing building):
  - a) Location of all buildings on lot;
  - b) Dimensions/measurements of proposed structures;
  - c) Measured distance between property lines and structures(both existing and proposed);
  - d) Name of streets/roads abutting property;
  - e) Location of wetlands;
  - f) If septic is to be used, show layout and location; and
  - g) Well or water supply location.

2. **FLOOR PLAN:** One for each level of the proposed construction.

3. **ELEVATION PLAN:** A two-dimensional view of the building as seen from the exterior.

*Note: The plans may be hand-drawn if the project is not a complex one. The plans must always allow the plan reviewer sufficient detail to confirm conformance with the New Hampshire Building Code RSA 155-A.*

**Subdivision of the Property (if applicable):**

**Subdivision Name:**

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**Subdivision Date:**

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*There may be existing stipulations and/or conditions placed on your subdivision or development. Subdivisions approved after February 8<sup>th</sup>, 2005 are subject to the provisions of Section III, General Requirements, B 16 of the Boscawen Subdivision Regulations, regarding sprinkler systems.*

**Exterior Lighting:**

All exterior lighting on any new construction or and existing structure substantially renovated shall conform to Article XXIV, Outdoor Lighting Ordinance. This section is effective March 9<sup>th</sup>, 2010.

**Setback Requirement:**

**Will the proposed Structure meet the setback requirements?**  Yes  No

*Note: The following distances are Boscawen's zoning setback requirements by district for any building construction; (Article V – Lot Dimensions and Area in the Boscawen Zoning Ordinance.) If you do not know what zoning district your proposed building project is in, please check with our Land Use Office at the Town Office.*

**Building Setbacks (in feet)**

Agricultural – Residential Zone	
<i>Front Setback</i>	50
<i>Side Setback</i>	25
<i>Rear Setback</i>	50
Residential – Low Density R-1 Zone	
<i>Front Setback</i>	40
<i>Side Setback</i>	20
<i>Rear Setback</i>	40
Residential – Medium Density R-2 Zone	
<i>Front Setback</i>	30
<i>Side Setback</i>	10
<i>Rear Setback</i>	10
Village District – Mixed Use	
<i>Front Setback</i>	5
<i>Side Setback</i>	10
<i>Rear Setback</i>	10
Commercial Zone	
<i>Front Setback</i>	50
<i>Side Setback</i>	10
<i>Rear Setback</i>	20
Industrial Zone	
<i>Front Setback</i>	50
<i>Side Setback</i>	10
<i>Rear Setback</i>	20

**Dig Safe:**

**I have read the Dig Safe pamphlet and will contact Dig Safe before excavating.** \_\_\_\_\_

**Initial**

**Energy Code Sheet:**

*Reviewed and approved by Building Inspector during Site Plan Review.*

**Driveways & Class VI Roads:**

**Will a new driveway be constructed, or will an existing driveway be altered?**  Yes  No

*If yes, a Boscawen Driveway Permit will be required. Applications are available in the Town Office.*

*Please note: If you are constructing or altering a driveway that connects to a state road, a permit from the State of NH Department of Transportation may be required.*

**Is the property located on a Class VI town road?**  Yes  No

*Note: Development of property on a Class VI road is limited. Please contact our Land Use Office at the Town Office to understand those restrictions*

**Electrical:**

**Will any electric work be performed?**  Yes  No  
*If yes, complete the appropriate section below:*

**TEMPORARY POWER?**  Yes  No

**NEW ELEC SERVICE INSPECTION?**  Yes  No

*Complete this section if you, as the homeowner, will be doing the electrical work: (owner-occupied, single-family home only; this option does not apply to commercial or rental property.)*

I, \_\_\_\_\_, certify that I will be performing electrical work as the owner-occupant of my single-family home, and that all electrical work shall be performed in accordance with the standards of the state electrical code, NEC 2020.

**Signature:**

Complete this section if you are hiring a licensed master electrician to do the work:

Electrician's Name: \_\_\_\_\_

N. H. Master Electrician's License Number: \_\_\_\_\_

Company: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Telephone (daytime): \_\_\_\_\_

**Plumbing & Mechanical:**

**Will any plumbing work be performed?**  Yes  No  
*If yes, complete the appropriate section below:*

*Complete this section if you, as the homeowner, will be doing the plumbing work: (owner-occupied, single-family home only; this option does not apply to commercial or rental property.)*

I, \_\_\_\_\_, certify that I will be performing the plumbing work as the owner-occupant of my single-family home. All plumbing work shall be performed in accordance with the standards and regulations of the state plumbing code.

**Signature:**

Complete this section if you are hiring a licensed master plumber to do the work:

Plumber's Name: \_\_\_\_\_

N. H. Master Plumber's License Number: \_\_\_\_\_

Company: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Telephone (daytime): \_\_\_\_\_

**Will you be installing an LP, (Propane) or LNG, (Natural Gas), gas burning appliance?**  Yes  No

*If yes, the appliance must be installed by a licensed N.H. Gas Fitter and must meet or exceed the requirements of NFPA 54 National Fuel Gas Code.*

*Inspection by the Building Inspector*

Name of Installer: \_\_\_\_\_

License #: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Appliance to be installed: \_\_\_\_\_

Model number: \_\_\_\_\_

**Utilities:**

**Will you be installing private septic system?**  Yes  No

*If yes, we require an "Approval for Construction" and an "Approval for Operation" from the NH Department of Environmental Services, Subsurface Systems Bureau. Their telephone number is 603-271-3501.*

*(Please check with the Building Inspector, as the state may have already submitted copies of approvals to the town).*

**Will you be connecting to the Penacook-Boscawen Water Precinct for domestic water?**  Yes  No

*If yes, please supply a signed copy of their Approval to Connect form from the Precinct. The telephone number to contact the precinct's service provider, Pennichuck, is 1-800-553-5191. Penacook Boscawen Water Precinct Phone: 603-796-2206 Email: [boscawenwater@gmail.com](mailto:boscawenwater@gmail.com)*

**Will you be connecting to the Boscawen Wastewater System?**  Yes  No

*If yes, please supply a copy of Approval to Connect form from the Public Works Department. Their telephone number is 603-796-2207.*

**Will you be installing or replacing any other type of utility system not described above?**  Yes  No

*If yes, please describe:*

**Current Use:**

**Is any portion of the property to be developed under "Current Use" assessment?**  Yes  No

*If yes, a new Current Use Map must accompany this application. Please note that fines may apply when Current Use status changes. Please see our Administrative Assistant for more information on the Current Use program.*

**Demolition:**

**Will any buildings or structures be demolished?**  Yes  No

*If yes, please describe in detail the location, size and type of structures being demolished and how the debris will be disposed of:*

**Asbestos survey results now required for all demolitions: Please attach to application**

**I have read the DES requirements.** \_\_\_\_\_ **Initials**

*Individuals or entities approved for demolition work shall ensure that at the end of each workday, the areas under demolition shall be secured so as not to constitute a hazard. Open cellar holes or foundations are to be fenced in such a fashion so as to adequately warn of danger. All rubble shall be removed from the property and disposed of properly.*

*Further, State and Federal law requires an inspection by a qualified asbestos inspector prior to conducting demolition and renovation activities. Where the inspection determines that asbestos will be disturbed by the activity, the asbestos must be removed, packaged and disposed of in accordance with applicable asbestos regulations. Furthermore, all demolitions require a written notification to the New Hampshire Asbestos Management and Control Program no less than 10 working days prior to the commencement of demolition activities. For more information on asbestos concerns, please contact the New Hampshire Asbestos Management and Control Program, Air Resources Division of the NH Dept. of Environmental Services, P.O. Box 95, Concord, NH 03302-0095, or by telephone at (603) 271-1370 or their website at <http://des.nh.gov/organization/divisions/air/cb/ceps/ams/index.htm>.*

**Intent to Cut (Trees):**

**Will the proposed building project include any logging for resale?**  Yes  No

*Note: If yes, an "Intent to Cut" form may be required in accordance with RSA 79:10. Contact our Land Use Office in the Town Office for more information.*

**Wetlands – Shorelands – Flood Plain:**

**Will any construction activity be taking place within 250 feet of a pond, lake or river?**       Yes  No

*Note: before planning or undertaking any construction, excavation or filling within a protected Shoreland, please contact: NH Department of Environmental Services Wetlands Bureau at 603 271-2147.*

**Is the proposed building lot located in any special flood hazard areas?**       Yes  No

*Note: Building permit applications will be reviewed in accordance with Article XV – Floodplain Development Ordinance in the Boscawen Zoning Ordinance. Please check the Flood Insurance Program Map located in the Town Office to see if your property is in a flood zone.*

**Will the proposed construction activities impact a wetlands area?**       Yes  No

*Note: A Wetlands Permit from NH Department of Environmental Services and a review by the Boscawen Conservation Commission may be required.*

**Work Exempt from Permit:**

The Board of Selectmen at their August 31, 2011 board meeting, voted to adopt the *Work Exempt from Permit* provisions of the IBC, IRC, IMC, IPC and the National Electrical Code, NFPA 70. Once this process was adopted, we created a document that defines that work which is exempt from the building permit process.

We will review your building permit application; if it applies, we will provide you with a copy of our *Work Exempt from Permit* form and this release from the building permit process. Please note, building setback and fire separation requirements continue to apply.

**Building Permit Fee Structure:**

Total from Schedule of Fees Worksheet \$ \_\_\_\_\_

Check # \_\_\_\_\_

Admin Fee: \_\_\_\_\_ Building Permit: \_\_\_\_\_

**Signatures:**

1. This is to certify that all plans and specifications of this application will be followed during construction and any change shall only be made after notifying the Building Inspector and receiving approval of change.
2. In addition, this certifies that I am aware of the requirement to build in accordance with the New Hampshire Building Code and the New Hampshire Fire Codes. I have read, understand and will comply with all sections of this application which have been checked.
3. By signing this application, you authorize the Town of Boscawen Building Inspector and or his/her agent(s) to enter upon the property, as they deem reasonable and necessary to perform inspections of the construction or demolition.
4. A Certificate of Occupancy or Completion may only be issued for construction, which has taken place under a valid building permit and inspection schedule.
5. Letter of Authorization by Owner required if tenant or contractor is applying for permit and unable to sign. An email authorization or copy of contract by be substituted.
6. Renewal process: Applicant may file for an extension of their building permit if the project is not completed within one year. A 180 day extension may be granted by the Building Inspector after a Renewal Application is submitted and a \$100 fee is paid. The applicant will need to apply for a new building permit once the extension has expired.
7. Impact fees may apply; please refer to the Town of Boscawen Zoning Ordinance Article XX.

**Signature of Property Owner(s)**

\_\_\_\_\_  
\_\_\_\_\_

**Signature of Applicant(s)**

\_\_\_\_\_  
\_\_\_\_\_

*Revision date: 10/24/23*