

Town of Canaan

PO Box 38

Canaan, New Hampshire 03741

603-523-4501 Ext.4



Building Permit

Permit # _____

Map # _____ Lot # _____

Parcel # _____

Owner: _____

Application Date: _____

Address: _____

Home Phone _____

Property Location: _____

Work Phone _____

Owner of property on the date of application: _____

Decks, additions, porches, lean-tos, garages, major renovations, changes of use (with new construction) such as residential to commercial, single residence to multi-residential, owner occupied to non-owner occupied, all require a building permit in one of the following categories.

BUILDING PERMIT FEES:

SINGLE FAMILY, OWNER OCCUPIED: \$25.00 plus \$0.10 a square foot.

SINGLE FAMILY, NOT OWNER OCCUPIED: \$25.00 plus \$0.10 a square foot.

MULTI-FAMILY & CONDOMINIUMS: \$100.00 plus \$0.10 a square Ft.

COMMERCIAL: \$100.00 plus \$0.10 a square foot.

RENEWAL FEES ARE \$2.00 yearly

Minor repair or replacement in kind of components (parts) of plumbing, heating and electrical systems shall be exempt. Note that minor means no new calculations or designs are needed. Saf-Mec. 301.2

The following additional permits are required if checked:

SEE ATTACHMENT FOR INFORMATION

- Sub-Division _____ Signature, Planning Board Approval, _____ Date
- Historic District ★ _____ Signature, HDC Approval _____ Date
- Drinking Water Protection Area Permit ★ _____ Signature, Planning Bd., _____ Date
- Driveway Permit ★ _____ Signature, Canaan Highway Superintendent, _____ Permit Number, _____ Date
- Life Safety Driveway Permit ★ _____ Signature, Canaan Fire Department, _____ Date
- Class VI Road Access Permit ★ _____ Signature, Board of Selectmen, _____ Date
- Electrical Inspection _____ Master Electrician Name, _____ License Number, _____ Signature (indicates installed to State Code per RSA 155-A.), _____ Date
- Plumbing Inspection _____ Master Plumber Name, _____ License Number, _____ Signature (indicates installed to State Code per RSA 155-A, Saf-Mec.303.10(d)), _____ Date
- Gas Furnace or gas appliance including kitchen stove or direct vent heater _____ Gas Installation technician Name, Signature, _____, License Number _____, _____ Date
- Oil Furnace, ★ _____ Furnace Installer Name, _____ Signature, _____ Date (Get permit form from Fire Department) per RSA

<input type="checkbox"/>	Public Water Hookup: ★ _____ Signature, Water Operator, _____ Fee _____ Date
<input type="checkbox"/>	Public Sewer Hookup: ★ _____ Signature, Sewer Operator, _____ Capacity _____ Fee _____ Date
<input type="checkbox"/>	State Septic Design Number: ★ _____, Date Issued _____
<input type="checkbox"/>	Life Safety Inspection _____ Signature, Canaan FD or Fire Marshal, _____ Date

★ **All permits with a star must be signed off prior to construction.**

This permit is permission to start construction, but does not constitute a legal building permit until all required sign-offs have been signed. An Occupancy Permit may be required on new construction. There is no charge for this permit. Call for information. Note that all sign-offs checked as required on this form must be completed. Note that the occupancy permit is good only for construction covered by this permit. Some owner occupied work is exempt from inspection. Be advised that you perform this work at your own risk. If you perform work that is required to be inspected by a licensed technician and don't get that inspection, you do so at your own risk as this permit will not have an inspection sign-off.

All the land that is being affected by the structure or which is used in relation to the structure must be removed from current use.

<p>Notice that proposed area of construction is in a <input type="checkbox"/> Flood Plain or <input type="checkbox"/> Floodway. It is illegal to build in a floodway if the elevation of the site is increased. Construction in a floodway must have approved floodproofing.</p> <p><input type="checkbox"/> Notice that the proposed area of construction is in a mapped wetland. There may also be hydric soils that could indicate an unmapped wetland. <u>The Town makes no representation regarding unmapped wetlands. The maps are furnished by NH Mosaic which is solely liable for accuracy.</u></p> <p>Engineers may be able to certify that the area is not a wetland, floodplain or floodway.</p>
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<p>Indicate type of water supply: Public <input type="checkbox"/> Dug Well <input type="checkbox"/> Drilled Well <input type="checkbox"/> Surface Water (lake or river) <input type="checkbox"/></p> <p>Distance of House from Town Road (include private or Class VI road) _____</p> <p>Start Date: _____ Completion _____ 911 Number _____</p>
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Project Description - Attach plans for clarification

<p>Owner's Signature: _____</p> <p>Date Approved for Construction: _____ Building Inspector: _____</p> <p>Date Approved for Occupancy (COA): _____ Building Inspector: _____</p>
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What land and construction permits are required in Canaan?

The following is a list of permits required by the Town of Canaan. Note that all of these currently exist. Many of these are LOCAL permits but a few are STATE permits that are required to get the local permits. As an example, building permits will be conditioned on getting the other permits that are required. In addition to the local permits and state permits required by the local permits, there may be other independent State permits required. Check with the Building Inspector or look at the State Permit charts on the walls in the Town Office.

What permits are required?

1. Building Permit

This is required for new construction. What does this include? Decks, additions, porches, lean-tos, garages, new homes or buildings, manufactured homes or structures, new structures or major renovations (not simple repairs) require a Building Permit. If it increases the footprint on the property it requires a Building Permit. Change of use from owner occupied housing to rental housing accompanied by construction in the building requires a permit. If you are building a house or have a business, you will need to secure a 911 number. You can arrange that through the building inspector as well. Usually vacant land does not have a 911 number. See permit format at canaanh.org/departments/building_inspector/index.html.

2. Certificate of Occupancy (Part of Building Permit)

Lenders or others may require a Certificate of Occupancy. If the new construction is an addition, only the addition can receive an Occupancy Permit. It does not cover the old construction. Building codes change over time and the old construction may no longer qualify for a new certificate of occupancy. A COA may be issued for just the new construction.

3. Sub-Division Permit

A Sub-Division requires a permit. A Sub-Division means the division of property into 2 or more lots, sites or separate property interests, to be completed immediately or proposed in the future. It also includes putting an additional dwelling on a lot. This is the creation of a "site." Generally Sub-Division Permits are concerned with access, roads within the sub-division, storm water, flooding, shore lands, and on-site septic and water. See regulations and application information by visiting canaanh.org/boards/planning_board/index.html

4. Historic District Permit

There is a defined Historic District on Canaan Street that borders Canaan Street Lake on the west side. Buildings may not be erected, reconstructed, altered, restored, moved, nor demolished without

approval of the Commission. A change of use also requires approval. Exterior repairs that change the appearance require approval. Interior changes do not require approval. For more information visit canaanh.org/boards/historic_district/index.html.

5. Drinking Water Protection Permit

There are 10 areas within the Town that are protection areas for public drinking water supplies. There are rules that affect commercial activities within these areas, but the rules do not apply to residential uses. There are 8 uses or activities that are prohibited in these areas, and there are also conditions on other uses and performance standards for some activities to assure that the water supplies are not contaminated. As part of the Building Permit process, your location will have to be checked to see if you are in one of these 10 areas.

Visit canaanh.org/boards/source_water_protection_committee/index.html for information.

6. Driveway Permit

To put a new driveway on a TOWN road, a Town Driveway Permit must be applied for. The Highway Superintendent will look at the proposed location to make sure it will not be dangerous to traffic or impact drainage. State highways require a State driveway permit. See website for form and instructions at canaanh.org/departments/highway/index.html

7. Class VI Road Access Application

Applicants seeking to construct a new building that will access the property by using a Class VI (not maintained) Town Road require an [application](#) and approval. See canaanh.org/boards/planning_board/index.html for more information

8. Life Safety Driveway Permit

Fire code requirements are in the state fire code (Chapter Saf-C 6000) and are adopted under RSA 153:5. The state building code, RSA 155-A:2 III, requires "...buildings shall conform to the requirements of the state fire code...".

The State Fire Code requires the following: (Applies to all roads and driveways):

Roads and driveways to every facility, building, or a portion of a building ... constructed or relocated shall be at least 20 feet wide with at least 13.5 feet of vertical clearance.

This width and clearance shall extend to within 50 feet of a building entrance door, and shall also extend to within 150 feet of any point on the building perimeter.

a) These roads and driveways shall be maintained and be kept in a passable state for fire apparatus in all weather conditions.

b) The Fire Chief shall approve any turning radius, grade, or dead-end turn-around on these roads and driveways. The Canaan Chief has approved the following: (1) The turning radius shall be greater than 35 feet from the centerline. (2) The grade shall not be greater than 10%. (3) Any dead-end exceeding 150 feet shall have a circular turn-around with an outside diameter of at least 90 feet.

The Fire Chief may modify the above state fire code requirements when there are not more than two one- and two- family dwellings. The Fire Chief may also modify these requirements for private garages, carports, sheds, and agricultural buildings. For other situations waiver requests must be submitted to the Fire Marshal

9. Electrical

The advantage of going through the Town's permit process is that we permit by signature of a licensed Master Electrician after installation rather than going through the more complicated State permitting process.

Before starting new construction or renovation of buildings and structures as described in RSA 155-A:2, I, the person responsible for such construction shall obtain a permit from Canaan. In municipalities that have adopted an enforcement mechanism pursuant to RSA 674:51 and RSA 47:22, the permit under this section shall conform to the locally adopted process.

Our process is that the installation or work must be approved by a Master Electrician indicating that it meets the State Code. RSA 319-C:1 Electricians. – No electrical installation shall be made for compensation, unless made by an electrician or other person licensed by the electricians' board, except as provided in this chapter.

A single family home that is owner occupied does not require an inspection of electrical work to determine if it meets the State Building Code.

319-C:15 Violations; Penalty; Homeowner's Exception. – II. Nothing in this chapter shall prevent a homeowner from making electrical installations in or about a single family residence owned and occupied by him or her or to be occupied by him or her as his or her bona fide personal abode.

Any electrical work (ie. wiring and terminations and panels) that is in **commercial buildings including non-owner homes and duplexes does require inspections of work being done.** The inspection may be signed off on by the installer if the installer is a Master Electrician or other approved inspector.

319-C:5 Inspectors. – I. The board shall be empowered to appoint such inspectors as may be necessary to carry out the purposes of this chapter. Any person so employed shall be under the administration and supervisory direction of the board.

The list of inspectors in New Hampshire is the list of Master Electricians.

The Building Inspector will inspect all new residences for safety prior to occupancy.

10. Plumbing

The advantage of going through the Town's permit process is that we permit by signature of a licensed Master Plumber after installation rather than going through the more complicated State permitting process.

Generally, plumbing in any building except a single residence that is owner occupied must get an inspection by sign-off by a Master Plumber that says the work was done to State Building Code. The plumbing done by the owner or owner's agent of a single family dwelling or condominium shall be signed off by the owner as having been installed to code.

RSA 153:36 Exceptions. –

I. The license requirements of this subdivision shall not apply to anyone who performs fuel gas fitting within an existing single family, stand alone structure owned and occupied by the person who performs the fuel gas fitting work, and such structure is used as the individual's primary residence. Notwithstanding any provision to the contrary, any person who is exempt under this paragraph shall perform fuel gas fitting work in accordance with applicable technical standards, and comply with any applicable code, application, and inspection requirements that may apply to the fuel gas fitting work performed.

VII. The plumbing license requirements of this subdivision shall not apply to any person or business entity that performs plumbing in connection with the installation of any heating, cooling, air conditioning or domestic water heating systems, whether solar, oil, gas, or electric, or the installation and servicing of water treatment systems or swimming pools. Any person or business entity that is exempt under this paragraph shall perform plumbing in accordance with applicable technical standards, and comply with any code, application, and inspection requirements that apply to the plumbing performed.

VIII. The license requirements of this subdivision shall not apply to the following persons while performing plumbing work under the circumstances specifically described but shall apply to fuel gas fitting in the same circumstances unless otherwise exempted under this subdivision; provided, however, that plumbing installed or

maintained by such persons under such circumstances shall conform to the state plumbing code:

(c) To a property owner or the property owner's agent who installs, repairs, or replaces plumbing in the property owner's own single-family detached or townhouse residence, including new construction, or any property owner or property owner's agent who makes minor installations, repairs, or replacements to the owner's property.

Saf-Mec 301.15 "Plumbing" means "plumbing" as defined in RSA 153:27, XIV, namely, "the practice, materials, and fixtures used in the installing, maintenance, extension, and alteration of all piping, fixtures, plumbing appliances, and plumbing appurtenances within or adjacent to any structure, in connection with sanitary drainage or storm drainage facilities; venting systems; and public or private water systems. For the purposes of" these rules, "the term "plumbing" shall not apply beyond the first fitting beyond the foundation wall of the building or 5 feet of pipe from the building."

All plumbing must meet the State Building Code.

Saf-Mec 301.19 "State plumbing code" means that portion of the New Hampshire state building code, as defined in RSA 155-A:1, IV, which pertains to plumbing.

The Building Inspector will inspect all new residences for safety prior to occupancy.

Saf-Mec 303.10 **Specific Plumbing Exemptions.** The **license requirements of this chapter shall not apply** to the following persons while performing plumbing work under the circumstances specifically described:

(c) To a **property owner or the property owner's agent** who installs, repairs, or replaces plumbing in the property owner's own single-family detached or townhouse residence, or any property owner or property owner's agent who makes incidental installations, repairs, or replacements to the owner's property.
replacements to the owner's property.

BUT MUST CONFORM TO CODE

(d) The plumbing installed or maintained by such persons under such circumstances shall conform to any and all local and state permitting and inspection procedures pursuant with RSA 155-A, and the state plumbing code.

Saf-Mec 301.16 "**Owner's agent**" means an individual designated by the homeowner to assist with the incidental repair, replacement, maintenance and installation of a plumbing fixture or plumbing system component specifically at the owner's residence, and that such agent in performance of his or hers duties shall not receive compensation for the plumbing work performed.

Saf-Mec 301.20 "**Incidental repair installation and maintenance of plumbing**" means a job of minor consequence which occurs by chance and not requiring calculations or permits and inspections as mandated pursuant to NH RSA 155-A:2

Saf-Mec 303.08 **Appliance Connection Exemption.**

(a) The plumbing license requirements of this chapter shall not apply to any person or business entity that performs plumbing in connection with the installation of any heating, cooling, air conditioning or domestic water heating systems whether solar, oil, gas, or electric or the installation and servicing of water treatment systems or swimming pools.

(b) Any person or business entity that is exempt under this section shall perform plumbing in accordance with applicable technical standards, and comply with any code, application, and inspection requirements that apply to the plumbing performed.

(c) The connection to the plumbing system shall be limited to a ten foot radius of the appliance to be installed.

ALL INSTALLATION OTHER THAN INCIDENTAL MUST HAVE A SIGN-OFF BY A LICENSED TECHNICIAN OR THE ACTUAL INSTALLER OPERATING UNDER AN EXEMPTION (including homeowner).

11. Gas Installations

The advantage of going through the Town's permit process is that we permit by signature of a licensed Gas Technician after installation rather than going through the more complicated State permitting process.

All gas installations, including gas appliances, and including single family, multi family and commercial buildings must be approved by one of the following licensed technicians depending on activity:

Saf-Mec 301.03 "Domestic appliance technician"

Saf-Mec 301.04 "Fuel gas fitter"

Saf-Mec 301.06 "Fuel gas installation technician"

Saf-Mec 301.07 "Fuel gas piping installer"

Saf-Mec 301.08 "Fuel gas service technician"

Saf-Mec 301.10 "Hearth system installation and service technician"

Saf-Mec 301.13 "Master plumber – Certified for Gas"

12. Oil Furnace Installation

The advantage of going through the Town's permit process is that we permit by notification of a licensed Master Plumber or homeowner.

Saf-C 6012.01 Adoption of Oil Burning Equipment Code. All persons installing, causing to be installed, modifying, repairing or maintaining oil burning equipment shall comply with the requirements of NFPA 31, except as modified in Saf-C 6012.02.

Note that all installers, including homeowners, need to get a permit from the Fire Department and get an inspection prior to using the oil burner.

Saf-C 6012.03 Oil Permit Approval Process.

(a) Any person requesting to install a fuel oil burner shall make application on form DSFM 7, as set forth in Saf-C 6012.04, for a permit to the local fire official in the locality in which the fuel oil burner is to be installed, or if none, to the state fire marshal's office.

(b) Upon receipt of an application for the installation of an oil burner, the local fire official or the state fire marshal's office shall issue a temporary permit authorizing such installation.

(c) Upon completion of the installation, the installer shall notify the local fire official or the state fire marshal's office and request a final inspection of the oil burner installation. If all applicable provisions of NFPA 31 and Saf-C 6012 are in compliance, the local fire official or the state fire marshal's office shall issue a permit to operate oil burning equipment. The completed permit, signed by the local fire official or the state fire marshal's office, shall constitute approval to operate the oil burning equipment. The local fire official or the state fire marshal's office may require the installer to be present during the final inspection of any oil burning equipment for the purpose of testing the oil burner's safety and controls.

Saf-C 6012.04 Oil Burner Permits.

(a) Any oil burner permit issued by a local fire official or the state fire marshal's office pursuant to Saf-C 6012.03 shall be on form DSFM 7, furnished by the state fire marshal's office. Form DSFM 7 may be replicated by local fire officials.

Saf-C 6012.05 Posting of Permits. All permits issued by the local fire official or the state fire marshal's office pursuant to Saf-C 6012.04, shall be conspicuously posted near the oil burning equipment. Permits for multiple oil burner installations shall be properly identified as to which oil burner each permit applies.

PART Saf-C 6013 CHIMNEYS, FIREPLACES, VENTS AND SOLID FUEL BURNING APPLIANCES

Saf-C 6013.01 Model Code for the Installation and Operation of Solid Fuel Heating Appliances. All persons installing, maintaining, repairing or operating solid fuel heating appliances shall comply with the requirements of NFPA 211.

PART Saf-C 6014 UNVENTED SPACE HEATERS

Saf-C 6014.01 Compliance Required.

(a) All persons testing, selling, purchasing, installing or using unvented space heaters or storing fuel for such heaters shall comply with all applicable provisions of RSA 158:28 and this section.

(b) No person shall install or use in any building which is used in whole or in part for human habitation an unvented space heater that uses fuel other than kerosene, propane, or natural gas with the exception of flameless catalyst type heaters.

(c) No person shall install or use an unvented space heater as the primary source of residential heat.

(d) No person shall install or use any fuel fired unvented space heaters in educational, day care, health care, residential board and care, ambulatory health care, detention and correctional, lodging and rooming, apartments, hotels and dormitory occupancies.

(e) No person shall install or use any natural or propane gas unvented space heaters in educational, day care, health care, detention and correctional occupancies.

(f) All persons installing or using an unvented space heater shall install at least one carbon monoxide detector in accordance with RSA 153:10-a and Saf-C 6015.

(g) All unvented space heaters shall be installed and used in accordance with the manufacturer's installation instructions, NFPA 54, if applicable, and NFPA 1.

Homeowners may install their oil furnaces, fire places, chimneys and unvented heaters but they must do so in compliance with State Code. If this is not done, fuel delivery companies may not service the account. Homeowners should seek an inspection from the Fire Department or Fire Marshal.

13. Permit for Village Water & Sewer

Any new structure proposed to have running water and located in the Village Water or Sewer District must file an application with the Town to connect to the Town water or sewer system.

14. Sub-Surface Septic Approval

This is a state requirement but is also required for a Town Sub-Division Permit. A sewage or wastewater disposal system is required for any structure with running water from an existing or proposed water supply and from which wastewater will be discharged. An Approval must also be obtained prior to converting a structure from seasonal to full-time occupancy, increasing the load on the existing septic system and/or commencing any additions to the structure, including replacement, expansion or relocation of the structure. Please see the state web site at des.nh.gov/organization/divisions/water/ssb/permit_approval_constr.htm.

15. Flood Plain and Flood Way Regulations

Canaan is part of the national flood insurance program. The Town passed flood plain regulations years ago that prohibit any increase in elevation from fill or construction in a flood way and requires flood proofing for construction in a flood plain. To read the regulations and look at maps see our web site at http://www.canaannh.org/boards/planning_board/flood-regulations.pdf

16. Wetlands

Wetland areas require a relatively complex permit process for anything that may impact the wetland. If the box on your Building Permit is checked, this indicates that there is a mapped wetland. Even if your building is not in the mapped wetland, it may be too close to the wetland or may require fill of the wetland. There may be unmapped wetlands. If the soil looks wet all year, that is probably a good indication of wetlands. If you build on a wetland without a permit, you may be subject to fines and restoration. See the link below for further information.

<http://www.des.nh.gov/organization/divisions/water/wetlands/categories/faq.htm>

17. Current Use

Many landowners have property in current use. That means that it is valued at a very low rate because it is maintained as open or undeveloped land. When the use of that property changes to include any commercial or residential use (other than farming not open to the public), the owner must file a change of use form and pay a tax. This is a state law, but the tax is paid to the Town. The Change of Use form can be found at revenue.nh.gov/forms/current-use.htm.

OTHER PERMITS NOT ON BUILDING PERMIT FORM

18. Excavation Permit

Any commercial excavation of soils must have an Excavation Permit issued by the Planning Board. Visit canaannh.org/boards/planning_board/index.html for information. Some commercial applications may be exempt, but the application must be made with a request for exemption and the reason for the exemption. All excavations, including non-commercial excavations, must submit a separate Notice of Intent to Excavate annually to the Selectmen (see number 13 - unless specifically exempt from this provision).

19. Intent to Cut

Generally, anyone who is commercially harvesting timber is required to file a Notice of Intent to Cut form with the Town. There are several exceptions to this law such as the right to cut up to 20 cords of fire wood a year for your own use. You can look at the Form (which shows the exemptions) by typing in revenue.nh.gov/forms/timber-gravel.htm. The link to the state web site is found at revenue.nh.gov/mun-prop/property/timber.htm. The law can be found at [RSA 79:1](#).

20. Intent to Excavate

Like Intent to Cut, people who intend to excavate soil from their property for primarily commercial purposes may need to file an Notice of Intent To Excavate. You can read the Town regulations at canaannh.org/boards/planning_board/index.html and look for a form at revenue.nh.gov/forms/timber-gravel.htm. Go to so a revenue.nh.gov/mun-prop/property/gravel.htm for more information. The tax is payable to the Town. The tax form can be requested by calling 603-230-5969. Like timber taxes and permits, there are exceptions to the requirement.

21 . Junk Yards

There are laws regulating junk yards. These are generally enforced by the state but Towns may enforce these laws. The Town of Canaan has adopted a policy of criminal enforcement (pursuant to state law) for junk yards that constitute a serious threat to the welfare of the Town. A copy of the policy can be seen at canaannh.org/departments/buildings_and_safety/index.html.

SOME OTHER STATE PERMITS AND APPROVALS REQUIRED

Wetlands permit

Shoreland Protection Permit

On Site Septic New

On Site Septic Failed System

Alteration of Terrain Permit

Public Water Supply Permit

Groundwater Discharge Permit