



What Land and Construction Permits are Required in Canaan?

6/17/16

The following is a list of permits required by the Town of Canaan. Note that all 15 of these currently exist. Most 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. None of these other permits are new. They have been around in most cases for years. In addition to the local permits and state permits required by the local permits, there may be other State permits required. Check with the Building Inspector or look at the State Permit charts on the walls in the Town Office or available online at <http://des.nh.gov/organization/divisions/water/lrm/documents/got-permits.pdf>

What permits are required?

1. Building Permit

This is required for new construction project. 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. 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 form at http://canaannh.org/departments/building_inspector/index.html.

2. Certificate of Occupancy (Part of Building Permit)

This is required before the building can be occupied. If it is an addition, only the addition can receive an Occupancy Permit, and it does not cover old construction. Old codes may not be the same any longer.

3. Flood Plain 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://canaannh.org/boards/planning_board/index.html.

4. 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 affect drainage. State highways require a State driveway permit. See website for form and instructions at <http://canaannh.org/departments/highway/index.html>.

5. 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 http://canaannh.org/boards/historic_district_commission/index.html.

6. 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 at http://canaannh.org/boards/planning_board/index.html.

7. Class VI Road Access Application

New buildings seeking access to a property by using a Class VI (not maintained) Town Road require an application and approval. Click on the link for the "Class VI and Private Road Policy" at http://canaannh.org/boards/planning_board/index.html which is also available at http://canaannh.org/departments/highway/road_policy.pdf for more information.

8. 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 http://canaannh.org/boards/source_water_protection_committee/index.html for information.

9. 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.

10. Excavation Permit

Any commercial excavation of soils must have an Excavation Permit issued by the Planning Board. Visit http://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).

11. 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. Information is available http://des.nh.gov/organization/divisions/water/ssb/permit_approval_constr.htm

12. 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) at <http://revenue.nh.gov/forms/timber-gravel.htm>. The link to the state web site is found at <http://revenue.nh.gov/mun-prop/property/timber.htm>. The law can be found at <http://www.gencourt.state.nh.us/rsa/html/v/79/79-1.htm>.

13. 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 http://canaannh.org/boards/planning_board/index.html and look for a form at <http://revenue.nh.gov/forms/timber-gravel.htm>. Go to <http://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.

14. 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 <http://revenue.nh.gov/forms/current-use.htm>.

15 . 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 http://canaannh.org/departments/govt_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