

**TOWN OF HOLDERNESS**  
**PO BOX 203**  
**HOLDERNESS, NH 03245**  
**(603) 968-2145**  
[www.holderness-nh.gov](http://www.holderness-nh.gov)

Any person, persons, partnership, trust, corporation, or LLC intending to erect, construct, alter or reconstruct any building or structure shall first make application for a permit on forms obtained from the Selectmen's Office or the town web site.

The following list includes, but is not limited to, items which are exempt from the requirements of a building permit: roof and siding replacement in-kind; window replacement, when not increasing the header size; changing bath fixtures in kind. Please be aware that window replacement will require egress compliance with the building code.

Please direct questions or requests for assistance to the Compliance Officer (holdernesscompliance@roadrunner.com).

### **Building Permit Procedure**

Please be sure the application form is complete with all information pertinent to your project. In addition , the following must be completed or provided, if applicable:

- The proposed building/structure location **must be staked out with side lines and back lines marked.**
- Supply copies of any Zoning and/or Planning approvals, or dates of such approvals and requirements.
- A signed statement of the intended use of said structure or alteration must be included on the Building Permit Application.
- A plot plan to scale with all setbacks to new construction to include, lot lines, septic, well, wetlands, lake and roads, and any other pertinent setbacks. The plan should show all existing structures on the lot and the distance between the existing building and any new construction, road frontage and / or shore frontage of the lot, any right-of-ways or easements, steep slopes area, if the road is a class VI or private road, and if the property is in current use. **Please review the Zoning Ordinance to be sure you have all the information required for your Zoning district.**
- Total square footage of the construction which must include all floors, including basement and loft areas. This total is used for fee calculations.
- Septic System, (state "approval for construction" number), if required by state or town regulations (see page 2).
- Approved driveway permit: town road - contact the **Holderness Department of Public Works** at 536-2932; state road - contact the **NH Department of Transportation, 2 Sawmill Road, Gilford NH 03246** (603) 524-6667.
- New Hampshire Energy Code approval number, unless exempt by energy code: contact NH Public Utilities Commission, 21 S. Fruit Street, Suite 10,Concord, NH 03301-2429, (603) 271-2431,[www.puc.nh.gov/EnergyCodes/energypg.htm](http://www.puc.nh.gov/EnergyCodes/energypg.htm)
- If applicable, copies of any state or town required NH DES permit approvals, including but not limited to, Comprehensive Shoreland Protection Act, Wetland Permit, Alteration of Terrain, Dredge and Fill Permit.
- Lot coverage for residential and commercial increases must be shown on the scaled plan to include all buildings, walkways, and driveways.

The applicant shall make the premises accessible to the Selectmen, or their agent, at reasonable times for the performance of their duties.

The applicant shall attest to the fact that the structure or building erected, constructed, altered, or reconstructed shall comply with all ordinances and regulations. **The structure shall be used only for the purpose stated on the application.**

It is also required that all construction must meet the present NH Building Code adopted by the State of NH:

All new and substantially rehabilitated habitable residential structures shall be equipped with hard wired battery back-up automatic fire warning system (smoke detectors), one in each bedroom and in the vicinity of the bedrooms, and at least one on each level including basements. The one for each level could be a combination smoke / carbon monoxide detectors. As of January 1, 2010 you are required to have a carbon monoxide detector on each level if you have an attached garage or an appliance or device that uses a combustion method of burning solid, liquid, or gas fuel.

If the system is added to the structure later, a carbon monoxide system would be required at that time. All rental or hotel / motel units are required to have the above systems, regardless of any construction work.

If you are building a new structure, expanding an existing structure or replacing or relocating an existing structure, you must meet all of the following NH Department of Environmental Services requirements or submit a new state septic "approval for construction" number with your building permit.

1. The structure, other than a new structure, is served by an existing septic system that is less than 20 years old on the date the building permit will be issued.
2. If the existing system is more than 20 years old, on the date of the building permit issue, there can be no increase in the size of the footprint or ridgeline of an existing or former structure.
3. It is a new structure, requiring a state approved septic system, and any existing septic approval for the structure is less than 4 years old on the date the building permit will be issued.
4. There is no increase of the load on a sewage disposal system as per Env – Wq 1002.41.
5. It is a nonresidential property and no waivers were issued by DES for total wastewater lot loading, depth to groundwater, or horizontal distances to surface water, water supply systems, or very poorly drained soils.
6. When applicable, the proposed expansion, relocation, or replacement complies with the requirements of the comprehensive shoreland protection act, RSA 483-B.

This information is not meant to cover every condition when a septic system may be required by the State of NH or the Town of Holderness, but is only a guide to help in determining some of the state and town requirements. You should contact a licensed designer if you have any questions regarding the requirements for your property.

Installation or Alteration of Oil Burning Equipment requires a permit from the Holderness Fire Chief.

Building Permits will be reviewed upon submission and every effort will be made to complete the process within one week to ten days. The Compliance Officer may request further documentation before finalizing the application. The applicant or agent will be notified when the permit is available and the amount of the permit fee.