

Building Permit Information Sheet

What requires a building permit?

1. If you are building a new house, you need a permit.
2. If you are changing the footprint of your existing house, you need a permit.
3. If you demolish an existing structure or part of one you need a permit to demolish the structure and a second permit to rebuild the structure.
4. If you remodel the interior or part of the interior of your building and the cost exceeds \$5000.00, you need a permit. (The cost is based on a contractor doing the work and buying new materials. If you or a friend are doing the work you must estimate what it would cost to hire someone to do the work and supply the materials).
5. If you are replacing windows or doors and are making the openings larger, you need a permit. (Note: See ***General Town of Holderness rules to follow #8*** below – Be sure to download, complete, and submit the New Hampshire Residential Energy Code Application from <http://www.puc.state.nh.us/EnergyCodes/residential.htm>.)

What work does not require a building permit?

1. General maintenance of the structure including siding, roofing, new decking on an existing deck frame, bathroom fixtures, replacing windows and doors of the same size (the building code requires that window replacement must meet present egress requirements), painting, replacing appliances and similar types of maintenance, you do not need a permit.
2. Interior remodeling of an existing structure costing less than \$5000.00 (cost is estimated as in number 4 above).

NOTE: The Town of Holderness does not have adopted building codes, however, the State of New Hampshire does have building codes and all work in New Hampshire is required to meet or exceed the building code requirements in place at the time of construction.

Presently the State has adopted as per RSA 155-A;

2009 International Building Code
2009 International Energy Code
2009 International Mechanical Code
2009 International Plumbing Code
2009 International Residential Code
2011 National Electrical Code

General Town of Holderness rules to follow:

1. Minimum lot size is 1 acre.
2. All buildings must be 35 feet away from all boundary lines.
3. In General Residential zoned areas:
 - a. Building size cannot exceed 35% of the usable lot area.
 - b. Minimum lot frontage on any street needs to be 150 feet for single dwelling units.

- c. Minimum water frontage cannot be less than 200 feet.
4. In Rural Residential zoned areas:
 - a. Building size cannot exceed 15% of the usable lot area.
 - b. Minimum lot frontage on any street needs to be 300 feet for single and multiple dwelling units.
 - c. Minimum water frontage cannot be less than 200 feet.
5. For information about building in Commercial and Flood Hazard zoned area, please consult the Zoning Ordinances at http://www.holderness-nh.gov/Public_Documents/HoldernessNH_WebDocs/2018ZoningOrd.pdf.
6. Septic requirements
 - a. No septic tank shall be constructed or placed within 75 feet of any domestic water supply.
 - b. No leach field or any other septic disposal system shall be constructed or placed within 125 feet of any domestic water supply.
 - c. Required paperwork includes
 - i. Town of Holderness Approval for Construction with a Design Map
 - ii. Notice of Acceptance of Permit Application
 - iii. DES Approval for Construction
 - d. \$40 permit fee
7. No building or structure, or part thereof, can exceed 35 feet in height above the average ground level at the building or structure foundation.
8. If you are replacing windows or adding insulation, you need to download, complete, and submit the New Hampshire Residential Energy Code Application from <http://www.puc.state.nh.us/EnergyCodes/residential.htm>. Once the project is complete, the builder or contractor must complete the Certification of Energy Code Compliance form that will be forwarded to you from the State of New Hampshire Public Utilities Commission.

Before you begin construction:

1. Download, fill out, and sign and the Town of Holderness Building Permit Application from http://www.holderness-nh.gov/Public_Documents/HoldernessNH_Ordinances/Building%20Permit%20with%20Instructions-for%20Revision.pdf.
2. You can find information about your property (Map/Lot #'s, Zoning District) at <https://www.axisgis.com/holdernessnh/>.
3. Bring the completed form to the Town Hall with your permit fee during business hours (M-F 8:30-4). All permit fees can be found at http://www.holderness-nh.gov/Public_Documents/HoldernessNH_Building/Building%20Pemit%20Fees.pdf.
4. The Compliance Officer (Fire Chief Eleanor Mardin) will review and sign the application.
5. The Landuse Assistant (Linda Levy) will call you once approval has been given to pick up your Building Permit.
6. Construction can begin.