

# BUILDING PERMIT APPLICATION GUIDE

## Town of Temple

### When is a building permit required?

- New structures of any kind (house, barn, garage) unless under 125 square feet and serving as an accessory use to an existing building.
- Additions, changes of use, structural changes and certain interior alterations.
- Relocating a building.
- Repairing or rebuilding after a fire or act of God.

The Temple Zoning Ordinance is the basic guide and is available online ([www.templenh.org](http://www.templenh.org)). The Building Inspector should be contacted for remaining questions. The Building Inspector is Will Wildes, 878-4320. All application forms are available online or in the town office.

If a building permit is requested for anything other than single-family housing or accessory buildings, approval by either the Temple Planning Board or Zoning Board of Adjustment will be required. The Planning Board will require site plan review approval for commercial, multi-family and certain other uses, excepting agriculture.

Before any structure or dwelling may be occupied, all inspections must be completed and a Certificate of Occupancy issued by the selectmen.

**Do not begin construction without a building permit or a penalty fee will be assessed.  
If the project is not permitted, you may be required to remove it.**

### When is a building permit not required?

- Replacing roofing, siding or windows.
- Interior change that does not change plumbing or add more than 1 electric circuit.
- Painting, papering, flooring, tiling, carpeting, cabinets, countertops and similar finish work.
- Minor repairs involving less than 25% of the building.
- An addition or accessory building of 125 square feet or less. (Required setbacks must be maintained.)
- New or modified gas (propane) lines approved by installer.
- When in doubt, consult the building inspector.

### Other Permits:

A Demolition Permit is required to demolish an existing building. No fee is charged. The Building Inspector must evaluate the building before demolition to determine the presence of asbestos and lead paint. The State of NH has strict regulations regarding the removal and dumping of these materials. Information is available at the Town Office regarding these procedures. The Health Officer also has to sign off on this permit.

A Driveway Permit may be obtained from the Road Agent with a separate application available. See: *Driveway Regulations* - available on line ([www.templenh.org](http://www.templenh.org)) or at the Municipal Office for all requirements. Driveways must meet standards of safety for both the property owner and the general public. No fee is charged but a performance bond may be required.

Solar Permit – use for installation of solar panels.

Note: If a building permit is requested for anything other than single-family housing or accessory buildings, requiring either planning board or zoning board approval, drawings stamped by a licensed architect or engineer may be required.

**WHO APPROVES VARIOUS APPLICATIONS?**

<b><u>TYPE</u></b>	<b><u>APPROVALS NEEDED</u></b>
RESIDENTIAL	SELECT BOARD
COMMERCIAL	BOARD OF ADJUSTMENT SPECIAL EXCEPTION IS REQUIRED. NON RESIDENTIAL SITE PLAN REVIEW BY PLANNING BOARD
AGRICULTURE	SELECT BOARD
BED & BREAKFAST	ZONING BOARD OF ADJUSTMENT SPECIAL EXCEPTION, PLANNING BOARD SITE PLAN REVIEW
ACCESSORY DWELLING UNITS	SELECT BOARD
SMALL WIND ENERGY SYSTEMS	SPECIAL APPLICATION TO BUILDING INSPECTOR
LARGE WIND ENERGY SYSTEMS	PLANNING BOARD SITE PLAN REVIEW
WORKFORCE HOUSING	PLANNING BOARD
SOLAR	BUILDING INSPECTOR AND SELECT BOARD

**CURRENT SETBACK REQUIREMENTS**

35 feet from all boundary lines is required for any structure.

75 feet is required for most structures adjacent to a wetland.

For a well, the State of NH requires 75 feet from any boundary.

For a septic system, the State of NH requires 10 feet from any boundary.

**HOW TO DETERMINE SETBACKS**

Measurements to determine setback will require knowledge of the lot line along the public or private right of way. The lot line shall be considered to be from the edge of the right-of-way, not at the edge of the traveled way. The right-of-way may be 33’ or 49.5’ for town roads. Stone walls are generally located within the right-of-way but should not be regarded as having legal significance. Any disputed measurement should be resolved by a survey by the landowner.

No part of a building or structure may extend across the setback established by the zoning ordinance. Such projects may include roof eaves, steps, windowsills and similar architectural features, rain leaders, chimneys, fire escapes and other required elements of a means of egress

## **BUILDING CODES**

The contractor of a building, building component, or structure shall be responsible for meeting the minimum requirements of the current State Building Code and State Fire Code:

- International Building Code
- International Residential Code for One and Two Family Dwellings
- International Plumbing Code
- International Mechanical Code
- International Energy Conservation Code
- National Electrical Code (NFPA 70)
- Life Safety Code (NFPA 101) - relative to means of egress

The Life Safety Code requires that some critical elements be in place in every occupied building. Because these few Life Safety elements have been proven to have such a major impact on the safety of both the occupants and the First Responders, there is no grandfathering or waivers offered. A few of these critical code requirements are:

- Smoke and carbon monoxide detection in residential buildings.
- Minimum sizes for emergency escape and rescue openings.
- Required dimensions along egress paths including stairs and handrails.

## **REQUIRED SIGNATURES**

The signature of the Building Inspector (Will Wildes) is always required. The Health Officer (Peter Caswell) must sign for all new or altered septic systems as well as the general permit. He also signs a Demolition Permit. The Road Agent (Tim Fiske) must sign for any new driveway that also requires a separate Driveway Permit.

## **PROCEDURE**

Complete a permit application to the select board. The application may be referred to the Planning Board or the Zoning Board of Adjustment for review. Applications are routinely reviewed at the Select Board meeting following a completed application.

After application is approved, the permit fee will be calculated by the Select Board and paid in the office. The Permit itself will then be provided. The Permit requires sign-offs for each category on the actual permit. Any changes in tradespeople from what was shown on the application should be indicated to the building inspector for approval. Upon completion of work and approvals as required, the Select Board will issue a Certificate of Occupancy.

**NOTE:** A building permit is good for one year from date of issue.