

# **Instructions for Accessory Dwelling Units (ADU):**

-The Town of Pelham is now under the [2021 International Building Code](#)-

## **PRIOR TO SUBMITTING A BUILDING PERMIT APPLICATION:**

For all new dwellings, a full-size (22" x 34") State-approved septic design with Construction Approval must be submitted. At this time, the applicant should also obtain a change of address form for the ADU from the Assessing Office.

The applicant must submit four (4) sets of 11" x 17" plans to the Fire Department for review and approval. Once stamped, one set will remain with the Fire Department, one set with the applicant, and two sets with the Building Permit application for the Building Inspector's review. After the permit is approved, one stamped set will be returned to the applicant and must remain on site for inspections. Any changes or addendums to the plans during construction must be submitted for approval by both the Fire Department and the Building Department.

### **Accessory Dwelling Unit (ADU) Standards and Conditions**

*Per Town of Pelham Zoning Ordinance*

- ☐ The Accessory Dwelling Unit (ADU) is clearly secondary to the Primary Dwelling Unit (PDU).
  - Total square footage of PDU: \_\_\_\_\_
  - Total square footage of ADU: \_\_\_\_\_
- ☐ The ADU does not contain more than two bedrooms and does not exceed 1,000 sq. ft. of living area (exclusive of entryways).
- ☐ The ADU is located only on a lot occupied by a single-family residence.
  - Only one ADU is allowed per lot.
- ☐ The waste disposal system is sufficient to support the septic loading requirements of both the ADU and PDU, is approved by NHDES, and is on file with the Building Department.
- If the existing system does not have construction approval and approval to operate, or if it fails/needs replacement, an approved sewage disposal system must be installed.
- ☐ The lot is conforming as described in Article III, Section 307-12 (Table of Dimensional Requirements), or it is located within an approved Conservation Subdivision or the MUZD.

OR

Being created within or converted from a legally established structure.
- ☐ All required setbacks (per Article III, Section 307-12) are met.
- ☐ Either the PDU or ADU is occupied by the property owner.

## **Building Permits are issued in two phases:**

1. Foundation Permit: After the foundation permit is issued, and following installation and completion of all required inspections, the applicant must submit the following to obtain the second phase of the Building Permit: A Certified Plot Plan, stamped by a New Hampshire Licensed Land Surveyor, showing the existing foundation with setbacks to the property lines (monuments do not need to be shown at this stage).

Note: Grounding Electrode, Footing Rebar, and Wall Rebar inspections must be completed before pouring concrete.

2. Building Permit: Once the Certified Plot Plan is received and deemed acceptable, and all permit and impact fees are paid, the Building Permit for the remainder of construction will be issued.

*One permit may be issued if the structure exists or is attached to an existing structure.*

## **Notes for Applicants**

Safe access must be provided for inspectors to enter the structure. If the entrance is over 12" off the ground, a stairway must be provided. Entryways should be clear of construction debris, and snow or ice should be removed or treated to ensure safe access. Inspections cannot be performed safely without proper access; in such cases, the inspection will fail, and a reinspection fee will apply, which must be paid before scheduling a new inspection.

The laminated permit must be posted in a visible location and be accessible for inspectors to sign. If the permit is not posted or accessible, the inspection may be failed, and a reinspection fee may be imposed at the inspector's discretion.

## **Advance Pipeline Notification**

Under RSA 674:75, any new residential development located in whole or in part within 1,000 feet of the centerline of a natural gas transmission pipeline must notify the pipeline operator of the planned development. To determine if your property is affected, go to [pelhamweb.com](http://pelhamweb.com), navigate to the Planning Department, and click on the link Property – Nashua Regional Planning Commission – MapGeo. Enter your property address in the search bar. If a red and blue dotted line appears and your property falls within the blue dotted line, you should email [KMEncroachmentsNorth@kindermorgan.com](mailto:KMEncroachmentsNorth@kindermorgan.com) with your property address and a screenshot from MapGeo showing the location. The pipeline operator will provide guidance for your project, and a copy of their response must be submitted with your application.

## **Certificate of Occupancy**

Before a Certificate of Occupancy can be issued, the applicant must submit a Certified Plot Plan showing monuments either set or marked as "To Be Set," along with a full-size (22" x 34") As-Built plan illustrating the existing tank, distribution box, leach bed, well, and foundation, in addition to all other items listed on the checklist at the end of this packet.

Application #

Permit #



**Town of Pelham**  
 6 Village Green  
 Pelham, NH 03076-3723  
**APPLICATION FOR BUILDING PERMIT**  
 (603) 635-7811

**1. LOCATION OF BUILDING****Street Location****Subdivision****Map****Lot**☐ Conventional Subdivision☐ Conservation Subdivision☐ Senior Housing Project**2. TYPE OF IMPROVEMENT**

- ☐ New Building  
☐ Foundation ONLY

**3. PROPOSED RESIDENTIAL USE**

- ☐ Attached/Within Accessory Dwelling Unit  
☐ Detached Accessory Dwelling Unit – existing structure  
☐ Detached Accessory Dwelling Unit – new structure

**4. ESTIMATED COST**

Electrical \$ \_\_\_\_\_

Plumbing \$ \_\_\_\_\_

Mechanical \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

**Total Cost** \$ \_\_\_\_\_**5. DESCRIPTION**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is your property located within 1000' of the pipeline? ☐ Yes ☐ No  
 If yes, please follow instructions on cover page.

**6. PRINCIPAL TYPE OF FRAME**

- ☐ Masonry (wall bearing)  
☐ Wood frame  
☐ Structural steel  
☐ Reinforced concrete  
☐ Other – Specify \_\_\_\_\_

**7. Will the proposed structure meet current set back & lot size requirements?** ☐ Yes ☐ No

Frontage \_\_\_\_\_ Lot Size \_\_\_\_\_ Front Setback \_\_\_\_\_  
 Rear Setback \_\_\_\_\_ Left Setback \_\_\_\_\_ Right Setback \_\_\_\_\_

**\*\*SETBACKS NEED TO BE FROM PROPOSED STRUCTURE TO PROPERTY LINES\*\*****8. WCD (Wetland Conservation District)**

- 1 Is the property located in a WCD area? ☐ Yes ☐ No  
 2 Is the proposed structure located within the WCD area? ☐ Yes ☐ No

**9. Is the property located in a special flood hazard area (the area designated as Zone A and AE on the Flood Insurance Rate Map)?** ☐ Yes ☐ NoIf yes, is the proposed structure located within the special flood hazard area: ☐ Yes ☐ No**10. Is a variance required?** ☐ Yes ☐ NoHas a variance been approved? ☐ Yes ☐ No

Date of Hearing: \_\_\_\_\_ Case # \_\_\_\_\_

**10. PRINCIPAL TYPE OF HEATING FUEL**

- ☐ Gas  
☐ Oil  
☐ Electricity  
☐ Coal  
☐ Other – Specify \_\_\_\_\_

**11. DIMENSIONS**

Number of Stories \_\_\_\_\_

Total Living Area SF \_\_\_\_\_

Foundation Size \_\_\_\_\_

**12. NUMBER OF OFF-STREET PARKING SPACES**

Enclosed \_\_\_\_\_

Outdoors \_\_\_\_\_

**13. BEDROOMS & BATHS**

Total Bedrooms: Finished \_\_\_\_\_

Total Bathrooms: Full \_\_\_\_\_ 1/2 \_\_\_\_\_ 3/4 \_\_\_\_\_

**14. Is the proposed work within 250 ft. of Beaver Brook, Little Island, Gumpas, Long or Harris Ponds?** ☐ Yes ☐ No

If yes, has approval been sought from NHDES? ☐ Yes ☐ No  
 (Evidence of approved DES Shoreline Application OR written exemption by DES must be provided with this application)

15. IDENTIFICATION			
	NAME	MAILING ADDRESS	PHONE NUMBER
1. Owner			
2. General Contractor			
3. Electrician*			
4. Plumber*			
SIGNATURE OF OWNER:			
OWNER NAME (PLEASE PRINT):		APPLICATION DATE:	
*ELECTRICAL & PLUMBING WORK REQUIRE SEPARATE PERMITS – THEY ARE NOT INCLUDED IN THE BUILDING PERMIT			

\*\*\*\*\*PLANNING DEPARMTENT USE ONLY – DO NOT WRITE BELOW THIS POINT\*\*\*\*\*

### Zoning/Planning Compliance

APPROVED ☐

Conditions of Approval to be noted on Building Permit: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DENIED ☐

Reasons for Denial: See ADMINISTRATIVE DECISION DATED: \_\_\_\_\_

_____ Jenn Beauregard, Planning Director / Zoning Administrator	_____ Date
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### Building Code Compliance

APPROVED ☐

Conditions of Approval to be noted on Building Permit: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

BUILDING PERMIT FEE: \_\_\_\_\_

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**New Hampshire Residential Energy Code Application**  
**for Certification of Compliance for New Construction, Additions and/or Renovations of Detached**  
**One- and Two-family dwellings and multi-family dwellings (townhouses) not over 3 stories**  
**EC-1 Form**

Minimum Provisions from 2018 IRC Chapter 11

Effective Date: July 1, 2022

<b>Owner/Owner Builder:</b> Company Name: (if applicable)			<b>General Contractor:</b> Company Name:		
Name:			Name:		
Mail Address:			Mail Address:		
Town/City:	State:	Zip:	Town/City:	State:	Zip:
Phone:	Cell:		Phone:	Cell:	
E-Mail:			E-Mail:		
<b>Location of Proposed Structure:</b>			<b>Type of Construction:</b>		
Tax Map #:		Lot #:	<input type="radio"/> <b>Residential</b> <input type="radio"/> <b>Small Commercial</b> <input type="radio"/> New Building <input type="radio"/> Renovation <input type="radio"/> Addition <input type="radio"/> Thermally Isolated Sunroom <input type="radio"/> Modular Home: the site contractor must submit this form detailing supplementary rooms and Floor and/or Basement insulation unless the floor insulation is installed or provided by the manufacturer and no heated space is added.		
Street:					
Town/City:	County:				
<b>Zone 5</b> <input type="radio"/> Cheshire, Hillsborough, Rockingham Strafford <b>Zone 6</b> <input type="radio"/> All other NH counties and town of Durham			<b>Total New Conditioned* Floor Area:</b> <div style="border: 1px solid black; width: 150px; height: 20px; margin: 5px auto;"></div> ft <sup>2</sup>		
			<b>Basement or Crawl Space type:</b> (*a conditioned space is one being heated/cooled, containing uninsulated ducts or w/ a fixed opening into conditioned space. Walls must be insulated) <b>Conditioned?</b> <input type="radio"/> Yes (Walls must be insulated) <input type="radio"/> No <input type="checkbox"/> Full Basement <input type="checkbox"/> Walk Out Basement <input type="checkbox"/> Slab on Grade <input type="checkbox"/> Other _____		
<b>Structure is EXEMPT because:</b> <input type="checkbox"/> Mobile Home <input type="checkbox"/> On an historic register			<b>Form Submitted by:</b> <input type="checkbox"/> Owner <input type="checkbox"/> Builder <input type="checkbox"/> Other _____		

I hereby certify that all the information contained in this application is true and correct, and construction shall comply in all respects with the terms and specifications of the approval given by the local municipal code official or New Hampshire Department of Energy.

Signature \_\_\_\_\_

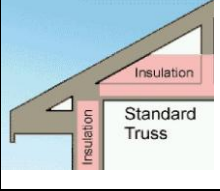
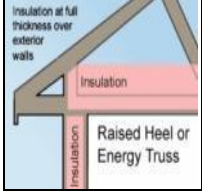
Print Name \_\_\_\_\_

Date \_\_\_\_\_

<b>Official Use Only</b>	
Date Complete Application Received:	Approved by: _____ Date: _____
Approval Number:	Stamp: _____

Directions: Complete the “Your Proposed Structure” columns. No measurements or calculations are needed. Copies of plans are NOT needed. If you at least meet the Energy Code requirements, your project will be approved. Write N/A in any section that does not apply to your project. If your planned structure does meet these requirements, consider downloading REScheck <http://www.energycodes.gov/rescheck> to explore energy modelling options. **Please submit pages 1 and 2 only.**

### YOUR PROPOSED STRUCTURE

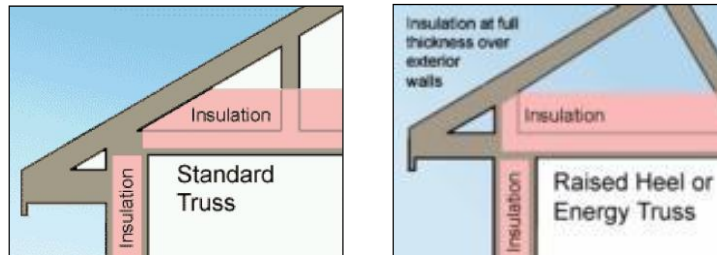
Building Section	Required R or U Values	Write Planned R and U Values	Brands / Models / insulation type and thickness (if known)
Window U Factor (lower U is better)	<b>U .30</b> (maximum) <b>U-.32</b> (if log walls in Zone 5) <b>U-.30</b> (if log walls in Zone 6) <b>U .45</b> (Thermally Isolated Sunrooms only)	Write in U-Value	Check if <input type="checkbox"/> Sunroom <input type="checkbox"/> Log Walls
Skylights	<b>U .55 (or less)</b> <b>U .70</b> (Thermally Isolated Sunrooms only)		
Flat Ceiling <sup>i</sup>  or  Flat Ceiling with Raised or Energy Trusses R-value	  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <b>R-49</b> (Zone 5 or 6) if using the above construction technique  <b>R-49</b> if log walls </div> <div style="width: 45%;"> <b>R-38</b> (Zone 5 or 6) if maintaining the full R value over the plates  <b>R-49</b> if log walls </div> </div>	Write in R-Value   <div style="text-align: center;">→</div> If using only R- 38 in Zone 5 or 6 you must check this box	NOTE: R-38 will satisfy the requirement for R-49 if the full R-38 insulation value is maintained over the outside plates. <b>If using only R-38 (Zone 5 or 6), you must certify that you will maintain R-38 over the plates by checking the box below.</b>  <input type="checkbox"/> <b>By checking this box, I certify that this structure is being built with a raised energy truss or that the full R-value of the ceiling insulation will be maintained over the outside plates.</b>
Sloped or Cathedral Ceiling	<b>R-30</b> (Zone 5 & 6) if less than 500 ft sq or 20% of total ceiling area or as above <b>R-24</b> (Thermally Isolated Sunrooms only)	Write in R-Value	Check if <input type="checkbox"/> Sunroom
Above Grade Wall <sup>ii</sup> R-value	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <b>Zone 5:</b>   <b>R-20</b> Cavity Insulation only or  <b>R-13 plus R-5</b> Cavity plus Continuous Insulation  <b>R-13</b> (Thermally Isolated Sunrooms only) </div> <div style="width: 45%;"> <b>Zone 6:</b>   <b>R-20 plus R-5</b> Cavity plus Continuous Insulation or  <b>R-13 plus R-10</b> Cavity plus Continuous Insulation  <b>R-13</b> (Thermally Isolated Sunrooms only) </div> </div>	Write in R-Value	Log homes must comply with ICC400-2012, have an average minimum wall thickness of 5” or greater with specific gravity of ≤0.5 or 7” with specific gravity >0.5.  Check if <input type="checkbox"/> Sunroom <input type="checkbox"/> Log Walls
Door U-Value	<b>U .30</b> (maximum)	Write in U-Value	One opaque door in the thermal envelope is exempt from the U-factor requirement.
Floor R Value (e.g., floor over Basement or garage)	<b>R-30</b> or Insulation sufficient to fill joist cavity minimum R-19	Write in R-Value	If conditioning the basement you must insulate <b>Basement Walls</b> . If not, you may insulate either <b>Floor</b> or <b>Basement Walls</b> and <b>Slab Edge (if ≤ 1’ of grade)</b>
Basement or Crawl Space Wall R Value	For <i>both</i> Zone 5 and Zone 6 <b>R-19</b> Cavity Insulation or <b>R-15</b> Continuous Insulation	Write in R-Value	

Slab Edge <sup>iii</sup> R Value	<b>R-10</b> 2' (Zone 5) 4' (Zone 6) (see drawing pg 3) <b>add R-5</b> if the Slab is heated or <b>R-15</b> under entire heated slab if a log home.	Write in R-Value	Check if <input type="checkbox"/> <b>Heated Slab</b>
Air Sealing	A blower door test is <b>required</b> . The test must demonstrate an air exchange rate of <b>three</b> Air Changes per Hour (ACH) or less @ 50 Pa.	Blower Door	If required by the code official, an approved third party may be required to conduct the blower door test.

Submit pages 1 and 2 to local municipal code official or NH Department of Energy at [energycodes@energy.nh.gov](mailto:energycodes@energy.nh.gov)  
Phone: 603.271.3670 Fax: 603.271.3878

## 2015 Footnotes to Residential Energy Code Application for Certification of Compliance

<sup>i</sup> Ceilings with attic spaces: R-38 in Zone 5 or 6 will be deemed to satisfy the requirement for R-49 wherever the full height of uncompressed R-38 insulation extends over the wall top plate at the eaves or the full R-value is maintained. This is often accomplished by using a raised heel or energy truss as shown in the diagram below or by using higher R-value insulation over the plates.

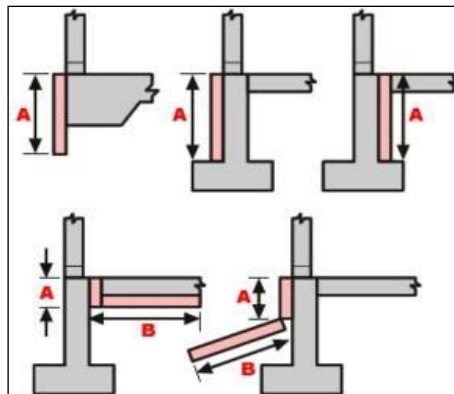


<sup>ii</sup> R-20 + R-5 means R-20 cavity insulation plus R-5 continuous insulation. If structural sheathing covers 25 percent or less of the exterior, R-5 sheathing is not required where the structural sheathing is placed. If structural sheathing covers more than 25 percent of exterior, the structural sheathing must be supplemented with insulated sheathing of at least R-2.

<sup>iii</sup> Slab edge insulation must start at the top of the slab edge and extend a total of two (Zone 5) or four feet (Zone 6). Insulation may go straight down, out at an angle away from the building, or along the slab edge and then under the slab. A slab is a concrete floor within 1' of grade level. See diagram below.

The top edge of insulation installed between the exterior wall and the interior slab may be mitered at a 45 degree angle away from the exterior wall.

### Allowable Slab Insulation Configurations



A or A+ B must equal two feet in Zone 5 or four feet in Zone 6

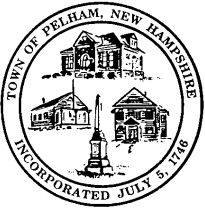
MODULAR HOMES must be certified by the NH Department of Safety. Unless the floor insulation is provided by the manufacturer this form may be submitted. This form may also be submitted if the basement is to be insulated or supplementary heated space is added to the home upon or after it is set.



**2018 International Residential Code (IRC) effective July 1, 2022**  
**Residential Energy Code Requirements IRC Chapter 11**  
**The following list is intended as a general summary of energy related requirements.**  
**Please consult the 2018 IRC Chapter 11 for complete requirements.**

	<p style="text-align: center;"><b>Air Leakage</b> Code Section N1102.4</p>	<p>The building thermal envelope shall be constructed to limit air leakage in accordance with the requirements of IRC Sections R1102.4.1 through R1102.4.4. The building thermal envelope must be durably sealed to limit infiltration. See Table N1102.4.1.1 for a list of thermal envelope elements and installation criteria.</p> <p>Building envelope air tightness shall be verified to comply by Blower Door testing to not exceed air leakage of 3 Air Changes per Hour (ACH) at 50 Pascals pressure. The local Building Official may require an independent 3<sup>rd</sup> party to conduct the test.</p>
	<p style="text-align: center;"><b>Testing</b> Code Section N1102.4.1.2</p>	<p>The Blower Door Test is the required method to demonstrate code compliance with the air leakage requirement.</p> <p>Blower Door Test conducted by: _____</p> <p>Result (at 50 Pa): _____CFM Interior Volume_____CF _____ACH</p>
	<p style="text-align: center;"><b>Fireplaces</b> Code Section N1102.4.2</p>	<p>New wood-burning fireplaces shall have tight-fitting flue dampers or doors and outdoor combustion air.</p>
	<p style="text-align: center;"><b>Recessed Lighting</b> Code Section N1102.4.5</p>	<p>Recessed lights in the thermal envelope must be type IC rated and labeled as meeting ASTM E 283 and sealed with a gasket or caulk between the housing and the interior wall or ceiling covering.</p>
	<p style="text-align: center;"><b>High-Efficacy Lighting</b> Code Section N1104.1</p>	<p>Not less than 90 percent of the lamps in permanently installing lighting fixtures shall be high-efficacy lamps or not less than 75 percent of the permanently installed lighting fixtures shall contain only high-efficacy lamps.</p>
	<p style="text-align: center;"><b>Materials and Insulation Identification</b> Code Section N1101.5 and N1101.10</p>	<p>Materials, systems and equipment shall be identified in a manner that will allow a determination of code compliance. Manufacturer manuals for all installed heating, cooling and service water heating equipment must be provided. Insulation R-values, glazing and door U-values and heating and cooling equipment efficiency must be clearly marked on the building plans, drawings or specifications.</p>
	<p style="text-align: center;"><b>Pull-Down Attic Stairs, Attic Hatch, and Knee Wall Doors</b>  Code Section N1102.2.4</p>	<p>Should be insulated to a level equal to the surrounding surfaces and tightly sealed and weather-stripped at the opening.</p>
	<p style="text-align: center;"><b>Full size Attic or Basement Entry Doors</b> Code Section N1102.3.4</p>	<p>All doors leading from a conditioned space into an unconditioned attic or enclosed attic or basement stairwell should be insulated and weather-stripped exterior rated door units meeting the U-factor requirement. One door is exempt.</p>
	<p style="text-align: center;"><b>Duct Insulation</b> Code Section N1103.3.1</p>	<p><b>Supply and return</b> ducts in attics must be insulated to at least R-8 where 3 in. diameter or greater and not less than R-6 for ducts smaller than 3 in. diameter.. Supply and return ducts in other portions of the building must be insulated to at least R-6 where 3 in. diameter or greater and not less than R-4.2 for ducts smaller than 3 in. diameter. Exception: Ducts or portions thereof located completely inside the building thermal envelope.</p>

	<b>Duct Construction</b> Code Sections N1103.3.2 and N1103.3.5	Ducts, air handlers and filter boxes shall be sealed. Joints and seams must comply with the <i>Int. Mech. Code</i> or Section M1601.4.1 of the <i>International Residential Code</i> . Building framing cavities <b>shall not</b> be used as ducts or plenums (neither supply nor return).
	<b>Duct Testing</b> Code Sections 1103.3.3	<p>Ducts shall be pressure tested to determine air leakage by either 1) rough-in test or 2) post-construction test. Rough in Test: Ducts must be no leakier than 4 CFM per 100 sqft of conditioned floor area with air handler installed or 3 CFM per 100sqft without the air handler installed. Post Construction: Ducts must be no leakier than 4 CFM per 100 sqft of conditioned floor area. See Code for further requirement details.</p> <p>Test conducted by: _____</p> <p>Duct test result at 25 Pa: _____ Post construction or _____ Rough-in test</p>
	<b>Temperature Controls</b> Code Section N1103.1&1.1	<p>At least one thermostat must be provided for each separate heating and cooling system. The thermostat controlling the primary system must be equipped with a programmable thermostat.</p> <p>Heat pumps having supplementary electric-resistance heat must have controls that, except during defrost, prevent supplemental heat operation when the heat pump compressor can meet the heating load</p>
	<b>Mechanical System Piping Insulation</b> Code Section 1103.4	Mechanical system piping capable of conveying fluids at temperatures above 105°F or below 55°F must be insulated to R-3.
	<b>Circulating Hot Water Systems</b> Code Section N1103.5	<p>Controls for circulating hot water system pumps shall start based on the identification of a demand for hot water within the occupancy. The controls shall automatically turn off the pump when the water in the circulation loop is at the desired temperature and when there is no demand for hot water.</p> <p>Circulating domestic hot water system piping shall be insulated to R-3.</p>
	<b>Mechanical Ventilation</b> Code Section N1103.6	The building shall be provided with ventilation that meets the requirements of Section M1507 of this code or the International Mechanical Code, as applicable, or with other approved means of ventilation. Outdoor air intakes and exhausts must have automatic or gravity dampers that close when the ventilation system is not operating.
	<b>Equipment Sizing</b> Code Section N1103.7	Heating and cooling equipment shall be sized in accordance with ACCA Manual J or other approved heating and cooling calculation methodologies. Equipment shall have an efficiency rating equal to or greater than applicable federal standards.
	<b>Certificate</b> Code Section N1101.14	A permanent certificate, completed by the builder or registered design professional, must be posted on or in the electrical distribution panel. It must list the R-values of insulation installed in or on the ceiling, walls, foundation, and ducts outside the conditioned spaces; U-factors and SHGC for fenestration. The certificate must also list the type and efficiency of heating, cooling and service water heating equipment.
	<b>Existing Buildings and Structures</b>  See <b>Appendix J</b> of IRC	The purpose of these provisions is to encourage continued use of existing buildings and structures. Work in existing buildings shall be classified into categories of repair, renovation, alteration and reconstruction. Consult this Appendix for specific requirements related to work in existing buildings.



## APPLICATION FOR DRIVEWAY PERMIT

Pursuant to the provisions of RSA 249:17, RSA 236:13 and the Subdivision Regulations of the Town of Pelham, New Hampshire, permission is requested to install a driveway entrance to my property at a location which will meet the requirements for safety specified in said statutes and regulations.

**Attention:** The Planning Department, Highway Department, and Fire Department **must** be provided with an approved septic plan showing the proposed location and profile of the driveway prior to inspections or construction, see below for details.

### Proposed Location:

Tax Map Number of Property:

Street Name:

House #

Side of Street:

(North, East, South, West)

### Driveway to Serve

Single Family Dwelling..... ☐

Business ..... ☐

Duplex..... ☐

Senior Complex ..... ☐

Industry ..... ☐

ADU ..... ☐

Subdivision ..... ☐

Other..... ☐

As the landowner / applicant, I hereby agree:

1. To construct the driveway entrance only for the bona fide purpose of securing access to private property such that the roadway right-of-way is used for no purpose other than travel.
2. To construct the driveway entrance at the location determined by the Pelham Planning Board or its duly authorized agent to be the safest and according to the conditions imposed by the aforesaid statutes and regulations.
3. To furnish and install, at the applicant's expense, drainage structures that are necessary to maintain existing roadway drainage and adequately handle increased runoff resulting from present and future development.
4. To hold harmless the Pelham Planning Board and its duly authorized agents and employees against any action for personal injury and/or property damage sustained by reason of the exercise of any driveway permit issued by the Pelham Planning Board or its duly authorized agents and employees.

### Conditions:

1. This permit requires the lot frontage area adjacent to the street be graded so that the elevation of the frontage, including driveway, will slope away from the edge of the street no less than 6 feet in width and not less than 6 inches in depth below the elevation of the edge of the street.
2. A copy of the plan **with the proposed driveway location and profile is to be submitted to the Fire Department** for their review and approval. Once approved, plans shall be submitted to both the Planning Department and the Highway Department with the Driveway Permit Application.
3. **Each driveway is to have a rough inspection performed by the Highway Department prior to Building Permit issuance meaning, it must be roughed in and graded accordingly.** In addition, the Highway Department requires a final inspection of the finished paved driveway. The Fire Department will also inspect the final driveway prior to issuance of a Certificate of Occupancy.
4. Driveways must have at minimum, 250-feet of all-season safe sight distance when intersecting a Local-1 or Local-2 Street; and 325-feet if intersecting a Collector Street.

5. All residential driveways are to intersect the roadway at a ninety-degree angle with an apron no smaller than 14-feet wide and no larger than twenty-feet wide with a negative slope of at-least 2% and at most 3% which is to be maintained for no-less than ten-feet from the edge of roadway. At that point the slope can change, but with an algebraic difference of no more than 10%.
6. A culvert, if required, not less than 6 inches in diameter shall be installed under the driveway no less than 18 inches below the surface and in line with the drainage gutter referred to in Condition #1. The soil at each end of the culvert shall be stabilized by a header of adequate design.
7. The driveway entrance may be flared as it approaches the roadway.
8. Other access to the roadway from the premises is to be prevented by construction of a barrier or barriers, such as a grass plot, low hedge, curbed island, etc. The front face of this barrier shall be no-less-than 25 feet from the centerline of the pavement.
9. In most cases the roadway right-of-way line is 25-feet from the parallel to the centerline but should be verified.
10. No structures, including buildings, permanent or portable signs, lights, displays, fences, walls, sports equipment, sprinkler systems, etc. shall be permitted on, over, under or in the right-of-way.
11. No parking, catering or servicing shall be conducted within the right-of-way.
12. No curbing shall be cut. Where there is curbing, the driveway shall be butted up against the curbing.
13. Failure (a) to adhere to the standards and engineering drawings, if any, previously submitted; (b) to adhere to the terms and conditions of the Driveway Permit Application; (c) to adhere to the terms of this permit; (d) to adhere to RSA 249:17 and the Driveway Permit Regulations of the Town of Pelham; and (e) to complete the driveway facility within one year, shall render this permit null and void.

The following driveway specifications are excerpted from the Town of Pelham Subdivision Regulations and are provided for your reference, Appendix 1 – Roadway Design, Section L, as follows:

#### **L. Driveways and Other Accesses for Single Family and Duplex lots**

Driveways and other accesses to the local street network or proposed streets shall be constructed in accordance with the relevant provisions of the Pelham Subdivision Regulations, and the most recent version of the document entitled “State of New Hampshire Department of Transportation Policy and Procedure for Driveways and Other Accesses to the State Highway System”. Driveways shall be defined in accordance with the definitions given in the most recent version of the Institute of Transportation Engineers Guidelines for Driveway Design and Location. Both documents are hereby incorporated into these regulations by reference. The more stringent requirements of the Pelham Subdivision regulations shall apply where different. The Planning Board shall retain approval authority for all wetland or WCD crossings or other lot access where steep slopes or other special features are present.

All driveways and other lot accesses shall be constructed as permitted then approved by the Fire Chief as the Authority Having Jurisdiction (AHJ) in accordance with NFPA I and in conjunction with Highway Safety Committee review and guidance prior to issuance of a building permit. The Fire Chief or his agent shall have jurisdiction for the design and location of all dry hydrants, fire cisterns or other water access.

A Special Permit will be required by the Planning Board before a driveway approved under these regulations is relocated with review and comment by the Highway Safety Committee and approval by the Fire Chief or his agent prior to the issuance of a building permit.

#### **Driveway Specifications:**

1. Driveways shall meet the roadway at a perpendicular angle and shall be flared 2 feet on each side where it meets the roadway. The driveway shall have a maximum slope of +/- 5% for the first 20 feet and any curves in the driveway shall have a minimum radius of 25' at the inside of the curve and 50' at the outside curb line.
2. Driveways of 150' or less in length shall be a minimum of 12' in width with a maximum slope of +/- 10% after the first 20' and the alignment shall permit a WB-50 Vehicle to pass (standard fire truck).

3. All driveways between 150' and 300' shall be a minimum of 14' in width with a maximum slope of +/- 10% after the first 20'.
4. All driveways exceeding 300' in length shall be a minimum of 14' in width after the first 20' with a maximum slope of +/- 10% and must be terminated with a paved turn-around area adequate for a WB/50 vehicle with a maximum slope of +/- 5% within the turn-around area.
5. All driveways 500' or more in length shall be a minimum of 14' in width, with a maximum slope of +/- 10% after the first 20' and shall include a pullover at the midpoint to accommodate a WB/50 vehicle allowing another WB/50 vehicle to safely pass. Driveways of this length shall be terminated with a paved turn-around area adequate for a WB/50 vehicle with a maximum slope of +/- 5% within the turn-around area.
6. All New subdivisions shall submit plans showing proposed driveways conforming to these minimum standards of this section in order to be approved.
7. Whenever a building permit is pulled the applicant shall submit a driveway application with a certified driveway plan that either conforms to the subdivision plan approved under these standards, or they must seek a special permit from the Planning Board and prove a new location of their choosing meets these minimum standards. Verification that the driveway complies with this section shall be made in writing by the Planning Board's review engineering firm.
8. All private driveways serving Senior and Elderly Housing projects shall be constructed to Town Road Specifications as defined within this document in addition to meeting all the requirements of the Fire Chief under NFPA I as described in this section

Printed Name of Landowner

Signature of Landowner

\_\_\_\_\_

\_\_\_\_\_

Owners Phone Number

\_\_\_\_\_

Mailing Address

\_\_\_\_\_

\_\_\_\_\_

**ALL REQUESTS FOR DRIVEWAY INSPECTIONS SHOULD BE CALLED IN TO 603-635-7811. PLEASE ALLOW UP TO ONE WEEK FOR EACH INSPECTION.**

**\*\*DO NOT WRITE BELOW THIS LINE. FOR OFFICE USE ONLY\*\***

☐ **DRIVEWAY PERMIT APPROVED**

☐ **DRIVEWAY PERMIT DENIED**

If Driveway denied, why? \_\_\_\_\_

\_\_\_\_\_

**Rough Driveway Inspection**

**Highway Dept. Road Agent:** \_\_\_\_\_

**Final Driveway Inspection**

**Highway Dept. Road Agent:** \_\_\_\_\_



## WAIVER OF INTENT TO CUT WOOD OR TIMBER NOTICE

Effective January 1, 1999, Pursuant to changes in RSA 79:1 II b Owners cutting for land conversion purposes are subject to the following condition:

(b) The following persons **shall not** be required to file an intent to cut or be subject to the tax imposed by this Chapter:

(5) A person who cuts or causes to be cut, within the tax year, up to 10,000 board feet of logs and 20 cords of wood or the equivalent in whole tree chips, from the person's own land within a municipality, for land forest uses, provided that those persons intending to convert the use of the land have secured all required permits, including, but not limited to, building permits, subdivision or zoning permits, excavation permits or site plan approvals, as necessary for the use to which the land will be converted, and are able to furnish proof of such permits.

I, \_\_\_\_\_ (Owner/Builder) do hereby certify that I have refused an Intent to Cut for the property located at \_\_\_\_\_

(address)

also known as Map \_\_\_\_\_ Lot \_\_\_\_\_ on the Pelham tax maps. I understand that by signing this form, I am certifying that no standing timber will be cut on this property except as defined in RSA 79: 1 II (b) (2) (see above) in preparation for building a house. I also understand that "starting a cutting operation before the appropriate notice of intent has been filed with the Town and signed by the appropriate notice of intent has been filed with the Town and signed by the appropriate municipal officials shall constitute a violation by the owner or any other person doing the cutting or both. Failure to post the certificate on the job in a conspicuous place upon receipt shall constitute a violation."

I certify that I have read and understand the above form. If I need further information concerning Intent to Cut Statutes, I understand that I may receive any requested information from the Pelham Assessor's Office upon request.

\_\_\_\_\_  
Owner / Builder

\_\_\_\_\_  
Date

\_\_\_\_\_ I certify that there is no wood being cut on this property

\_\_\_\_\_ I certify that there is wood being cut, but it is exempt per the above-mentioned RSA (wood being used for personal use).

## **How to Obtain Permits to Install Oil or Gas Burning Equipment**

1. Applicant must fill out an application for permit to install oil burning equipment **or** gas burning equipment **through the Fire Department**.
2. Application fee is \$25.00 which is paid to the Fire Department.
3. The completed application will be held until the Fire Department is informed by the applicant that the burner is ready for inspection. At that time, an appointment will be made for the fire inspector to inspect the burner.
4. At the time of inspection, the fire inspector will also be checking your smoke alarms (hard-wired for new construction; battery operated for older homes), your battery operated or plug-in carbon monoxide detector alarms and making sure the number of your house is visible from the road.
5. Once inspected and approved, the applicant will be given (or mailed) a signed copy of the Permit,
6. Signed permit should be given to the Planning Department

Laws and regulations governing the installation of oil burners, gas burners, tanks, piping, etc. may be found in the National Fire Protection Association (NFPA) Standards and Town of Pelham guidelines.

If you have any further questions on the above procedures, please contact the Fire Department secretary at 635-2703, Monday thru Friday, 8:30 am to 4:30 pm.

### PROPANE/OIL PERMITS AND INSPECTIONS

DEVICE	PLANNING DEPARTMENT			FIRE DEPARTMENT
	PLUMBING PERMIT	GAS PERMIT	ELECTRIC PERMIT	FIRE DEPT. PERMIT
Propane Tank/Piping (Street Side of Regulator)				●
Propane Tank/Piping (House Side of Regulator)		●		
Oil Burner (Forced Hot Air)			●	●
Oil Burner (Forced Hot Water)	●		●	●
Propane (Forced Hot Air)		●	●	●
Propane (Forced Hot Water)		●	●	●
Oil Hot Water Heater	●		●	●
Propane Hot Water Heater	●	●	●	
Propane Generator			●	●
Gas/Diesel Generator			●	●

**\*\*PERMITS TO BE PULLED BEFORE ANY WORK IS INITIATED\*\***

This Policy Established On September 12, 2013 By Order Of The Pelham Fire Chief & Planning Director

  
 James Midgley, Fire Chief

  
 Jeff Gowan, Planning Director



\*\*\*\*\* **OCCUPANCY PERMIT CHECKLIST** \*\*\*\*\*

LOCATION: \_\_\_\_\_ MAP: \_\_\_\_\_ LOT: \_\_\_\_\_

Any permit to occupy a residential or commercial building requires the following:

- 1. Final Building Inspection ☐
- 2. Final Electrical Inspection ☐
- 3. Final Plumbing Inspection ☐
- 4. Final Driveway Inspection (Highway Safety Committee 635-7811) ☐

The following information must accompany this form or be on file at the Planning Dept.:

- ☐ **Certified Plot Plan** showing location of building & monuments set, or to be set (granite bounds, iron pipes)
- ☐ **Septic As-Built Plan (22" x 34") & Approval for Operation** from NH DES must accompany this form
- ☐ Photo confirmation, or letter, stating **WCD Signs** have been posted, if applicable.
- ☐ **Oil/Gas Burning Permit** (from the Fire Department 603-635-2703)
- ☐ Copy of **Well Test** to be done by a **NH Certified Well Testing Lab** in accordance with Section 5 of the Board of Health Water Supply Regulations – Well Ordinance. **If any primary elements fail, a point of entry mitigation system will need to be installed, and a letter from the installer is required (invoices are not acceptable). Post treatment test showing passing results must also be submitted.**
- ☐ A completed **Well Data Report** submitted by the well driller or his agent.
- ☐ A completed **Blower Door Test**. Must demonstrate an air exchange rate of seven Air Changes per Hour (ACH) or less @ 50 Pa.
- ☐ **A COPY OF THE BUILDING PERMIT INCLUDING ALL SIGNATURES/DATES OF INSPECTIONS**
- ☐ Dwelling properly addressed with 4" number on both sides of mailbox and on the house, which is readable from the street as per RSA 231:133-a
- ☐ Automated Sprinkler System provided YES -or- NO ☐ Automated Sprinkler System Required YES -or- NO

All necessary approvals **must be submitted** to the Planning Department at least **3 business days in advance** of requesting an occupancy permit. **NO EXCEPTIONS!!!!**

*I hereby certify that all the above approvals have been submitted to the Planning Department in accordance with above.*

Printed name of Builder/Owner: \_\_\_\_\_ Phone # \_\_\_\_\_

Signature of Builder/Owner: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

**Do not submit this form with your application.**  
**Keep this form to complete & submit at time of Certificate of Occupancy request.**