

*TOWN OF WOLFEBORO*  
**RESIDENTIAL BUILDING PERMIT APPLICATION**

CODE ENFORCEMENT 569-5970      www.wolfeboronh.us

Permit Fee: \$ \_\_\_\_\_ Permit Number \_\_\_\_\_ Date Received Stamp: \_\_\_\_\_

**Property Information:**      Zoning District \_\_\_\_\_ Tax Map #: \_\_\_\_\_

Physical Location of project : \_\_\_\_\_

**Owner Information:**      Street name & number (or description) \_\_\_\_\_  
 Email: \_\_\_\_\_ @ \_\_\_\_\_

Name \_\_\_\_\_ Telephone #: \_\_\_\_\_

Legal Mailing Address: \_\_\_\_\_  
 Street or PO Box      Town/City      State      Zip

*The undersigned hereby applies for permission to make building improvements as described in this application and attached documentation. All construction to be completed in accordance with the Wolfeboro Planning and Zoning Ordinance, Local & State Building Codes, and all applicable regulations. I understand that I must apply for and receive a **Certificate of Occupancy** prior to occupying or using the building (per IRC R110.1), and that I may not store personal belongings such as furniture until a C.O. has been issued.*

Signature of Owner \_\_\_\_\_ Date: \_\_\_\_\_ 20\_\_\_\_

**Owner's Agent (letter of authorization required):**

Signature of Owner's Agent \_\_\_\_\_ Date: \_\_\_\_\_ 20\_\_\_\_

Print Name \_\_\_\_\_ Telephone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
 Street or PO Box      Town/City      State      Zip

<i>Construction not authorized until permit is approved                  24 hour notice must be given for inspection appointment                  Approved under 2009 International Residential Code</i>	Office use only: DATE APPLICATION COMPLETED
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**\*\*\*\* Return the Application Instruction sheet with your application \*\*\*\***

\_\_\_\_\_ Building Official      \_\_\_\_\_ Date of Approval

Zoning	Fire/Rescue	Municipal Electric	Public Works	Building Department

Conditions of approval: \_\_\_\_\_  
 \_\_\_\_\_

<b>Board Approvals for this project/parcel: (include copy of decision)</b> ZBA      Date of approval _____ Planning Board      Date of approval _____ TRC      Date of approval _____	<b>Building permit application unissued due to:</b>   
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**Construction type:**

- Single Family Dwelling     Garage or accessory building     Addition     Deck
- Renovations     Alterations     Shed (less than 200sf)     Fence
- New Roof (*check one*)     Stripping old shingles *or*     Shingling over ONE existing layer
- Roofing Material: \_\_\_\_\_
- Wood/Pellet stove/Gas fireplace: *include documents below*
- Manufactures Installation Instructions     Gas piping permit for Gas fireplace or unit
- Diagram (floor plan) of installation area showing clearances to construction or other equipment

**❖ Description of project** \_\_\_\_\_

**Contractor information:**

Print Name \_\_\_\_\_ Phone (Cell preferred) \_\_\_\_\_

Complete Mailing Address \_\_\_\_\_

**Property Information:**

- Water Supply:     Public *or*     Private
- Sewage Disposal:     Public *or*     State of NH Approval#: \_\_\_\_\_
- Electric Entrance:     Underground *or*     Overhead
- Driveway Permit:     Submitted *or*     Town or State Approval # \_\_\_\_\_
- Flood Plain:     Yes     No

**Foundation:**     Concrete     Piers     Block     Wood     Other

**Structural Frame:**     Wood     Steel     Concrete/Masonry     Other

Are any structural assemblies fabricated off-site?

- Yes *If Yes, submit all engineered truss or engineered wood/steel drawings Sealed by NH licensed professional*
- No

**Heating/Fuel:** check all that apply

- Gas (Gas piping permit required from Building Department)     Electric
- Oil (Oil burner permit required from Fire/Rescue Department)     Other \_\_\_\_\_
- Addition/renovation heating system:     Will use existing system     New system for this project

**Fees**

Estimated Construction Cost \$ \_\_\_\_\_

Living areas, all conditioned (heated) spaces    Finished Sq Ft \_\_\_\_\_ X    \$75 = \_\_\_\_\_ X .004 =    \$ \_\_\_\_\_

Porches, basements, garages, all unconditioned spaces    Unfinished Sq Ft \_\_\_\_\_ X    \$50 = \_\_\_\_\_ X .004    \$ \_\_\_\_\_

(Minimum fee of \$25.00)    Total Fee Due    \$ \_\_\_\_\_

**\*\*\*\* Return the Application Instruction sheet with your application \*\*\*\***

**Other permit applications that may be required:**

- Oil burner Permit (pick up at Fire Department)    Application for Water service (Water department)
- Application for electrical entrance (Elec. Dept.)    Driveway entrance permit (Town or State)
- Impact Fee Form    Electrical permit    Plumbing permit    Gas piping permit
- Wolfeboro Shoreland Permit    NH Shoreland Program

Check List	<b>TOWN OF WOLFEBORO</b> <b>APPLICATION INSTRUCTIONS- Return this sheet with your application</b>	Office Use
	<b>Zoning District:</b> Can be found at <a href="https://www.axisgis.com/wolfeboronh/">https://www.axisgis.com/wolfeboronh/</a> for the Online GIS system. Choose "Layers tab" then "Zoning Map" search by Owner's Name, Address or Tax Map & Lot Number.	
	<b>Tax Map &amp; Lot Number:</b> Can be found on the property tax bill, survey/septic plan, online GIS system lookup or through the Assessing records.	
	<b>Physical location of the project</b> (Street name and number, or location if no number has been assigned).	
	<b>Owner Information:</b> Legal mailing address and telephone number where they can be reached. Please supply this contact information even if the application is signed by the agent.	
	<b>Owner's Agent:</b> If a contractor or designer is acting as the owner's agent, please supply a signed letter or email from the owner, and supply the agent's contact information on the application.	
	<b>Construction type:</b> check the box(s) that best describe your proposed project.	
	<b>Description of project:</b> what is being changed, added or built for the assessing card.	
	<b>Contractor's Information:</b> Name, Address and Telephone/Cell number.	
	<b>Property Information:</b> Answer questions for Water, Sewer and Electrical.	
	<b>Driveway Permit Application:</b> submitted or an approval number from the Town or State of NH (Note: For whole house renovations, major addition and tear down/rebuild, existing driveways without an approval on file must be resubmitted to the Public Works Department for approval.	
	<b>Flood Plain Maps:</b> Is your property in the flood plain?	
	<b>Construction cost-</b> excluding land.	
	<b>Fee Due –</b> Make checks payable to <b>Town of Wolfeboro.</b>	
	<b>Impact Fee Form –</b> payment for new structures only.	
	<b>Board Approvals:</b> enter the date of any approvals previously obtained for this project or property. Submit a copy of the Notice of Decision for the approval.	
	<b>REQUIRED SUBMITTALS –</b> Your application will be returned to you unapproved if submittals are not complete within 30 days of application received date.	
	<b>Site Plan Instruction Sheet:</b> Every application should have a site plan attached.	
	<b>Wetlands Assessment letter:</b> Every project requires a letter from a Certified Wetland Scientist with a proposed new footprint area including, sheds, decks and additions.	
	<b>3 Sets of Building Plans:</b> (Floor plans and elevations must be "to scale"). Supply window schedule and manufactures information for egress windows and safety glazed windows.	
	<b>Typical Wall Section Drawings –</b> for new typical exterior construction.	
	<b>NH State Energy Code</b> approval number for all new conditioned space greater than 150 square feet.	
	<b>Septic System Expansion Approval:</b> A Flow chart to identify if your project needs a new septic approval from the State of NH DES.	
	<b>For Shorefront properties:</b> Submit approvals for Wolfeboro Shoreland Permit Application and the NH Shoreland Program prior to a building permit application.	



**PLAN REVIEW**  
**For Office Use Only**

Routed to departments

\_\_\_\_\_  
Date

**Property Information:**

Tax Map # \_\_\_\_\_

Owner Name: \_\_\_\_\_

Physical Location of project: \_\_\_\_\_

**Contact person information:**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone # \_\_\_\_\_

**Additional information requested:**

*Contact date & info:* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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*Contact date & info:* \_\_\_\_\_

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*Contact date & info:* \_\_\_\_\_

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*Contact date & info:* \_\_\_\_\_

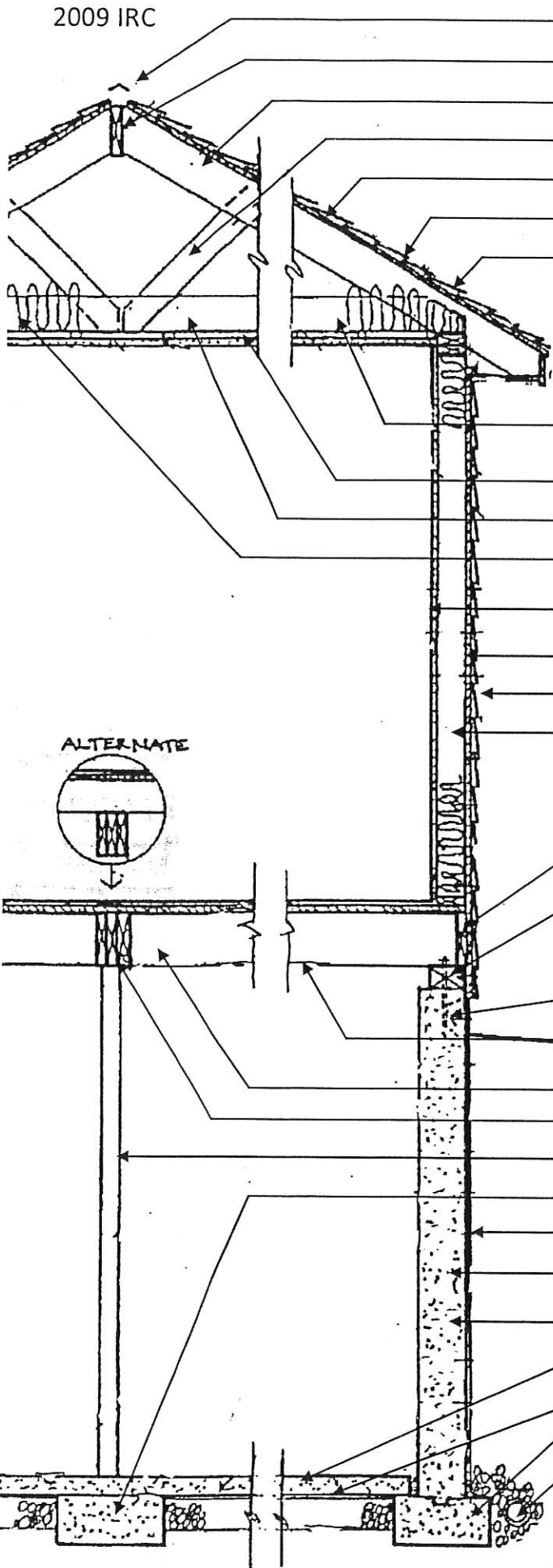
\_\_\_\_\_

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\_\_\_\_\_



2009 IRC



- IRC 806 Ridge and Soffit Vent \_\_\_\_ or Gable Vent \_\_\_\_
- IRC 802.3 Ridge Board \_\_\_\_ or Structural Ridge \_\_\_\_
- IRC802 Rafters \_\_\_\_ x \_\_\_\_ and \_\_\_\_ On Center
- IRC802.10 Trusses \_\_\_\_ ( Provide Manufacturer's Drawing)
- IRC803 Roof Sheathing
- IRC905 Roof underlayment
- IRC905 Roof Shingles or Material

Name of Property Owner \_\_\_\_\_

Address & Tax Map \_\_\_\_\_

Insulation: IRC Chapter 11, IRC Chapter 316, and per NH Energy Code

- IRC601.3 Vapor Retarder Material
- IRC802 Ceiling Joists \_\_\_\_ x \_\_\_\_ and \_\_\_\_ On Center
- IRC802.8 Ceiling Joist lateral Support
- IRC 302.9 Interior Finish Material & 702
- IRC703 Exterior Siding
- IRC602.3 Wall Sheathing
- IRC602 Wall Studs \_\_\_\_ x \_\_\_\_ and \_\_\_\_ On Center

For Slab-on-grade, CMU, ICF, or wood foundations see IRC chapter 4 and provide detail

- IRC502.7 Band or Rim Joist \_\_\_\_ x \_\_\_\_
- IRC 404.3 Sill Plate(s) \_\_\_\_ x \_\_\_\_ (# \_\_\_\_ ) and PT \_\_\_\_ & 317
- IRC503 Subfloor Material \_\_\_\_ Thickness \_\_\_\_
- IRC403.1.6 Foundation anchorage size \_\_\_\_ spacing \_\_\_\_
- IRC502 Floor Joists \_\_\_\_ x \_\_\_\_ and \_\_\_\_ On Center
- IRC502.7 Floor Joist Lateral Support Provided \_\_\_\_\_
- IRC502.5 Girder(# \_\_\_\_ ) -- \_\_\_\_ x \_\_\_\_ or Engineered \_\_\_\_\_
- IRC407 Columns; Type/size \_\_\_\_ and \_\_\_\_ O.C.
- IRC403 Column footings \_\_\_\_ x \_\_\_\_ x \_\_\_\_
- IRC406 Water/Damp Proofing \_\_\_\_\_
- IRC404 Concrete Wall \_\_\_\_ High by \_\_\_\_ Wide
- IRC404.1.2 Horizontal Rebar # of bars \_\_\_\_ placed at (1) \_\_\_\_\_
- IRC506 Concrete Slab Thickness \_\_\_\_ Base Material \_\_\_\_\_
- IRC506.2.3 Slab Vapor Barrier \_\_\_\_\_
- IRC403 Concrete Wall Footings \_\_\_\_ x \_\_\_\_ x \_\_\_\_
- IRC405 Foundation Drain Type/Size \_\_\_\_\_ Stone & Felt \_\_\_\_\_





*TOWN OF WOLFEBORO*  
**SITE PLAN INSTRUCTION SHEET**

CODE ENFORCEMENT 569-5970      [www.wolfeboronh.us](http://www.wolfeboronh.us)

Instructions for submittal of site plans required for  
Building Permits, Raze Permits, Sign Permits and Tent Permits

You may use an existing septic plan, survey, or other site plan as a base for your submittal. Please check this list to verify you have included all needed information.

**What to show on completed site plan:**

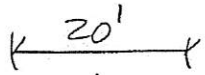
- Map & Lot number
- Property lines with distances along lines
- Distances from property lines to proposed structure
- Show all existing structures including all sheds & barns
- Distances from proposed structure to nearby existing structures
- Roadways adjacent to property lines
- Distances to proposed structure from any shorefront
- Driveway(s), walkways & parking areas Right of Ways, easements, or buffer areas on property
- Indicate wet areas, streams, and natural or build drainage run-off (not necessary for tent & sign permit applications)
- Raze permits ~ indicate on site plan what is being removed

**If the property is large, please submit one Site plan showing overall property (Tax Map is fine for this purpose) and one site plan at a small enough scale to show the required information.**

**Scale:** submit site plans "to scale"; acceptable scales are

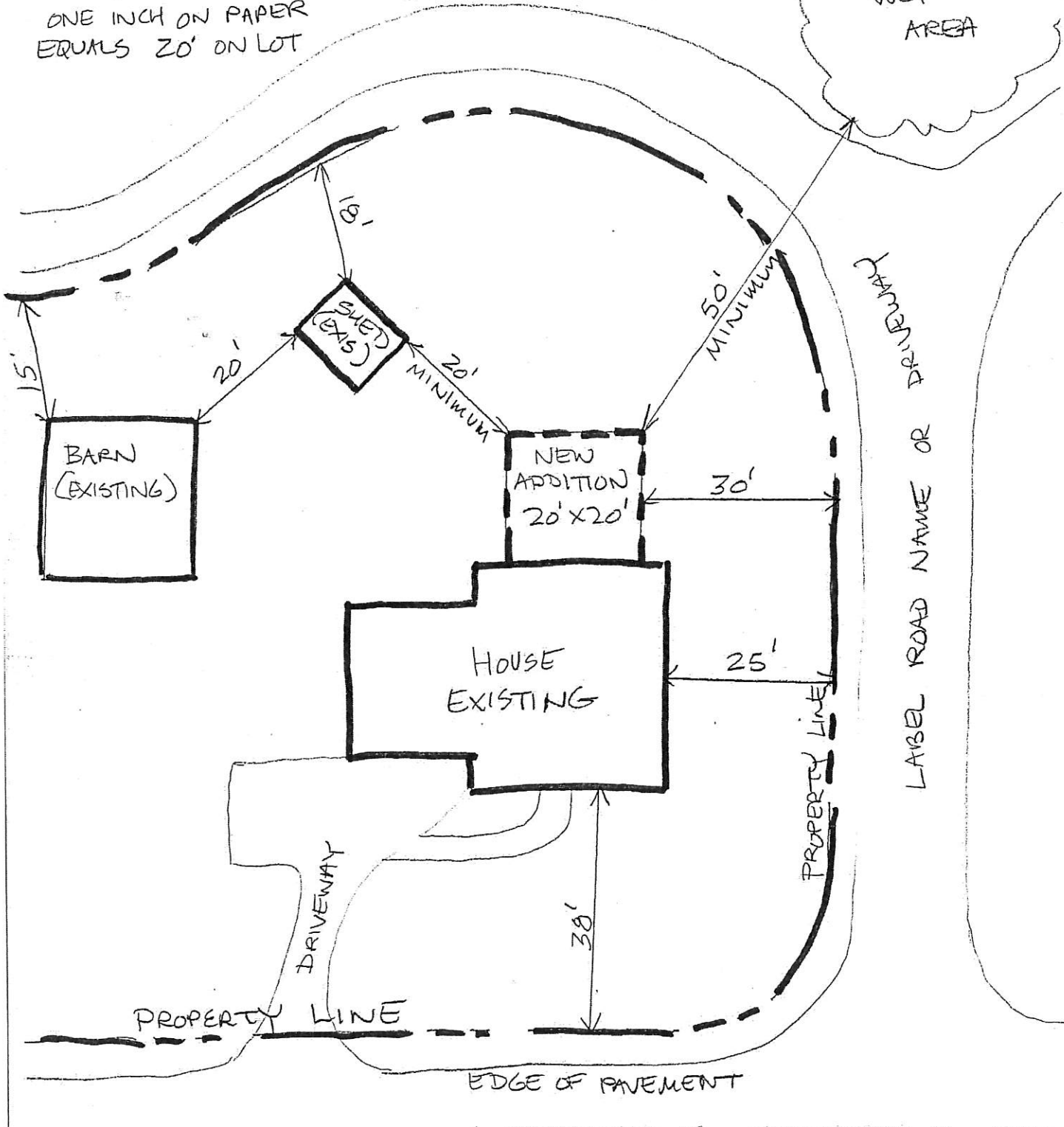
- 1 inch on paper =10 feet on site (1"-10')
- 1 inch on paper =20 feet on site: most septic plans are drawn at this scale (1"=20'); you can use a copy of your septic plan on which to sketch the proposed building
- 1 inch on paper =50 feet on site: surveys of large parcels might be drawn at this scale (1"=50'); this scale may be too large to show the details of an addition/renovation project
- 1 inch on paper =100 feet on site (1"-100'): Town of Wolfeboro Tax Maps are at this scale, but this scale is too large for most site plans needed. You may use a copy of the tax map if a copy is increased in size by 200%(50'=1")

SCALE EXAMPLE



ONE INCH ON PAPER  
EQUALS 20' ON LOT

OWNER NAME  
MAP & LOT #  
STREET ADDRESS



DRIVEWAY  
LABEL ROAD NAME OR DRIVEWAY

PROPERTY LINE

EDGE OF PAVEMENT

LABEL ROAD NAME

# EXAMPLE SITE PLAN



*Town of  
Wolfeboro*

Code Enforcement Officer

### Current Codes for Town of Wolfeboro

**State of New Hampshire Building Code (RSA 155A): 2015  
Editions below effective September 15, 2019**

International Building code 2015  
International Energy Conservation code 2015  
International Existing Building Code 2015  
International Mechanical Code 2015  
International Plumbing Code 2015  
International Residential Code 2015  
International Swimming Pool and Spa Code 2015  
International Electrical Code 2017  
State of NH Fire code Saf-C 6000

State of NH Amendments can be found online at the State of NH Building Code Review Board website.

Date adopted	Building Code	Residential Code	Fire Code	Life Safety Code	Electric Code	Plumbing Code	Mechanical Code	Energy Code
3/5/1974 ATM Article 17	NBC 1967 and Concord Sections (see warrant)				NEC 1971	BOCA 1970 Basic Plumbing Code		
4/8/1997 ATM Article 2	1996 BOCA		1996 BOCA NFPC	1994 NFPA101	1993 NEC ANSI/NFPA70	1996 BOCA IPC	1996 BOCA IMC	
4/8/1997 ATM Article 3		1995 CABO						
4/5/2000 Amended by BOS	1999 BOCA	1998 International One & Two Family Dwelling	1999 BOCA NFPC	1997 NFPA101	1999 NEC ANSI/NFPA70	1997 BOCA IPC	1998 BOCA IMC	
3/9/2004 ATM Article 6		2000 International Residential Code		2000 NFPA101				
3/8/2005 ATM Article 5	2003 International Building Code	2003 International Residential Code	Eliminated	2003 NFPA101	2002 NEC ANSI/NFPA70	2003 IPC	2003 IMC	2003 IECC

## International Residential Code 2009 R301.2 Climatic and geographic design criteria.

Buildings shall be constructed in accordance with the provisions of this code as limited by the provisions of this section. Additional criteria shall be established by the local jurisdiction and set forth in Table R301.2(1).

**TABLE R301.2(1) CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA**

GROUND SNOW LOAD	WIND SPEED <sup>d</sup> (mph)	SEISMIC DESIGN CATEGORY <sup>f</sup>	SUBJECT TO DAMAGE FROM		WINTER DESIGN TEMP <sup>e</sup>	ICE BARRIER UNDER-LAYMENT REQUIRED <sup>b</sup>	FLOOD HAZARDS <sup>g</sup>	AIR FREEZING INDEX <sup>i</sup>	MEAN ANNUAL TEMP <sup>j</sup>
			Weathering <sup>a</sup>	Frost line depth <sup>b</sup>					
90lbs/s.f. At 500-1000ft Elevation above sea level	90mph- Varies at specific locations	C	Severe	56" to Bottom of footing	-2	Yes	Current Map FEMA 1989	4000	45

For SI: 1 pound per square foot = 0.0479 kPa, 1 mile per hour = 0.447 m/s.

- Weathering may require a higher strength concrete or grade of masonry than necessary to satisfy the structural requirements of this code. The weathering column shall be filled in with the weathering index (i.e., "negligible," "moderate" or "severe") for concrete as determined from the Weathering Probability Map [Figure R301.2(3)]. The grade of masonry units shall be determined from ASTM C 34, C 55, C 62, C 73, C 90, C 129, C 145, C 216 or C 652.
- The frost line depth may require deeper footings than indicated in Figure R403.1(1). The jurisdiction shall fill in the frost line depth column with the minimum depth of footing below finish grade.
- The jurisdiction shall fill in this part of the table to indicate the need for protection depending on whether there has been a history of local subterranean termite damage.
- The jurisdiction shall fill in this part of the table with the wind speed from the basic wind speed map [Figure R301.2(4)]. Wind exposure category shall be determined on a site-specific basis in accordance with Section R301.2.1.4.
- The outdoor design dry-bulb temperature shall be selected from the columns of 97½-percent values for winter from Appendix D of the *International Plumbing Code*. Deviations from the Appendix D temperatures shall be permitted to reflect local climates or local weather experience as determined by the building official.
- The jurisdiction shall fill in this part of the table with the seismic design category determined from Section R301.2.2.1.
- The jurisdiction shall fill in this part of the table with (a) the date of the jurisdiction's entry into the National Flood Insurance Program (date of adoption of the first code or ordinance for management of flood hazard areas), (b) the date(s) of the currently effective FIRM and FBFM, or other flood hazard map adopted by the community, as may be amended.
- In accordance with Sections R905.2.7.1, R905.4.3.1, R905.5.3.1, R905.6.3.1, R905.7.3.1 and R905.8.3.1, where there has been a history of local damage from the effects of ice damming, the jurisdiction shall fill in this part of the table with "YES". Otherwise, the jurisdiction shall fill in this part of the table with "NO".
- The jurisdiction shall fill in this part of the table with the 100-year return period air freezing index (BF-days) from Figure R403.3(2) or from the 100-year (99%) value on the National Climatic Data Center data table "Air Freezing Index- USA Method (Base 32°Fahrenheit)" at [www.ncdc.noaa.gov/fpsf.html](http://www.ncdc.noaa.gov/fpsf.html).
- The jurisdiction shall fill in this part of the table with the mean annual temperature from the National Climatic Data Center data table "Air Freezing Index-USA Method (Base 32°Fahrenheit)" at [www.ncdc.noaa.gov/fpsf.html](http://www.ncdc.noaa.gov/fpsf.html).





Planning and Development

*Town of  
Wolfeboro*

## Attention Builders and Homeowners

### Egress windows; Window sill heights

Recent Code changes and amendments that may affect your project  
This notice is not meant to be a complete list of code requirements, but is made available for your convenience. Code compliance remains the responsibility of the Property Owner.

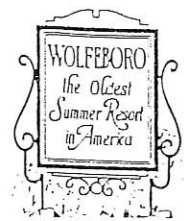
- State and locally adopted code (LSC 2003) require egress windows in all new sleeping and living areas unless other secondary means of escape requirements are met. The minimum dimensions for an egress window opening under LSC 2003 are 20" wide by 24" tall, with a clear opening of 5.7 square feet.
- NH State Adopted IRC 2006  
Section 613.2 Window Sills.  
In dwelling units, where the opening of an operable window is located more than 72 inches Above finished grade or surface below, the lowest part of the clear opening of the window shall be a minimum of 24 inches above the finished floor of the room in which the window is located.  
(See code for complete language)

Code books are available for your review at the Wolfeboro Building Offices, please feel welcome to come in and use the code books.

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*9 Union Street Post Office Box 629 Wolfeboro, New Hampshire 03894*

*(603) 569-5970*







# **THE Revised NEW HAMPSHIRE ENERGY CODES**

## **ONLINE COMPLIANCE**

You may submit your application on-line. If you are using the New Hampshire Residential Energy Code Application (EC-1 Form) you may fill it out and e-mail it to [energycodes@puc.nh.gov](mailto:energycodes@puc.nh.gov). **Your typed name will be considered your signature.**

If you are using REScheck you will need the following:

- **REScheck Software** completed for the project and saved as an '.rck' file. To download this software go to [www.puc.nh.gov](http://www.puc.nh.gov) and click on energy codes.
- **Area Calc Module '.acx' file.** To use this module, access it through REScheck software tools and save it as a separate '.acx file'.
- **An electronic copy of your plan.** This may be a scanned plan saved with a standard format such as .jpg, .tif, or .gif.
- E-mail your '.rck' '.acx' and your scanned plans to [energycodes@puc.nh.gov](mailto:energycodes@puc.nh.gov)

The former Online submittal process has been eliminated.

Mail any remaining materials to the NH Public Utilities Commission, 21 South Fruit Street Ste 10, Concord NH 03301-2429.

Please send code related questions and requests for technical support for the REScheck software to [energycodes@puc.nh.gov](mailto:energycodes@puc.nh.gov) or by calling 603-271-6306.



**New Hampshire**  
**Residential Energy Code Application**  
 for Certification of Compliance for New Construction, Additions and/or Renovations  
 (EC-1 Form)  
 Minimum Provisions Effective Date: April 1, 2010

<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"/> Residential <input type="radio"/> Small Commercial <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 or Strafford <b>except the town of Durham</b> <b>Zone 6</b> <input type="radio"/> All other counties <b>and the town of Durham</b>			<b>Total New Conditioned* Floor Area:</b>		
			_____ ft <sup>2</sup>		
<b>Heating System:</b> (if new system is being installed)			<b>Basement or Crawl Space:</b> (*a conditioned space is one being heated or cooled, containing un-insulated ducts or with a fixed opening into a conditioned space. Walls must be insulated)		
Annual Fuel Use Efficiency (AFUE): _____ %			Conditioned? <input type="radio"/> Yes (Walls must be insulated) <input type="radio"/> No		
Fuel Type(s): <input type="checkbox"/> Oil <input type="checkbox"/> Natural Gas <input type="checkbox"/> Propane (LP)			<input type="checkbox"/> Full Basement <input type="checkbox"/> Walk Out Basement		
<input type="checkbox"/> Electric <input type="checkbox"/> Wood <input type="checkbox"/> Other _____			<input type="checkbox"/> Slab on Grade <input type="checkbox"/> Other _____		
Heating System Type: <input type="checkbox"/> Hot Water <input type="checkbox"/> Hot Air					
<input type="checkbox"/> Stove <input type="checkbox"/> Resistance <input type="checkbox"/> Heat Pump <input type="checkbox"/> Geothermal					
<b>Structure is EXEMPT because:</b>			<b>Form Submitted by:</b>		
<input type="checkbox"/> Mobile Home <input type="checkbox"/> On an historic register			<input type="checkbox"/> Owner <input type="checkbox"/> Builder <input type="checkbox"/> Designer <input type="checkbox"/> Other _____		
<input type="checkbox"/> Low energy use (less than 1 watt/ ft <sup>2</sup> )			Architects must certify plans meet code; no form required		

02/11

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 Public Utilities Commission and with the New Hampshire Code for Energy Conservation in New Building Construction.

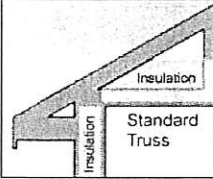
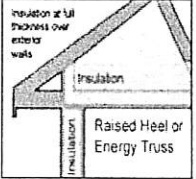
Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

<b>Official Use Only</b>	
Date Complete Application Received:	Approved by: _____ Date: _____
Approval Number:	Stamp:
	Reason: <input type="checkbox"/> 1, <input type="checkbox"/> 2, <input type="checkbox"/> 3, <input type="checkbox"/> Other: _____
	Notice: <input type="checkbox"/> e-mail, <input type="checkbox"/> vnn, Date: _____



Directions: Complete the "Your Proposed Structure" columns. No measurements or calculations are needed. If you at least meet the New Hampshire Energy Code requirements, your project will be approved. Write N/A in any section that does not apply to your project. **Submit pages 1 and 2 only.** If your planned structure cannot meet these requirements, consider downloading REScheck from <http://www.energycodes.gov/rescheck/download.stm> and use trade-offs to prove compliance.

You are encouraged to build with higher R-values and lower U-values than you report here. The "Required R or U Values" are the worst permitted in NH.

Building Section	Required R or U Values	YOUR PROPOSED STRUCTURE	
		Write Planned R and U Values	Brands / Models / insulation type and thickness (if known)
<b>Window U Factor</b> (lower U is better)	U .35 (maximum) U-.31 (if log walls) U .50 (Thermally Isolated Sunrooms only)	Write in U-Value	<b>Window Type:</b> <input type="radio"/> Low-e <input type="radio"/> Low-e Argon Check if: <input type="checkbox"/> Sunroom <input type="checkbox"/> Log Walls
<b>Skylights</b>	<b>U .60</b>		
<b>Flat Ceiling<sup>i</sup></b>  <i>or</i> <b>Flat Ceiling with Raised or Energy Trusses R-value</b>	 <b>R-38</b> (Zone 5) <b>R-49</b> (Zone 6) if using the above construction technique	 <b>R-30</b> (Zone 5) <b>R-38</b> (Zone 6) if maintaining the full R value over the plates	Write in R-Value  → If using only R-30 in Zone 5 or R-38 in Zone 6 you must check this box  <input type="checkbox"/> 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 or 38 if more than 500 ft sq or 20% of total ceiling area R-24 (Thermally Isolated Sunrooms only)	Write in R-Value	<input type="checkbox"/> Check if Sunroom
<b>Above Grade Wall<sup>ii</sup> R-value</b>	<b>R-20</b> Cavity Insulation only <i>or</i> <b>R-13 plus R-5</b> Cavity <i>plus</i> Continuous Insulation R-13 (Thermally Isolated Sunrooms only)	Write in R-Value	Log walls must comply with ICC400, have an average minimum wall thickness of 5" or greater and must have overall glazing of U-.31 or lower and heating AFUE of 90% (gas) or 84% (oil) and meet all other energy code requirements. Check if <input type="checkbox"/> Sunroom <input type="checkbox"/> Log Walls
<b>Door U-Value</b>	U .35 (maximum)	Write in U-Value	
<b>Floor R Value</b> (Basement ceiling)	<b>R-30</b> <i>or</i> Insulation sufficient to fill joist cavity	Write in R-Value	
<b>Basement or Crawl Space Wall R Value</b>	<b>R-13</b> Cavity Insulation <i>or</i> <b>R-10</b> Continuous Insulation (Zone 5) <b>R-19</b> Cavity Insulation <i>or</i> <b>R-15</b> Continuous Insulation (Zone 6)	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/or <b>Slab Edge</b>
<b>Slab Edge<sup>iii</sup> R Value</b>	<b>R-10 2'</b> (Zone 5) <b>4'</b> (Zone 6) (see drawing pg 3) <i>add R-5</i> if the Slab is heated	Write in R-Value	
<b>Air Sealing</b>	<b>Planned Air Sealing Test Method</b> → By checking this box, I certify that I understand that I have two approaches to demonstrating compliance with air sealing requirements.	<input type="checkbox"/> Blower Door <input type="checkbox"/> Visual Inspect	The visual inspection certification must be consistent with the requirements of Table 402.4.2 (page 4) and the method of compliance planned and approved by the local jurisdiction

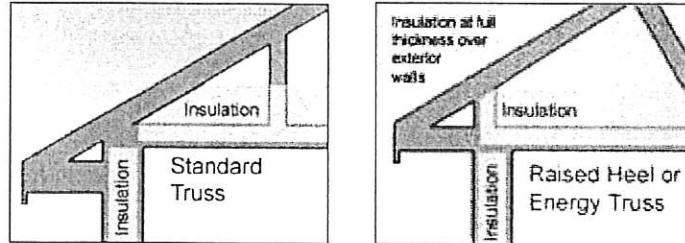
Submit pages 1 and 2 to: NH Public Utilities Commission, 21 South Fruit Street Ste 10, Concord NH 03301

Fax: 603.271.3878 e-mail: [energycodes@puc.nh.gov](mailto:energycodes@puc.nh.gov)



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

<sup>i</sup> Ceilings with attic spaces: R-30 in Zone 5 or R-38 in Zone 6 will be deemed to satisfy the requirement for R-38 or R-49 respectively wherever the full height of uncompressed R-30 or R-38 insulation extends over the wall top plate at the eaves or the full R-value is maintained. This is 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.

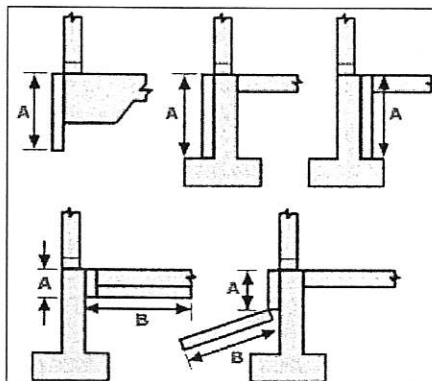


<sup>ii</sup> R-13 + R-5 means R-13 cavity insulation plus R-5 insulated sheathing. If structural sheathing covers 25 percent or less of the exterior, R-5 sheathing is not required where the structural sheathing is placed. If structural sheathing covers more than 25 percent of exterior, the structural 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 must be submitted. This form must 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.

**AIR BARRIER AND INSULATION INSPECTION COMPONENT CRITERIA**  
 Required Elements Check List (see page 2 AIR SEALING) IECC Code section 402.4.2  
 This page must be provided to the building inspector at final inspection.

√ Check here

Certification No.:

<b>Air barrier and thermal barrier</b>	Exterior thermal envelope insulation for framed walls is installed in substantial contact and continuous alignment with building envelope air barrier.
	Breaks or joints in the air barrier are filled or repaired.
	Air-permeable insulation is not used as a sealing material.
	Air-permeable insulation is inside of an air barrier.
<b>Ceiling/attic</b>	Air barrier in any dropped ceiling/soffit is substantially aligned with insulation and any gaps are sealed.
	Attic access (except unvented attic), knee wall door, or drop down stair is sealed.
<b>Walls</b>	Corners and headers are insulated.
	Junction of foundation and sill plate is sealed.
<b>Windows and doors</b>	Space between window/door jambs and framing is sealed.
<b>Rim joists</b>	Rim joists are insulated and include an air barrier.
<b>Floors</b> (including above-garage and cantilevered floors)	Insulation is installed to maintain permanent contact with underside of sub floor decking.
	Air barrier is installed at any exposed edge of insulation.
<b>Crawl space walls</b>	Insulation is permanently attached to walls.
	Exposed earth in unvented crawl spaces is covered with Class I vapor retarder with overlapping joints taped.
<b>Shafts, penetrations</b>	Duct shafts, utility penetrations, knee walls and flue shafts opening to exterior or unconditioned space are sealed.
<b>Narrow cavities</b>	Batts in narrow cavities are cut to fit, or narrow cavities are filled by sprayed/blown.
<b>Garage separation</b>	Air sealing is provided between the garage and conditioned spaces.
<b>Recessed lighting</b>	Recessed light fixtures are air tight, IC rated, and sealed to drywall. Exception—fixtures in conditioned space.
<b>Plumbing and wiring</b>	Insulation is placed between outside and pipes. Batt insulation is cut to fit around wiring and plumbing, or sprayed/blown insulation extends behind piping and wiring.
<b>Shower/tub on exterior wall</b>	Showers and tubs on exterior walls have insulation and an air barrier separating them from the exterior wall.
<b>Electrical/phone box on exterior walls</b>	Air barrier extends behind boxes or air sealed-type boxes are installed.
<b>Common wall</b>	Air barrier is installed in common wall between dwelling units. HVAC register boots HVAC register boots that penetrate building envelope are sealed to sub-floor or drywall.
<b>Fireplace</b>	Fireplace walls include an air barrier.



## NEW HAMPSHIRE ENERGY CODE

Summary of Basic Requirements See IECC 2009 Code Book for complete details

These 2 pages must be provided to the building inspector at final inspection or retained.

✓ Check here

Certification No.:

<p style="text-align: center;"><b>Air Leakage</b> Code section 402.4</p> <p>The building thermal envelope must be durably sealed to limit infiltration</p>	<p>All joints, seams, penetrations and openings in the thermal envelope including those around window and door assemblies, utility penetrations, dropped ceilings or chases, knee walls, behind tubs and showers, separating unheated garages from the thermal envelope, common walls between dwelling units, attic access, rim joist junction and all other openings in the building envelope that are sources of air leakage must be caulked, gasketed, weather-stripped or otherwise sealed.</p>
<p style="text-align: center;"><b>Air Sealing and Insulation</b> Code Section 402.4.2</p>	<p>Building envelope air tightness and insulation installation shall be demonstrated to comply with requirements by Blower Door testing to less than 7 air changes/hr at 50 Pa or a visual inspection per page 4 of this document. The local Building Official may require an independent 3<sup>rd</sup> party to conduct the visual inspection. <u>See page 4.</u></p>
<p style="text-align: center;"><b>Testing Option</b> Code Section 402.4.2.1</p> <p style="text-align: center;"><b>or</b></p> <p style="text-align: center;"><b>Visual Option</b> Code Section 402.4.2.1</p>	<p>While the Blower Door Test and/or Visual Option are methods of demonstrating compliance many of the general requirements as defined by this checklist (pages 5 &amp; 6) must still be met.</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>or</b></p> <p>Structure passes Visual Inspection: _____ signed _____ date</p>
<p style="text-align: center;"><b>Fireplaces</b> Code Section 402.4.3</p>	<p>New wood-burning fireplaces shall have gasketed doors and outdoor combustion air.</p>
<p style="text-align: center;"><b>Recessed Lighting</b> Code Section 402.4.5</p>	<p>Recessed lights 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>Electrical Power and Lighting Systems</b> Code section 404</p>	<p>A minimum of 50% of the lamps in permanently installed lighting fixtures shall be high efficacy lamps.</p>
<p style="text-align: center;"><b>High-Efficacy Lamps</b> Code section 202</p>	<p>Compact fluorescent lamps, T-8 or smaller diameter linear fluorescent lamps, or lamps with a minimum efficacy of:</p> <ol style="list-style-type: none"> <li>1. 60 lumens per watt for lamps over 40 watts,</li> <li>2. 50 lumens per watt for lamps over 15 watts to 40 watts, and</li> <li>3. 40 lumens per watt for lamps 15 watts or less.</li> </ol>
<p style="text-align: center;"><b>Materials and Insulation Information</b> Code section 102.1</p>	<p>Materials and equipment must be identified so that code compliance can be determined. 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 402.2.3</p>	<p>Should be insulated to a level equal to the surrounding surfaces and tightly sealed and weather-stripped at the opening.</p>

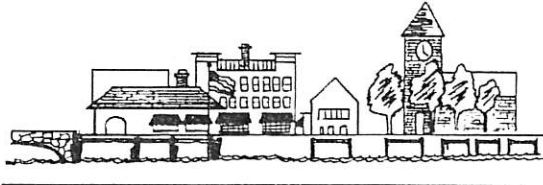


<b>Full size Attic or Basement Entry Doors</b>	All doors leading from a conditioned space into an unconditioned attic or enclosed attic or basement stairwell should be insulated and weather-stripped exterior rated door units. One door is exempt.
<b>Duct Insulation</b> Code section 403.2	<b>Supply</b> ducts in attics must be insulated to at least R-8. All other ducts must be insulated to at least R-6. Exception: Ducts or portions thereof located completely inside the building thermal envelope.
<b>Duct Construction</b> Code sections 403.2.2 & .3	Ducts, air handlers, filter boxes, and building cavities used as ducts must be sealed. Joints and seams must comply with Section M1601.4.1 of the <i>International Residential Code</i> . Building framing cavities must not be used as supply ducts.
<b>Duct Testing</b> Code sections 403.2.2 & .3	Duct tightness shall be verified by testing unless the air handler and all ducts are located within the conditioned space. Test conducted by: _____  Duct test result at 25 Pa: _____ Post construction or _____ Rough-in test
<b>Temperature Controls</b> Code section 403.1 & .1.1	At least one thermostat must be provided for each separate heating and cooling system. Hot air systems must be equipped with a programmable thermostat.  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
<b>Mechanical System Piping Insulation</b> Code section 403.3	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 403.4 & NH amendments	Circulating service water systems must include an automatic or readily accessible manual switch that can turn off the hot water circulating pump when the system is not in use.  Circulating domestic hot water system piping shall be insulated to R-4.
<b>Mechanical Ventilation</b> Code section 403.5	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 403.6	Heating and cooling equipment must be sized in accordance with Section M1401.3 of the <i>International Residential Code</i> .
<b>Certificate</b> Code section 401.3	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.

**NEW HAMPSHIRE ENERGY CODE Summary of Basic Requirements Page 2**

These 2 pages must be provided to the building inspector at final inspection or retained.





Planning & Development Department

*Town of  
Wolfeboro*

## **Wolfeboro's Wetlands Buffer Compliance**

Wetlands and wetland buffers are protected under NH State laws (RSA 674:16-17) and the Wolfeboro Planning and Zoning Ordinance (ARTICLE II, Wetlands Conservation Overlay District Sections 175-3 through 175-10).

All applications for Building Permits which propose new or expanded footprint area, including those for sheds, decks and detached garages, must show compliance with wetland buffer by means of a certified site assessment letter from a State of New Hampshire Certified Wetland Scientist. A list of certified Wetland Scientists can be found at <http://www.nh.gov/jtboard/wslis.htm>

Wetlands identified adjacent to and within a construction area shall be delineated by a State of New Hampshire Certified Wetlands Scientist and permanently marked as per Conservation Commission requirements. Please see booklet titled *Requirements For Construction And Installation Of Markers 'Wetland Boundary'* available from the Wolfeboro Conservation Commission.

Projects meeting the threshold criteria proposed within the wetland buffer zone must apply for and receive a Special Use Permit from the Planning Board before a building permit may be issued. The wetlands markers and setbacks from the buffer setback line and lot lines may be required to be shown on a site survey to verify compliance with the Wetlands Buffer Zone and Wolfeboro setbacks.

*9 Union Street Post Office Box 629 Wolfeboro, New Hampshire 03894*

*(603) 569-5970*



# Does my project require that I build a septic system?

WDSSB5 2013

## Clarification of Regulation Requirements for New Construction & Expansion of Existing Buildings

### **EnvWq 1004.15 Expansion, Relocation, Remodeling or Replacement of Existing Structures**

No construction or operational approval from the department shall be required prior to the expansion, relocation, remodeling, or replacement of any structure that does not increase the load on a sewage disposal system as long as the following conditions are met (RSA 485A:38, IIa):

- (1) The ISDS (individual sewage disposal system) serving the **structure received construction and operational approval** from the department **within 20 years** of the date of the issuance of a building permit for the proposed expansion, relocation, or replacement; Or the lot is either **5 acres or more** in size.
- (2) If the property is nonresidential, no waivers were granted in the construction or operational approval of any requirements for total wastewater lot loading, depth to groundwater, or horizontal distances to surface water, water supply systems, or very poorly drained soils; and
- (3) The proposed expansion, relocation, or replacement complies with the requirements of the Shoreland Water Quality Protection Act, RSA 483B, if applicable. Except as provided below, any expansion, relocation, remodeling, or replacement of a structure that does not meet the above exemption requirements shall be considered new construction, and a new application for an ISDS to serve the structure is required:

The ISDS serving the structure received construction and operational approval from the department **more than 20 years** before the date of the issuance of a building permit but otherwise meets the criteria in #3 above **and the footprint will not change**. (EnvWq 1004.15 (c)).

Once approval for the sewage disposal system is received from the department, work may commence on expanding, relocating, or replacing the structure. Prior to expanding any structure or converting the structure from seasonal to fulltime occupancy, the owner of such structure shall submit an application for approval of the sewage disposal system to the department.

### **For Further Information**

If you have any questions concerning septic systems, contact DES Subsurface at (603) 2713501, or 29 Hazen Drive, PO Box 95, Concord, NH 033020095; Fax: (603) 2716683; <http://des.nh.gov/organization/divisions/water/ssb/index.htm>.

**TOWN OF WOLFEBORO, NEW HAMPSHIRE  
IMPACT FEE CALCULATION FORM**

---

**SECTION 1:**

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Permit Reference Number

\_\_\_\_\_  
Permit Type

\_\_\_\_\_  
Tax Map & Lot Number

\_\_\_\_\_  
Street Address

The impact fees calculated herein have been determined in accordance with § 175-173.6. Standards and Basis of Assessment of ARTICLE XXVIA, Impact Fees [Added 3-13-2007 ATM by Art. 3] of the Wolfeboro Zoning Ordinance, and the Basis of Assessment for Public School Impact Fee, Town of Wolfeboro, dated December 1, 2009, effective August 17, 2010. This form is only for those building projects expressly identified above. Changes or modifications to the building project or amendments to the fee schedule contained in the Town of Wolfeboro Zoning Ordinance or Basis of assessment for Public School Impact Fee (aka Methodology Report) may render this calculation null and void. Any claim for credit or exemption must be made no later than the time of application for a building permit or permit for mobile home installation. Any claim not so made shall be deemed waived.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***Land Use Category***

- Single Detached
- Attached and 2+ Family
- Manufactured Home-All

Single Detached                      \$ 4,184/dwelling unit \_\_\_\_\_

Attached and 2+ Family              \$2,024/dwelling unit \_\_\_\_\_

Manufactured Housing-All          \$ 3,412/dwelling unit \_\_\_\_\_

**Total Impact Fee** \_\_\_\_\_





*TOWN OF WOLFEBORO, NEW HAMPSHIRE  
IMPACT FEE CALCULATION FORM  
School Impact Fees (Residential Uses Only)*

**SECTION 2.**

---

Impact Fees Assessment Tax Map \_\_\_\_\_ Lot \_\_\_\_\_

To be filled out by Town Treasurer

The total impact fees calculated in Section 1 of this form and shown here in Section 2 have been paid in full.

\$ \_\_\_\_\_                      \_\_\_\_\_  
(Amount)                      (Date)                      Town Treasurer's Signature

Check Number \_\_\_\_\_



**§ 175-173.5. Authority to assess impact fees.**

The Planning Board is hereby authorized to assess impact fees, as herein defined, and in accordance with the standards herein set forth. The Planning Board shall have the authority to adopt regulations to implement the provisions of this article and to delegate the administrative functions of impact fee assessment, collection and disbursement.

**§ 175-173.6. Standards and basis of assessment.**

- A. The amount of any impact fee shall be a proportional share of public facility improvement costs which are reasonably related to the capital needs created by the new development, and to the benefits accruing to the new development from the capital improvements financed by the fee.
- B. The Planning Board may prepare, adopt, or amend studies, reports, or cost allocation procedures that are consistent with the above standards, and which define a basis for impact fee assessment for public capital facilities, and the impact fee assessment schedules therefor.
- C. No methodology, cost allocation procedure, or other basis of assessment, nor related impact fee schedules, or changes in the basis of assessment or the fee schedules, shall become effective until it shall have been the subject of a public hearing before the Planning Board.
- D. In the case of new development created by conversion or modification of an existing use, the impact fee shall be based upon the net positive increase in the impact fee assessed for the new use as compared to the highest impact fee that was or would have been assessed for the previous use in existence on or after that effective date of this article.
- E. Upgrading of existing Town facilities and infrastructure, the need for which is not created by new development, shall not be paid for by impact fees.
- F. New development, once assessed an impact fee, shall not be eligible for a reduction as a result in the change in the basis of assessment.

**§ 175-173.7. Review and change in assessment schedules.**

The impact fee assessment schedules shall be reviewed annually by the Planning Board, along with the foundation documents that provide the basis for the assessment schedules. Such review may result in recommended adjustments in one or more of the fees based on the most recent data as they affect the variables in the fee calculations. Changes in the impact fee assessment schedules shall be effective when adopted by the Planning Board following a public hearing.

**§ 175-173.8. Assessment and collection of impact fees.**

- A. Where subdivision or site plan approval is required for new development, impact fees shall be assessed at the time of Planning Board approval of a subdivision plat or site plan.
- B. When no Planning Board approval is required, or has been made prior to the adoption or amendment of the impact fee article, impact fees shall be assessed prior

to, or as a condition for, the issuance of a building permit, based upon the impact fee assessment schedule in effect at that time.

- C. Impact fees shall be collected at the time a certificate of occupancy is issued. If no certificate of occupancy is required, impact fees shall be collected at the time new development has been inspected by the Town and determined to be complete.
- D. The Planning Board and the fee payer may establish an alternate, mutually acceptable schedule of payment of impact fees. If an alternate schedule of payment is established, the Planning Board shall require the applicant to post surety, in the form of a cash bond, letter of credit, or performance bond so as to guarantee future payment of assessed impact fees.

**§ 175-173.9. Waivers.**

The Planning Board may grant full or partial waivers of impact fees where the Board finds that one or more of the following criteria are met with respect to the particular public capital facilities for which impact fees are normally assessed:

- A. A fee payer may request a full or partial waiver of public school impact fees for those residential units that are lawfully restricted to occupancy only by senior citizens age 55 or over in a development that is also maintained in compliance with the provisions of RSA 354-A:15, Housing for Older Persons. The Planning Board may waive school impact fee assessments on restricted-occupancy units where it finds that the property will be bound by lawful deeded restrictions on occupancy by senior citizens age 55 or over in perpetuity. A dwelling unit with said restriction found to be in violation of the deed restriction shall be assessed a one-time school impact fee. Collection of an impact fee shall not constitute acceptance/approval of the violation for the purpose of compliance with any other Town ordinance.
- B. A fee payer may request from the Planning Board a full or partial waiver of impact fee assessments imposed by this article in the amount not to exceed the value of land, facilities construction, or other contributions made by that fee payer toward public capital facilities. The value of such contributions or improvements shall be credited only toward facilities of like kind, and may not be credited to other categories of capital improvements for which impact fees are assessed. All costs incurred by the Town for the review of a proposed waiver, including consultant and counsel fees, shall be paid by the person or entity requesting the waiver.
- C. The value of exactions for off-site improvements which are required by the Planning Board pursuant to RSA 674:21, V(j), as a result of subdivision or site plan review are not eligible for waiver.

# TOWN OF WOLFEBORO

## PERMIT FEES

Effective Date: March 22, 2007

VALUE OF FINISHED SPACE BASED ON \$75.00 PER SQUARE FOOT

VALUE OF UNFINISHED SPACE BASED ON \$50.00 PER SQUARE FOOT

### RESIDENTIAL BUILDING PERMITS **\$25.00 MINIMUM**

Finished Total Sq. Ft. x \$75 = Cost of Construction x .004 = Fee

Unfinished Total Sq. Ft. x \$50 = Cost of Construction X .004 = Fee

### COMMERCIAL BUILDING PERMITS **\$25.00 MINIMUM**

Finished Total Sq. Ft. x \$75 = Cost of Construction x .004 = Fee

Unfinished Total Sq. Ft. x \$50 = Cost of Construction X .004 = Fee

ELECTRICAL PERMITS	\$ 25.00
GAS PIPING PERMITS	\$ 15.00
PLUMBING PERMITS	\$ 25.00
RAZE PERMITS	\$ 25.00
SIGN PERMITS - PERMANENT	\$ 25.00
ALTERNATE ENERGY/SOLAR	\$ 25.00
SWIMMING POOLS (ABOVE GROUND)	\$ 50.00
SWIMMING POOLS (INGROUND)	\$100.00
FENCES	\$ 25.00
WOOD STOVE	\$ 25.00
REINSPECTION FEE	\$ 35.00
CERTIFICATES OF OCCUPANCY	NO CHARGE
CHANGE OF OCCUPANCY	NO CHARGE
TENT PERMITS	NO CHARGE
TEMPORARY SIGNS	NO CHARGE

**PENALTY FOR PROCEEDING WITHOUT A PERMIT:  
DOUBLE THE AMOUNT OF THE COST OF THE PERMIT**



**Town of Wolfeboro, NH  
PO Box 772  
Wolfeboro, NH 03894-0772**

Business Office: 84 South Main Street  
Office Hours: Monday – Friday 8 a.m. – 4 p.m.  
Telephone: (603) 569-8150, 8183, 8158, Fax: (603) 569-8167

**Water and Sewer Rate Schedule**

Effective Date: March 1, 2019

Billing Date: April 1, 2019

<u>Water</u>	<u>Unit Charge*</u> <u>Per Month</u>	<u>Per 1,000</u> <u>Gallon Charge</u>
0 – 1,500 gallons	\$21.01	\$ .00
Over 1,500 gallons		\$11.05
<u>Sewer</u>		
0 – 1,500 gallons	\$20.50	\$ .00
Over 1,500 gallons		\$16.55
<u>Septic</u>		
Effective 1/1/98	\$ .10 per gallon	

\*Based on 5/8" meter. Refer to chart below for appropriate unit charge.

**Monthly Unit Charge by Meter Size**

<u>Meter Size</u>	<u>Water</u>	<u>Sewer</u>
5/8"	\$ 21.01	\$ 20.50
3/4"	\$ 21.01	\$ 20.50
1"	\$ 29.42	\$ 28.70
1 1/2"	\$ 37.82	\$ 36.90
2"	\$ 60.93	\$ 59.45
3"	\$ 231.13	\$ 225.50
4"	\$ 294.17	\$ 287.00
Seasonal	\$ 199.61	\$ 194.75

Monthly water/sewer billing approved by Board of Selectmen August 7, 2013  
Rates approved by Board of Selectmen February 20, 2019.

## OTHER CHARGES

### Manual Reading Charge – Approved by Board of Selectmen 08/07/13

A charge of \$25.00 per month will be billed for each manual reading.

### Deduct Meter Charge – Approved by Board of Selectmen 09/04/13

Effective with the April, 2014 bill, a charge of \$5.00 per month will be billed for each deduct meter.

### Disconnect/Reconnect Charges – Effective 01/01/99

A charge of \$50.00 will be billed for each disconnection or reconnection of service. A forty-eight (48) hour notice by the customer is required for this service.

### Hydrant Rental Charges – Approved by Board of Selectmen 10/17/07

20% of gross appropriations of Water Budget

**Connection Charge Schedule**  
Approved by Board of Selectmen October 19, 2007  
Effective Date: October 19, 2007

**Connection charges include installation of service within 30 feet from main line.**

#### **Water (including seasonal)**

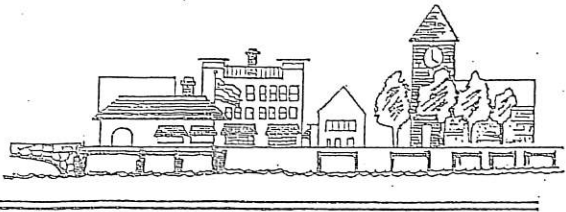
1. Residential up to 3 bedrooms	\$6,000.00
2. Residential 4 bedrooms	\$8,000.00
3. Residential over 4 bedrooms (per bedroom)	\$2,000.00
4. Commercial, Industrial, all other Non-residential (per gallon, \$6,000.00 minimum)	\$ 13.00

#### **Sewer**

1. Residential up to 3 bedrooms	\$6,000.00
2. Residential 4 bedrooms	\$8,000.00
3. Residential over 4 bedrooms (per bedroom)	\$2,000.00
4. Commercial, Industrial, all other Non-residential (per gallon, \$6,000.00 minimum)	\$ 13.33

Note: Connection charge for commercial, industrial, and all other non-residential water and sewer users will be calculated on the basis of the daily flow volume assigned to the proposed type of use in the New Hampshire Department of Environmental Services' Subdivision and Individual Sewage Disposal System Design Rules, Chapter Env-Ws 1008.03.





Town of  
Wolfeboro

# APPLICATION AND APPROVAL PROCESS

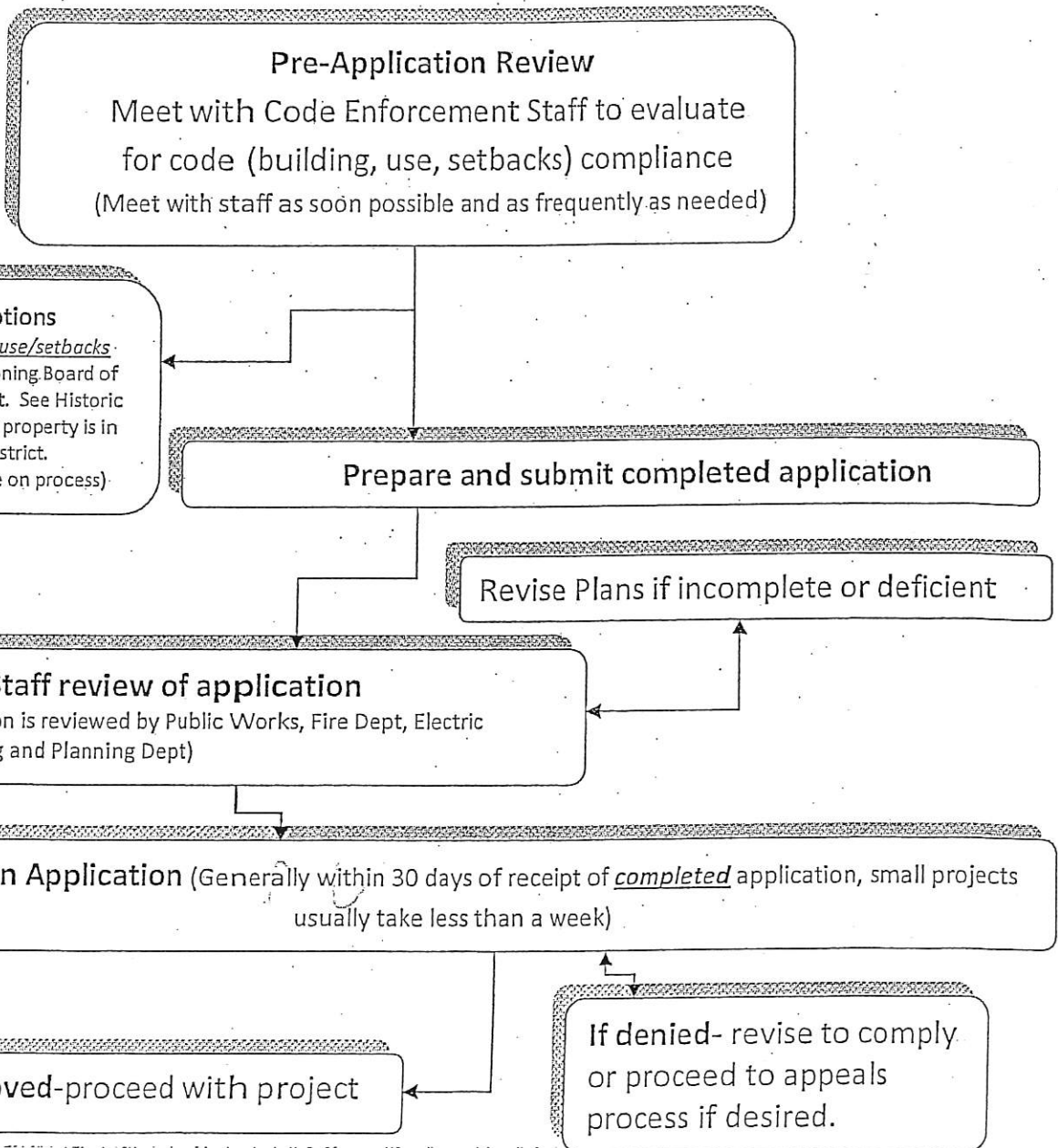
## Building Permit

Contact: Code Enforcement Officer

### Applications Include:

- Repairs and Renovations
- New Construction and Additions
- Electrical, Plumbing, Gas, Wood Stoves
- Change of Use
- Sign Permit, Temporary and Permanent

Overview Only







# ENFORCEMENT OF CODE VIOLATIONS

Code Enforcement Office: 569-5970

Town of  
Wolfeboro

## Allegation of violation from citizen complaint or as identified by staff

Alleged violations could include:

- ~ Encroachment into setbacks such as property lines or Wetlands Buffer Zone.
- ~ Site preparation or building activity prior to obtaining a permit.
- ~ Exceeding scope of building permit.
- ~ Non-compliance with permit approval conditions (ZBA, HDC, PB, DES).
- ~ Use of property in a manner not permitted by zone or ordinances.

Violation verified and documented by staff through research of the record files, personal interview, and investigation.

Alleged violation unfounded  
File closed

Scope and impact of violation assessed and case integrated into departmental work flow for enforcement decision/action

Contact (telephone or in-person) made with violator and violation immediately abated, or abatement agreement made. Zoning Violation Log Card or letter completed and added to record file.

Letter written to property owner and responsible party. Letter will identify zoning provision being violated, a method of abatement, and a timeline for action.

### Voluntary compliance

Responsible party contacts the Code Enforcement Officer and makes abatement agreement, or takes steps to abate the violation.

### No response/no abatement effort from addressee

Certified Notice of Violation letter sent reiterating violation and warning of court action and fine if violation is not abated, or an abatement agreement made, within 10 days of receipt of notification (§175-181). A deadline for ZBA application for Appeal of Administrative Decision (§ 175-187) will be set (30 days from receipt of notification).

### No response/no abatement effort from addressee

ZBA appeal deadline has passed without application presented for an appeal. Second certified Notice of Violation letter sent with warning of impending court action and final date to comply.

Violation forwarded to Town Attorney for action or pursued by Code Enforcement Officer in Court pursuant to New Hampshire Statutes CHAPTER 676: ADMINISTRATIVE AND ENFORCEMENT PROCEDURES



**CODE OF THE TOWN OF WOLFEBORO NEW HAMPSHIRE, v6 Updated 02-15-2008**

**PART II LAND USE LEGISLATION Chapter 175, ZONING**

Part 1, Planning and Zoning [Adopted 3-13-1939 ATM by Art. 9, as amended through 3-2000 ATM]

**ARTICLE XXVIII, Administration and Enforcement**

**§ 175-181. Violations and penalties; methods of correction.**

A. Any person, partnership, association, company, corporation or individual who violates, disobeys, omits, neglects or refuses to comply with the provisions of this chapter shall be deemed guilty of a misdemeanor offense and, upon conviction thereof by a court of competent jurisdiction, shall be punished by a civil fine of \$100 per day per violation of this Code for each day such violation continues. A violation or suspected violation may be brought to the attention of the Code Enforcement Officer by any individual who suspects that such violation has or may be occurring.

B. The Code Enforcement Officer shall conduct an investigation, under the supervision of the Zoning Administrator, into the alleged violation. If the investigation appears to uphold the allegation, the Code Enforcement Officer shall first notify the offending party, who shall have a maximum of 10 days in which to correct the violation or in which to come to an agreement on a time frame in which the violation may be abated. Such an agreement shall be binding. In the event that these efforts fail to result in an abatement of the violation, the Zoning Administrator shall file a complaint with the Town Attorney, and the matter shall come before a court of competent jurisdiction for resolution.

C. Every violation of these regulations shall be a separate and distinct offense, and in the case of a continuing violation, each day's continuance shall be deemed a separate and distinct offense.

**§ 175-187. Appeals.**

Appeals to the Board of Adjustment may be taken by any person aggrieved or by an officer, department, board, or bureau of the municipality affected by any decision of the permit officer, in the manner prescribed by RSA 676:5, as amended, within the time limit set forth by the Board of Adjustment according to said statute.

**New Hampshire Statutes**

**CHAPTER 676: ADMINISTRATIVE AND ENFORCEMENT PROCEDURES**

**Penalties and Remedies**

**676:15 Injunctive Relief.**

**676:17 Fines and Penalties; Second Offense.**

**676:17-a Cease and Desist Orders.**

**676:17-b Local Land Use Citations; Pleas by Mail.**

*Full text of the statutes can be found at:*

*<http://www.gencourt.state.nh.us/rsa/html/NHTOC/NHTOC-LXIV.htm>*

## *Zoning Enforcement Policy*

### **General Policy**

Enforcement shall be prioritized to protect the public health, safety, welfare, environment and property values of the community, in a fair and equitable manner. Zoning enforcement is not to be used as a means of furthering neighbor and/or civil disputes.

### **General Procedures**

These procedures are not inflexible and adjustments may be made depending upon the nature and severity of the violation.

All complaints received shall be documented in writing and include the complainant's name and contact information. Said complaint shall be evaluated for priority, and pertinent town records researched.

Site investigation conducted. If violation found, site inspection notes compiled and photographs taken, when possible. Violation file created and violator contacted. Contact may be either written or oral. Nature of violation explained and remedy provided.

Re-inspection conducted. If violation remains, a formal Notice of Violation/Request for Voluntary Compliance may be issued, citing the regulation being violated and the remedy and timeframe for compliance.

If the violation remains upon the expiration of the voluntary compliance date, a Cease and Desist Order may be issued, citing the violation, the required remedy and the right to appeal.

If the violation remains and the right to appeal has expired, a Citation or other legal remedies may be issued/taken.

### **Enforcement Priorities**

The following are general policies relating to prioritizing enforcement of the Wolfeboro Planning and Zoning Regulations:

Violations that pose immediate danger to the public health, safety, environment and general welfare of the community.

Violations related to development projects that are in the construction phase.

Complaint based enforcement which are in writing include the complainant's name and contact information.

Anonymous complaints posing an immediate threat to the public health, safety, environment and welfare of the community.

Complaints associated with neighbor and/or civil disputes shall receive the lowest priority.

### **Code Enforcement (Building and Fire Codes)**

Unlike Zoning, which is adopted by the town, building and fire code are adopted by the State of NH. In addition, both the building and fire code have established standards for enforcement and, therefore, the Zoning Enforcement Policy shall not pertain to the building and fire code.

Adopted by the Board of Selectmen on September 15, 2010



# Got Permits?

## for Land Resources Management Projects

Your construction project may require one or more permits from the New Hampshire Department of Environmental Services in addition to local permits that may be required. For projects that do not require a permit, there may be guidelines that you must follow during construction. This chart is intended to include the most common building project types. It is the responsibility of the property owner and contractor to understand all local, state, and federal laws for any given project.

Prior to	When working here	You need this approval
Installing / repairing a dock, boat lift, or any other type of shoreline structure	Any lake, pond, river, or stream	<u>Wetlands Permit</u>
Impacting the bank of any waterbody (i.e. bank stabilization or constructing or repairing retaining walls)	On or within the bank of any lake, pond, river, or stream	
Constructing a new beach or replenishing beach sand	Adjacent to any waterbody	
Dredging, filling, or constructing new structures	Within any <u>jurisdictional wetland</u> , including: the bed of a swamp, bog, marsh, forested wetland, tidal buffer zone, or sand dune	
Timber harvesting	Crossing any stream or wetland	
Tree cutting or vegetation maintenance / removal	Within 150 feet of <u>waterbodies protected</u> under the Shoreland Water Quality Protection Act	No permit required but must retain vegetation within limits described within the <u>Vegetation Maintenance fact sheet</u>
Applying fertilizer	Within 250 feet of <u>waterbodies protected</u> under the Shoreland Water Quality Protection Act	No permit required but the phosphorous component must be no greater than two percent
Constructing new structures such as residential dwellings, sheds, or driveways		<u>Shoreland Impact Permit</u>
Earth moving or excavation with a total impact greater than 50,000 square feet		<u>Shoreland Impact Permit &amp; Alteration of Terrain Permit</u>
Earth moving or excavation with an impact greater than 100,000 square feet	Anywhere	<u>Alteration of Terrain Permit</u>
Executing a purchase and sales agreement on waterfront property	Contiguous to or within 200 feet of <u>waterbodies protected</u> under the Shoreland Water Quality Protection Act	<u>Site Assessment Study</u>
Building a residential dwelling, converting to year-round use, adding bedrooms, or expanding living space	Anywhere not serviced by municipal sewer	<u>Septic System Construction Approval &amp; Septic System Operational Approval</u>
Subdividing land for single-family, condominium, apartment, or campground		<u>Subdivision Approval</u>
Subdividing for non-domestic septic, higher loads, or setback issues		<u>Groundwater Discharge Permit</u>
Installing a well closer than 75 feet to a septic system	Anywhere	Must file a Recorded Well Release
Supplying water for 25 or more people 60 or more days a year	Anywhere not serviced by municipal water	<u>Community Well Siting &amp; Engineering Design Approval</u>
Withdrawing greater than 57,600 gallons per day of groundwater from one or more wells	Anywhere	<u>Large Groundwater Withdrawal Permit</u>



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New Hampshire Department of Environmental Services  
 29 Hazen Drive / PO Box 95  
 Concord, NH 03301  
 (603) 271-2147  
[www.des.nh.gov](http://www.des.nh.gov)

Revised February, 2014







**Wolfeboro Water & Sewer Department**  
84 South Main St.  
PO Box 772  
Wolfeboro NH 03894-0772  
Telephone: (603) 569-8150;8183;8158; Fax: (603) 569-8167

CUSTOMER ACCOUNT APPLICATION

Name: \_\_\_\_\_ Date Effective: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Previous Owner: \_\_\_\_\_ Property Location: \_\_\_\_\_

Telephone# \_\_\_\_\_ E-mail: \_\_\_\_\_

Account #: \_\_\_\_\_

Meter#: \_\_\_\_\_ Deduct Meter#: \_\_\_\_\_

The undersigned agrees to be bound by the terms and conditions stated below or as otherwise outlined in Rules and Regulations for the Wolfeboro Water Department and the Town of Wolfeboro Sewer Ordinances. Service is to be provided at the cost listed on Town of Wolfeboro Water and Sewer Rate Schedule with charges being due by the date specified on the bill. The customer will be responsible for any damage to the department's property unless caused by the department's negligence.

Permission to enter the customer's premises for the purpose of inspecting, repairing, or removing any of the department's property is granted. The department reserves the right to disconnect water supply for repair. The department reserves the right to discontinue service without notice whenever the customer has violated the terms set forth in this paragraph.

A finance charge of 1 ½% per month (annual percentage rate 18%) will be added to any balances remaining after the due date on the bill. All charges unpaid shall become a lien against the property and may be enforced against the owner. (RSA 38:22)

Contingent upon approval of this application by the Water and/or Sewer Departments, I do hereby guarantee payment of all charges and/or fees associated with the collection of past due bills. Said fees may include recording and release fees and, if deemed necessary, reasonable attorney's fees associated with the collection process.

TYPE OF SERVICE:

Water [    ]      Sewer [    ]      Seasonal [    ]      Residential [    ]

Business [    ]      Commercial [    ]      Government [    ]      Deduct meter [    ]

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date

Water application



**WOLFEBORO WATER AND SEWER DEPARTMENT**  
**APPLICATION FOR NEW WATER SERVICE**  
(Subject to approval by the Town Manager or Board of Selectmen)

Date of Application \_\_\_\_\_ Building Permit # \_\_\_\_\_

Location \_\_\_\_\_ Map \_\_\_\_ Lot \_\_\_\_ Unit \_\_\_\_

Property Owner \_\_\_\_\_

Mailing Address \_\_\_\_\_

**Description of Service Requested**

Size of Pipe \_\_\_\_\_ Underground \_\_\_\_\_ Surface \_\_\_\_\_

Type and Size of Pipe, Curb to House \_\_\_\_\_

Curb stop will be located at a point agreed upon by property owner and the Wolfeboro Water and Sewer Department. Under no circumstances will the curb stop be obstructed or the department refused access to it in the performance of duty. This valve is to be operated by department personnel only. Should the curb box need to be relocated, raised, or lowered after completion of installation, the cost will be borne by the customer.

All services will have a stop and waste valve installed just inside the foundation.

Meters shall be installed in a suitable location where easily accessible to department personnel and remote meters hooked up before the water will be turned on.

Payment for the service must be made upon approval of this application and before service is installed. Any additional charges due to increased pipe size or services extending beyond a distance of thirty (30) feet from the Main, will be billed and must be paid before the water is turned on.

Installation fee: See Water and Sewer Rate Schedule

I hereby agree to all terms and regulations set forth by this application and to all Rules and Regulations set forth by the Wolfeboro Water and Sewer Department.

Owner's Signature \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Installation Fee \_\_\_\_\_ Date Received \_\_\_\_\_

Adopted by: Wolfeboro Board of Selectmen, December 26, 1987

Effective Date: December 17, 1987

Revised: June 21, 1995  
June 17, 1999



**WOLFEBORO WATER AND SEWER DEPARTMENT**  
**APPLICATION FOR NEW SEWER SERVICE**  
(Subject to approval by the Town Manager or Board of Selectmen)

Date of Application \_\_\_\_\_ Building Permit # \_\_\_\_\_

Location \_\_\_\_\_ Map \_\_\_\_ Lot \_\_\_\_ Unit \_\_\_\_

Property Owner \_\_\_\_\_

Mailing Address \_\_\_\_\_

**Description of Service Requested**

Size of Pipe \_\_\_\_\_ Underground \_\_\_\_\_ Surface \_\_\_\_\_

Type and Size of Pipe, Curb to House \_\_\_\_\_

Curb stop will be located at a point agreed upon by property owner and the Wolfeboro Water and Sewer Department. Under no circumstances will the curb stop be obstructed or the department refused access to it in the performance of duty. This valve is to be operated by department personnel only. Should the curb box need to be relocated, raised, or lowered after completion of installation, the cost will be borne by the customer.

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