

**RESIDENTIAL BUILDING PERMIT APPLICATION  
TOWN OF SUGAR HILL**

PO Box 574, Sugar Hill, New Hampshire 03586  
Phone: 603-823-8468 Fax: 603-823-8446  
January 2023

**Checklist for Items Needed to Obtain a Residential Building Permit:**

**Required:** a thoroughly complete building permit application and the payment of all appropriate fees. The following items must be included with the application.

- A State Septic Approval for Construction number for a system designed for the use that is being proposed. The town needs to approve septic designs before submission to NH DES for approval.
- Driveway permits as required. Driveway permits are required on State and Town roads. For Town Driveway permits contact the Sugar Hill Highway Department at 603-823-8788. For State Driveway Permits contact District 1 at 603-788-4641.
- Renovation or Demolition projects: Evidence of required inspections for asbestos and lead. Information is available from the Department of Environmental Services at <http://www.des.nh.gov>. Evaluation of asbestos and lead containing materials is necessary prior to demolition or renovation of any structure.
- Certified approved Energy Code number from NH Public Utilities Commission as required. Information is available at <http://www.puc.state.nh.us>.

Note: All plans, drawings and narratives submitted with the application or additionally required will be permanent records kept on file at the Sugar Hill Town Office.

**Items Needed to Obtain a Residential Occupancy Permit:**

- A town approved building permit.
- A State Approval to operate a septic system.
- A permit to install and operate oil burning equipment to be in compliance with RSA 153:5 by contacting the Sugar Hill Fire Chief. Contact phone number 603-823- 8415.
- Required Town of Sugar Hill Building Inspections at the appropriate point in the construction process and a final inspection. See below for a list of required inspections.

**Inspections Required by the Town of Sugar Hill:**

1. **Pre-Foundation & Site Disturbance:** After Site disturbance, after any required excavation, and after forms have been erected with any required reinforcing steel in place and before pouring concrete.
2. **Frame & Mechanical Inspection:** After roof, masonry, all framing, fire stopping, draft stopping, and bracing are in place and after rough plumbing, mechanical, gas and electrical have been installed and before insulation and sheetrock, plaster or other interior finishes are installed.
3. **Final Inspection:** After permitted work is complete and prior to occupancy.

**It is the responsibility of the contractor to arrange for inspections at the appropriate stage of the work. Please call the Sugar Hill Town Office, 603-823-8468, to schedule these inspections and allow 48 Hours.**

## Code Compliancy Requirements:

In July Of 2022 the State of NH adopted the International Residential Code 2018 for all new residential construction and residential remodel/renovation work. State Law requires compliance with the State Building Code and the following codes for the construction of residential buildings, building components or structures:

2018 International Residential Code  
2018 International Plumbing code  
2020 National Electric Code  
2018 NFPA 1 – National Fire Code  
2018 NFPA 101 – Life Safety Code

All construction must comply with the State Building Code and the Town of Sugar Hill Zoning Ordinance.

### Please note:

1. Any electrical work must be completed by a licensed electrician per RSA 319-C:1
2. Any plumbing work must be completed by a licensed plumber per RSA 329-A.

## Building Permit Fees:

Permit Fees are required for all projects except when the project is exempt from permit under NH State Building Code: **All permits require a \$25.00 application fee beginning January 1, 2023**

Building Permit: Commercial – New	\$.18 per sq./ft with a minimum of	\$500.00
Commercial – Additions, alterations, out buildings, etc.	\$.18 per sq./ft with a minimum of	200.00
Demolition Permit		100.00
Multi-Unit Buildings: – New	\$.18 per sq./ft with a minimum of	500.00
Single Family Dwelling/Accessory Dwelling –		
New	\$.15 per sq./ft with a minimum of	300.00
Single Family Dwelling – Additions, alterations, outbuildings		
with foundations. New	\$.15 per sq/ft with a minimum of	150.00
Single Family Dwelling – Additions, alterations, outbuildings	without foundations.	100.00
Manufactured Housing – Same as single family dwelling		
Mobile Home – Replacement with another mobile home		
on the existing foundation		100.00
Solar Permit		100.00

### \*To figure cost, use the gross construction area above grade.

A building permit shall be void if:

Operations are not begun within twelve (12) months from the date of issuance of the permit.

At the termination of two (2) years from the date of the permit, the exterior of the building remains in an uncompleted condition. The Board of Selectmen or duly authorized agent shall order completion or removal at the expense of the owner of such uncompleted buildings, unless an extension of the permit is granted by the Zoning Board of Adjustment. (SH Zoning Ordinance Article 17, Section 1702.2)

Application for a renewal permit may be submitted. Permit renewal fees are \$25 for Projects with a permitted estimated value less than \$2,500 and \$75 for projects with a permitted value of \$2,500 & above.

**Note: RSA 676:7** provides that any individual failing to secure an approved building permit shall be subject to a civil penalty of \$275 to \$550 per day and may be guilty of a misdemeanor or a felony.