



TOWN OF JACKSON

OFFICE OF THE SELECTMEN

BUILDING PERMIT INSTRUCTIONS AND CHECKLIST

A building permit shall be obtained before a building or structure is constructed, extended, removed or altered. This requirement also applies to swimming pools, Manufactured homes, modular homes and exterior signs. Alterations to an existing building or structure within the existing footprint that do not exceed \$10,000 in estimated value shall not require a permit.

The Building Inspector shall act upon any application within 30 days after it has been received. In the event that 30 days is determined by the Select Board to be insufficient, the time period may be extended by the Select Board for an additional 30 days. If a permit is denied, the reason for denial shall be clearly stated in writing. The Zoning Board of Adjustment may, upon appeal, special exception or variance, direct the issuance of a permit.

Any permit issued shall become invalid if the authorized work is not commenced within 12 months after issuance of the permit, or if authorized work is suspended or abandoned for a period of six months after the time of commencing the work.

A true copy of the building permit shall be kept on the site of operations open to public inspection during the entire time of prosecution of the work and until the completion of same.

No permit shall be transferred to a subsequent owner.

Note: When a permit is not required, the Town of Jackson will not need or provide inspections of the work. Inspections may be required under the State of New Hampshire Building Code, RSA 155-A. It is the obligation of the contractor and/or owner to request inspections.

A permit is required for alterations that extend outside the footprint of an existing building or structure (i.e. including but not limited to decks and attached sheds).

Note: Alteration is specifically defined in Section 3.4 of the Jackson Zoning Ordinance. The definition reads: "Alteration" means any structural change to a building and change of present design or use where compatible and consistent with existing uses.

Failure to secure an approved Building Permit may result in fines pursuant to RSA 676:17

BUILDING REQUIREMENTS:

- **New Construction and Additions:**
 - ✓ Full set of building plans
 - ✓ Must accurately show the size of the lot, the property lines and the setbacks to the structure that demonstrates compliance with zoning setback requirements
 - ✓ Must complete the Site Disturbance Notice of Intent.
 - ✓ Must provide plans and/or narrative adequate to determine compliance with Section 4.1.6, Site Disturbance, of the Town of Jackson Zoning Ordinance.
 - ✓ Dimensioned floor plans for all floor levels specifying each room with its intended use.
 - ✓ Dimensioned exterior elevation plans for new construction or work that will change the roofline. See the Jackson Zoning Ordinance for height requirements
 - ✓ 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
 - ✓ Blasting permits as required (contractor name and license number must be provided)
 - ✓ Non-Conforming Lot Size: See the Jackson Zoning Ordinance Section 6 for Minimum Lot Size requirements

- **Renovation or Demolition projects:** Evidence of required inspections for asbestos and lead. Information is available from the Department of Environmental Services at www.des.nh.gov. Evaluation asbestos and lead containing materials is necessary prior to demolition or renovation of any structure.

- **Small Wind Energy Systems:** Applications for construction of these systems must include a list of abutters with mailing addresses and payment for the cost of notifying each by abutter by certified mail.

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

INSPECTION REQUIREMENTS:

- **Pre-Foundation & Site Disturbance Inspection:** After Site Disturbance, after any required excavation, and after forms have been erected with any required reinforcing steel in place and before pouring concrete.
- **Flood Plain Inspection (where applicable):** Flood plain construction requires the submission of certification prepared by a registered professional engineer or land surveyor of the elevation of the lowest floor. The inspection will occur once the elevation of the lowest floor has been determined at the site and prior to any construction being initiated.
- **Frame & Masonry Inspection:** After roof, masonry, all framing, fire stopping, draft stopping, and bracing are in place
- **Rough Plumbing, Mechanical, Gas and Electrical System Inspection:** After rough plumbing, mechanical, gas and electrical have been installed and before insulation and sheetrock, plaster or other interior finishes are installed.
- **Fire- Resistance Rated Construction Inspection (where applicable):** Where required between or within dwelling units or due to location on property before wallboard joints and fasteners are taped and finished.
- **Final Inspection:** After permitted work is complete and prior to occupancy. Occupancy permits will NOT be issued without proper code compliant E911 signage. The Town of Jackson E911 Street Numbering Ordinance is available at the Town Office or at www.jackson-nh.org.

Please be aware that all noted Inspections are required. In the event that additional trips are needed to re-inspect deficiencies or to make additional inspections of the same systems, the property owner will be required to reimburse the Town of Jackson at the current hourly rate that the Town is paying its Inspection contractor. "Rough" inspections are required to be scheduled simultaneously.

It is the responsibility of the contractor to arrange for inspections at the appropriate stage of the work. Please call the Building Inspector at 603-383-4223 x 112 to schedule these inspections.

CODE REQUIREMENTS:

State Law requires compliance with the following codes for the construction of residential buildings, building components or structures:

2021 International Building Code (IBC) with NH Amendments
2021 International Residential Building Code (IRC) with NH Amendments
2018 International Energy Conservation Code (IEC) with NH Amendments
2021 International Mechanical Code (IMC) with NH Amendments
2021 International Plumbing Code (IPC) with NH Amendments
2021 International Swimming Pool and Spa Code (ISPSC) with NH Amendments
2021 Life Safety Code, NFPA 101 as amended by Saf-FMO 300
2023 National Electrical Code, NFPA 70 (NEC) with NH Amendments
2021 International Existing Building Code
2021 Fire Code, NFPA 1

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

- Any electrical work must be completed by a licensed electrician per RSA 319-C:1
- Any plumbing work must be completed by a licensed plumber per RSA 329-A.
- Any gas work must be completed by a licensed gas fitter per RSA 153:28.
- The property owner of a single-family dwelling occupied by the owner as their primary domicile with no other living units in the structure may do their own work.

RESIDENTIAL OCCUPANCY PERMITS CHECKLIST:

- A town approved building permit number.
- A town and State Approval to operate a septic system.
- A state approved Division of Fire Safety permit to install and operate oil burning equipment to be in compliance with RSA 153:5. Applications for this permit are available at the Jackson Town Office and must be approved by the Fire Inspector and in compliance with State Fire Code (Fir 602) as adopted by the State Fire Marshal. Inspected and approved by the Jackson Fire Department. Contact phone number 603-383-4090.
- Required Town of Jackson Building Inspections at the appropriate point in the construction process and a final inspection. See list of required inspections (page 2).
- Code compliant E911 signage. Please see the Town of Jackson E911 Street Numbering Ordinance available online at www.jackson-nh.gov or at the Selectmen’s Office.

SITE DISTURBANCE

ZONING ORDINANCE SECTION 4.1.6

4.1.6 **Site Disturbance** (added 3/10/2009; amended 3/10/2015, 3/11/2025)

Any Site Disturbance, Land Development, or activities that alter grades or watercourses shall be designed and performed reasonably to prevent increased rate of run-off, soil loss, or Erosion from the site or lot.

4.1.6.1 Any Site Disturbance requires adherence to the published guidelines. A Site Disturbance Notice of Intent outlining the proposed work must be submitted to the Town prior to the commencement of work so as to minimize Erosion and Sedimentation. However, the preparer of the plan shall be solely responsible for the design.

4.1.6.2 All areas of Site Disturbance and Land Development still in progress at approach of winter shall be stabilized against Erosion and Sedimentation prior to November 15th, to minimize soil depletion and degradation over winter.

4.1.6.3 Before starting any Site Disturbance, a written plan shall be prepared by a qualified person and retained on-site until the site is fully stabilized. The plan shall be available for viewing by the Town or appointed staff at all times. If the plan is not being carried out or not available, the Select Board may stop all work and require the site to be temporarily seeded, mulched, and tackified within one week.

4.1.6.4 Where the Site Disturbance area is less than 7,500 square feet, the plan may include only a copy of the Site Disturbance Design Guidelines attached to certifications by the owner and all retained earthwork contractors stating that the guidelines and ordinance will be followed.

4.1.6.5 Where the Site Disturbance area is greater than 7,500 square feet, and the land surface has a grade greater than 5% a Certified Professional in Erosion and Sediment Control (CPESC), or a professional engineer licensed in New Hampshire shall prepare a grading, drainage, and erosion-control plan drawn at a scale not less than 1-inch equals 40 feet and at a contour interval not more than 2 feet. The plan shall be attached to certifications by the owner and all retained earthwork contractors stating that the plan and ordinance will be followed.

4.1.6.6 Retaining walls and boulder-retained slopes steeper than 2:1 and with an exposed face greater than eight vertical feet shall be designed by a professional engineer licensed in New Hampshire.

4.1.6.7 The Select Board or its representatives may relax the plan requirements or require amendments to the plan where it is found to not be performing reasonably.

Please review the Town of Jackson Site Disturbance Guidelines on the next page for further information:

Town of Jackson
Design Guidelines for Compliance
Section 4.1.6 Site Disturbance
Zoning Ordinance

1. General Considerations:
 - a. Existing natural and topographic features, including vegetative cover and runoff flow paths and types, should be preserved to the greatest extent possible. In the event that extensive amounts of vegetation are removed, plans should call for replanting with indigenous vegetation to maximize soil stabilization and prevent Erosion.
 - b. The Site Disturbance should be kept to the smallest area needed to complete the work.
 - c. Consider keeping the maximum height of all new cutting or filling at no more than 15 feet, measured vertically, above or below Natural Ground Surface at any point. Where a cut slope (steeper than 5:1) is within 40 feet horizontally of a fill slope (steeper than 5:1), consider keeping the maximum height of the combined slope at no more than 20 feet, measured vertically.
2. Minor Site Disturbances: Following are suggested methods for dealing with projects that involve minor Site Disturbance (areas less than 10,000 square feet where slopes are no more than moderate).
 - a. *Install Silt Fencing:* Silt fencing should be installed immediately below the Site Disturbance. Silt fence should be installed approximately parallel to the contours with the ends hooked uphill.
 - b. *Divert Runoff Around Work Area(s):* Flow from above the work area should be diverted around the Site Disturbance and either re-distributed using level spreaders or returned to its original channel depending on the original flow type (e.g., sheet flow or concentrated flow). Level spreaders should be constructed by cutting into the existing ground, not by filling.
 - c. *Stabilize Idle Work Areas by Mulching or Establishing Vegetation:* Where areas of exposed soil are not to be worked for a period of two weeks or longer, or when a significant rainfall event is forecast, the plans should call for stabilization with mulch unless temporary vegetation has been established. Mulch should be straw applied at a rate of two bales per 1,000 square feet and anchored with netting, tackifier, or other reliable measures. Temporary vegetation is considered established when it covers 75-percent of the soil surface (evenly distributed).
 - d. *Use Sediment Basin where Dewatering is Required:* If dewatering pumps or drains may be called for, sediment-laden water should be discharged to a temporary sediment basin. The basin should be at least 1.5 feet deep, have a surface area of at least 25 square feet per 100 gallons per minute of inflow, have a length to width ratio of 2:1 or greater, have its outlet at or above its normal depth, and should discharge in a manner that does not cause Erosion.

- e. *Re-Established Pre-Development Flow Conditions:* Where the construction must create a permanent diversion around work area, plans should call for one or more permanent level spreaders to be used to re- distribute the channelized flow below the permanent construction. Permanent level spreaders should be constructed by cutting into the existing ground.
 - f. *Stabilize Channels with Erosion Control Matting or Stone:* The bottom of all new temporary and permanent channels should be stabilized with an erosion control mat, a turf reinforcement mat, or NHDOT Class C Stone fill set on a medium strength non-woven geotextile. Check dams, spaced no greater than five vertical feet, should be installed in all channels that are not stone lined.
 - g. *Re-Established Vegetation:* Plans should call for all Site Disturbance that is not covered with hard surfacing (e.g., structures, pavement, stone, etc.) to be spread with loam at least four inches deep, and seeded and mulched, sodded, planted, or a combination thereof.
 - h. *Stabilize Steep Slopes with Erosion Control Matting:* Plans should call for all permanent slopes steeper than 3:1 to be permanently stabilized with an erosion control mat or a turf reinforcement mat installed complying with the manufacturer's written instructions. Earthen cut and fill Slopes should not exceed 2:1.
 - i. *Stabilize Prior to Winter:* Plans should call for all Site Disturbance to be stabilized as described in the above paragraphs prior to November 15th.
 - j. *Remove Sediment and Temporary Measures:* Plans should call for the removal of trapped sediment and temporary erosion control measures upon permanent stabilization. Permanent stabilization means that vegetation covers at least 75-percent of the soil surface (evenly distributed).
3. Major Site Disturbances: The following additional suggestions are offered for projects that involve major Site Disturbance (areas of 10,000 square feet or more or/and slopes are more than moderate)
- a. *Submit a Hydrologic Analysis:* It may be helpful to prepare a hydrologic analysis to assure that the proposed work will not increase the peak rate of runoff above that of the existing conditions. The analysis should include a brief narrative summarizing the methodology and results. Calculations may be prepared for both the 2-year and 25-year return period using the Natural Resource Conservation Service's (formerly SCS) TR-20 methodology.
 - b. *Submit an Erosion and Sediment Control Plan:* A project-specific Erosion and Sediment Control plan of the proposed Site Disturbance area and 50 feet beyond it may be helpful in determining if the project has been designed reasonably and will be performed reasonably as required by Section 4.1.6 of the Zoning Ordinance. If such a plan is thought to be of value it should include the following:
 - i. Existing and proposed topography (including proposed permanent site features such as structures, driveways, septic systems, retaining walls, etc.) with a two-foot contour interval.
 - ii. Specific methods that will be used to control Erosion and Sedimentation, soil loss, and stormwater runoff, both during and after construction.

- iii. Construction access routes and methods to minimize sediment tracking from construction vehicles.

It is best to have such a plan prepared and stamped by a professional engineer licensed in New Hampshire or a Certified Professional in Erosion and Sediment Control certified by CPESC, Inc. The board of selectmen (or their representatives) will generally review the design using the “Stormwater Management and Erosion and Sediment Control Handbook for Developing Areas in New Hampshire”, prepared by the NHDES, RCCD, and USDA SCS, dated August 1992, or a later version (if any) in determining if the reasonably designed and performed criteria of the Zoning Ordinance have been met. Other standards or guidelines may be considered where they are appropriate to meeting the criteria.

- c. *Narrative:* It is often helpful to submit a concise narrative describing the effect of the proposed development on abutting properties, roads, water bodies, wetlands and other significant existing features in the vicinity of the project. Further, it may be helpful to have the narrative prepared by a professional engineer licensed in New Hampshire or a Certified Professional in Erosion and Sediment Control certified by CPESC, Inc.