LAND USE PERMIT APPLICATION

ONCE A COMPLETE APPLICATION IS SUBMITTED, IT TAKES 5-7 BUSINESS DAYS FOR PROCESSING. A COMPLETE APPLICATION MEANS ALL REQUIRED ITEMS HAVE BEEN PROVIDED.

- **NO WORK SHALL BEGIN UNTIL A PERMIT HAS BEEN ISSUED AND POSTED.**
- Permits shall be posted and protected in a visible location on premises immediately upon being issued.
- **AN AFTER-THE-FACT FEE WILL BE INCURRED IF WORK HAS BEGUN PRIOR TO APPROVAL BY THE LAND USE OFFICE.**
- **Please contact Dig Safe prior to any excavation. Bristol's Water & Sewer Department should be contacted directly (603 744 8411) or wateroffice@bristolnh.gov to locate service lines and valves 4 days in advance of any excavation, grading, or paving work.**

The applicant is legally responsible to assure that all information in the application is correct, and accurately represents the proposed project.

PLEASE READ THE INSTRUCTIONS ON PAGE 3 BEFORE FILLING OUT THE APPLICATION FORM. CALL THE PERMIT OFFICER IF YOU HAVE ANY QUESTIONS. MISSING ITEMS WILL DELAY YOUR PERMIT.

The Land Use Office shall issue all Land Use Permits in accordance with RSA 676:17. No permit shall be issued unless the proposal complies with the provisions of the Bristol Zoning Ordinance and meets all other local and State requirements.

Land Use Permits are required for any of the following on a residential or commercial property:

- any new construction (including modular and mobile homes)
- any change of use of an existing structure
- additions or alterations to existing structures (including ***interior renovations,*** decks, and dormers)
- demolition or relocation of any structure
- installation of any detached structure (including sheds, barns, garages, docks, signs, and swimming pools)
- fences that are over six feet tall
- any other renovation (***including interior***) and/or relocation with a cost of $2,000 or more
- any increase in the paved area of a multi-family, commercial or industrial property

Ordinary repairs to structures may be made without a permit. Such repairs are limited to painting, siding, re-roofing (with like materials), window replacement and repair of accidental damage that does not involve structural modification.

NH Energy Code Certification is required:

- For all new homes using electric or fossil fuel for heat
- For additions with more than 150 square feet of floor space
- When spending more than 50% of the current value of the structure for alterations
- When winterizing a seasonal home or part of an existing structure, such as finishing a room over a garage

Additional items, permits, approvals may be needed if the property is in an Overlay District, has wetlands, is in the Floodplain, if the setbacks cannot be met, if height exceeds Zoning limits, if steep slopes are present, etc.

DATE RECEIVED: _____

BY: _____ M/L: _____

DISTRICT: _____

Fee Paid:_____

After-the-fact fees are 2x the regular fee.

Check# _____ Cash ☐ Other _____

LAND USE PERMIT APPLICATION

	Residential
	Minimum processing fee- $50.00 - change of use - fence over 6 feet high - roofing (with new material)
	New one- or two-family dwelling $50.00 + $0.30 per square foot
	Residential addition/accessory structure $35.00 + $0.15 per square foot
	Interior alteration or renovation $50.00 + $0.30 per square foot
	Energy Permit fee- $125 (Solar or Wind)
	After-the-fact Compliance Fee (2X the regular fee)

	Commercial
	Minimum processing fee - $100.00 - change of use - fence over 6 feet high - roofing (with new material)
	New multi-family dwelling $100.00 + $0.40 per square foot
	New commercial or industrial building $100.00 + $0.40 per square foot
	Commercial addition/accessory structure $50.00 + $0.40 per square foot
	Commercial Interior alteration or renovation $100.00 + $0.40 per square foot
	Energy Permit fee- $125 (Solar or Wind)

Applicant's Name: _____
Owner or Agent

Name of Property Owner, if different: _____

Owner's Address: _____

Owner's Phone #/Email: _____

Agent's Address: _____

Agent's Phone #/Email: _____
Written permission to represent owner must be submitted with application.

Property/Project Street Address: _____

If applicable:

Written permission for a third party to represent the owner has been submitted. ☐ YES
Written permission of approval from an Association has been submitted. ☐ YES

Existing Use: _____

Proposed Use: _____
Residential, Industrial, Commercial, Other

Description of project: Include estimated start and finish dates; use separate sheet if needed.

_____

_____

_____

_____

_____

Total Cost of the Project: _____

Excavation _____ Grading _____ Electrical _____ Foundation _____

Plumbing/Heating _____ Carpentry _____ Materials _____ Labor _____

Please include, if applicable:	YES	N/A	NOTES (Refer to Instructions for more information.)
Floor plan of existing building	☐	☐	
Floor plan of proposed building/addition	☐	☐	
Construction plans of proposed building/addition	☐	☐	
Change in number of bedrooms?	☐	☐	Yes # of bedrooms being added:
Change in number of dwelling units?	☐	☐	
Scaled Plot Plan: (* items must be on plan)	☐	☐	
*Location of building/addition and setbacks	☐	☐	
*Height of proposed building/addition	☐	☐	
*Exterior lighting locations/type	☐	☐	
Is property in one of the Overlay Districts?	☐	☐	_Shoreland _ Historic _ Pemi _ Wetlands _ Floodplain
Is the property affected by steep slopes?	☐	☐	
NH Energy Code required? See page 4	☐	☐	New homes, Additions more than 150 sq ft, Winterizing, Alterations costing more then 50% of current market value
Septic approval required?	☐	☐	
Application for Water/Sewer required?	☐	☐	
Driveway permit required?	☐	☐	
NH Wetlands approval required?	☐	☐	
E911 Address required?	☐	☐	

For a Solar Project: will the solar panels be: _____☐ Ground Mounted _____☐ Roof Mounted ___☐ N/A

____If roof mounted, verified structural calculations ____Complete solar specifications

____Diagram of wiring specifications ____Plot plan showing placement of solar panels

____Photos, sketches, and measurements of structure

I, the undersigned, do herein state to the best of my knowledge and belief that the proposed construction is compliant with all local, state, and federal codes, rules, and regulations, and that all information provided herein is correct and complete in accordance thereto.

DATE _____ SIGNATURE OF OWNER OR APPLICANT _____

Approved Permit to be: _ _ Mailed __ _Emailed __ .Picked-up

PLEASE NOTE: PERMITS DO NOT TRANSFER WITH THE OWNERSHIP OF THE PROPERTY

INSTRUCTIONS

To AVOID LOSING CHANGES made to the form: Save the form to your hard drive. Open it in Adobe Acrobat or other PDF Reader. Links will open in a new browser window when clicked.

EXAMPLES of floor plans, plot plans, elevations, construction drawings, and solar wiring diagrams can be found on the Town website. https://www.bristolnh.gov/land-use-department/pages/land-use-permits-applications

- **Floor Plan of Existing Building** – If this is for an addition to an existing structure, please show an outline of the existing structure and the location and size of the proposed addition.
- **Floor plan of proposed building/addition** – If this is for an addition to an existing structure, please show an outline of the existing structure and the location and size of the proposed addition.
- **Construction plans of proposed building/addition** – Provide detailed drawings of the building or construction project, illustrating its layout, components, framework, and dimensions.
- **Change in number of bedrooms:** If yes, enter how many additional bedrooms are being added or built. If no bedrooms are being added or built, check N/A.
- **Change in number of dwelling units?** Please note that the town of Bristol does NOT allow 2 dwelling units on the same parcel unless they are attached.
- **Scaled Plot Plan – This is required and must include the following information:**
    - Location of building or addition on the parcel
    - Distance of building/addition to the rear, front and side setbacks (from the boundary line)
    - Height of proposed building/addition:
        - Building height shall not exceed 35’ (4.4 of the Zoning Ordinance)
        - Accessory buildings are limited to a height of 20’ (4.18 of the Zoning Ordinance)
        - Structures (non-conforming) in the Lake District increasing in height by more than one foot must apply for a Special Exception (4.12 of the Zoning Ordinance)
- **Exterior lighting locations/type** – please note on the plan where any current outside lighting is located and where any new outside lighting will be located. Include the type of lighting being used.
- **Is the property located in one of the following Overlay Districts?**
  Check map layers on Town website to make this determination.
    - Shoreland Protection Area – within 250’ of Newfound Lake, Newfound River
    - Historic District (downtown area)
    - Pemigewasset Overlay District
    - Wetlands Conservation Overlay District
    - Floodplain Zone
- **Does the slope of the lot exceed 15%?** Hiring a professional and having a written statement of the slope may be the best for steep parcels where disturbance will be needed in order to build. There are several videos online that explain and demonstrate how to determine the slope of the lot.
- **Septic Approval Required?**
  You need a NH Department of Environmental Services approved design if your septic system fails and you cannot replace it in the exact same location; or when you are expanding an existing structure (adding bedrooms, converting from seasonal to year round use, or changing use from residential to commercial); or when you are building a new house in an area that does not offer municipal sewer services.
- **Application for Water/Sewer required?**
  An application for municipal water and/or sewer hook-up can be found at this link:
  https://www.bristolnh.gov/sites/g/files/vyhlif2866/f/uploads/water_sewer_application_22_fillable_3.pdf

NH Energy Code required?
You must obtain certification if you plan to:

- Build a new home with any provision at all for fossil or electric heat
- Construct a commercial structure under 4000 square feet
- Plan to spend more than 50% of the current value of the structure altering a structure
- Winterize a seasonal home or part of an existing structure, such as finishing a room over a garage
- Construct an addition with more than 150 square feet of total floor space

You may be exempt if you are:

- Siting a mobile home
- Siting a modular home certified by the NH Modular Home Program. Contact the Office of the Fire Marshall at 603 271-3294 for details.
- Making no provision for electric or fossil fuel heat
- Renovating or adding to a certified historic building

Submit the complete NH Energy Code Application to the NH Department of Energy at energycodes@energy.nh.gov Phone: 603.271.3670 Fax: 603.271.3878

- **Driveway permit required?**
  Town of Bristol Driveway Regulations can be found:
  https://www.bristolnh.gov/highway-department
- **NH Wetlands Approval required?**
  Activities located in wetlands and surface waters, such as excavation, removal, filling, dredging and/or construction of structures in or on any bank, flat, marsh, forested wetland or adjacent to waterbodies, generally requires review and approval from the Wetlands Bureau in accordance with the Fill and Dredge in Wetlands Act (RSA 482-A), unless otherwise specified by rule or law. Forms are available at:
  https://onlineforms.nh.gov/Home/55919311-2291-44b6-bed0-1eb3355ac33b
- **For a Solar Project,** in addition to the above, the following are also required:
  - **If roof mounted,** verified structural calculations.
    Structural calculations must be verified and stamped by a Licensed Engineer
    - **Plot plan** showing placement of solar panels.
      Provide photos or sketches and measurements of the existing Structure, showing where the solar array will be mounted, the distance from the peak where the solar array will begin and the distance from the edge of the roofline where the solar array will end.
  - **If ground mounted,** must provide a plot plan showing where on the parcel the solar panels will be located, the overall size of the solar array, show all structures, distances from boundary line, location of driveway and roads.
  - **Complete solar specifications.**
    Must provide specifications for all components of the solar array including data for the installation of solar panels.
  - **Diagram of wiring specifications.**
    Provide a diagram that shows the wiring specifications
  - **Meter**
    Note where the meter disconnect will be located

EXAMPLES of floor plans, plot plans, elevations, construction drawings, and solar wiring diagrams can be found on the Town website. https://www.bristolnh.gov/land-use-department/pages/land-use-permits-applications

New Hampshire Residential Energy Code Application

for Certification of Compliance for New Construction, Additions and/or Renovations of Detached One- and Two-family dwellings and multi-family dwellings (townhouses) not over 3 stories

EC-1 Form

Minimum Provisions from 2018 IECC Chapter 4 [RE] Effective Date: July 1, 2022 Rev.4

Owner/Owner Builder: Company Name: (if applicable)			**General Contractor:** Company Name:		
Name:			Name:		
Mail Address:			Mail Address:		
Town/City:	State:	Zip:	Town/City:	State:	Zip:
Phone:	Cell:		Phone:	Cell:	
E-Mail:			E-Mail:		

Location of Proposed Structure:

Tax Map #: Lot #:

Street:

Town/City: County:

Type of Construction:

○ **Residential** ○ **Small Commercial**

○ New Building ○ Renovation ○ Addition

○ Thermally Isolated Sunroom

○ 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.

Zone 5 ○ Cheshire, Hillsborough, Rockingham Strafford

Zone 6 ○ All other NH counties **and town of Durham**

Total New Conditioned* Floor Area:

_____ ft²

Basement or Crawl Space type: (*a conditioned space is one being heated/cooled, containing uninsulated ducts or w/ a fixed opening into conditioned space. Walls must be insulated)

Conditioned? ○ Yes (Walls must be insulated) ○ No

☐ Full Basement ☐ Walk Out Basement

☐ Slab on Grade ☐ Other _____

Structure is EXEMPT because:

☐ Mobile Home ☐ On an historic register

Form Submitted by:

☐ Owner ☐ Builder ☐ Other _____

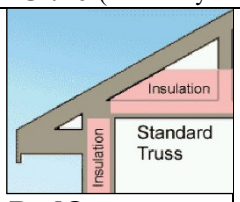
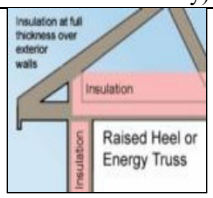
I hereby certify that all the information contained in this application is true and correct, and construction shall comply in all respects with the terms and specifications of the approval given by the local municipal code official or New Hampshire Department of Energy.

Signature_____ **Print Name**_____ **Date**_____

Official Use Only		
Date Complete Application Received:	**Approved by:**	**Date:**
Approval Number:	**Stamp:**	

Directions: Complete the "Your Proposed Structure" columns. No measurements or calculations are needed. Copies of plans are NOT needed. If you at least meet the Energy Code requirements, your project will be approved. Write N/A in any section that does not apply to your project. If your planned structure does meet these requirements, consider downloading REScheck http://www.energycodes.gov/rescheck to explore energy modelling options. **Please submit pages 1,2 and 3 only.**

YOUR PROPOSED STRUCTURE

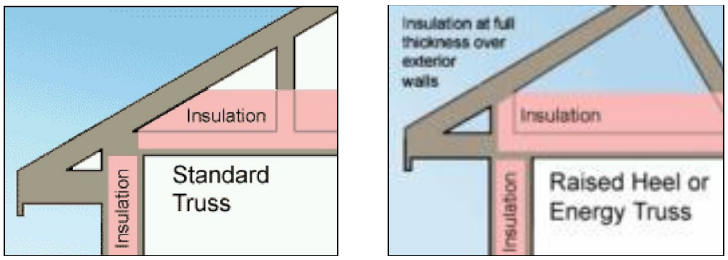
Building Section	Required R or U Values	Write Planned R and U Values	Brands / Models / insulation type and thickness (if known)
Window U Factor (lower U is better)	**U .30** (maximum) **U-.32** (if log walls in Zone 5) **U-.30** (if log walls in Zone 6) **U .45** (Thermally Isolated Sunrooms only)	Write in U-Value	Check if ☐ **Sunroom** ☐ **Log Walls**
Skylights	**U .55 (or less)** **U .70** (Thermally Isolated Sunrooms only)		
Flat Ceiling[i] *or* **Flat Ceiling with Raised or Energy Trusses R-value**	 **R-49** (Zone 5 or 6) if using the above construction technique **R-49** if log walls  **R-38** (Zone 5 or 6) if maintaining the full R value over the plates **R-49** if log walls	Write in R-Value → If using only R-38 in Zone 5 or 6 you must check this box	NOTE: R-38 will satisfy the requirement for R-49 if the full R-38 insulation value is maintained over the outside plates. **If using only R-38 (Zone 5 or 6), you must certify that you will maintain R-38 over the plates by checking the box below.** ☐ ***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.***
Sloped or Cathedral Ceiling	**R-30** (Zone 5 & 6) if less than 500 ft sq or 20% of total ceiling area or as above **R-24** (Thermally Isolated Sunrooms only)	Write in R-Value	Check if ☐ **Sunroom**
Above Grade Wall[ii] **R-value**	**Zone 5:** **R-20** Cavity Insulation only *or* **R-13** *plus* **R-5** Cavity *plus* Continuous Insulation *or* Assembly U-Factor of, or less than **0.060** **R-13** (Thermally Isolated Sunrooms only **Zone 6:** **R-20** plus **R-5** Cavity *plus* Continuous Insulation *or* **R-13** *plus* **R-10** Cavity *plus* Continuous Insulation *or* Assembly U-Factor of, or less than **0.045** **R-13** (Thermally Isolated Sunrooms only)	Write in R-Value	Log homes must comply with ICC400-2017, have an average minimum wall thickness of 5" or greater with specific gravity of ≤0.5 or 7" with specific gravity >0.5. Check if ☐ **Sunroom** ☐ **Log Walls**
Door U-Value	**U .30** (maximum)	Write in U-Value	One opaque door in the thermal envelope is exempt from the U-factor requirement.
Floor R Value (e.g., floor over Basement or garage)	**R-30** *or* Insulation sufficient to fill joist cavity minimum R-19	Write in R-Value	If conditioning the basement you must insulate **Basement Walls.** If not, you may

Basement or Crawl Space Wall R Value	For *both* Zone 5 and Zone 6 **R-19** Cavity Insulation or **R-15** Continuous Insulation	Write in R-Value	insulate either **Floor** or **Basement Wall**s and **Slab Edge (if ≤ 1' of grade)**
Slab Edge[iii] R Value	**R-10** **2′** (Zone 5) **4′** (Zone 6) (see drawing pg 3) ***add*** **R-5** if the Slab is heated or **R-15** under entire heated slab if a log home.	Write in R-Value	Check if ☐ **Heated Slab**
Air Sealing	A blower door test is **required**. The test must demonstrate an air exchange rate of ***three*** Air Changes per Hour (ACH) or less @ 50 Pa.	Blower Door	If required by the code official, an approved third party may be required to conduct the blower door test.

Submit pages 1,2 and 3 to local municipal code official or NH Department of Energy at energycodes@energy.nh.gov
Phone: 603.271.3670 Fax: 603.271.3878

Footnotes to Residential Energy Code Application for Certification of Compliance

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

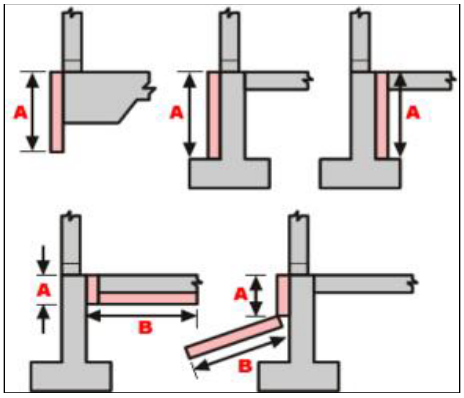


[ii] R-20 + R-5 means R-20 cavity insulation plus R-5 continuous insulation. A reduction of not more than R-3 of the required continuous insulation is permitted where the structural sheathing covers 40% or less of the gross area of the exterior walls.

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

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

Allowable Slab Insulation Configurations



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

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

Residential IECC Chapter 4 [RE]
The following list is intended as a general summary of energy related requirements.
Please consult the 2018 IECC Chapter 4 [RE] for complete requirements.

	Air Leakage Code Section R402.4	The building thermal envelope shall be constructed to limit air leakage in accordance with the requirements of IECC Sections R402.4.1 through R402.4.5. The building thermal envelope must be durably sealed to limit infiltration. See Table R402.4.1.1 for a list of thermal envelope elements and installation criteria. Building envelope air tightness shall be verified to comply by Blower Door testing to not exceed air leakage of 3 Air Changes per Hour (ACH) at 50 Pascals pressure. The local Building Official may require an independent 3rd party to conduct the test.
	Testing Code Section R402.4.1.2	The Blower Door Test is the required method to demonstrate code compliance with the air leakage requirement. Blower Door Test conducted by: _____ Result (at 50 Pa): _____CFM Interior Volume_____ CF _____ACH
	Fireplaces Code Section R402.4.2	New wood-burning fireplaces shall have tight-fitting flue dampers or doors and outdoor combustion air.
	Recessed Lighting Code Section R402.4.5	Recessed lights in the thermal envelope must be type IC rated and labeled as meeting ASTM E 283 and sealed with a gasket or caulk between the housing and the interior wall or ceiling covering.
	High-Efficacy Lighting Code Section R404.1	Not less than 90 percent of the lamps in permanently installing lighting fixtures shall contain only high-efficacy lamps.
	Materials and Insulation Identification Code Section R103.2 and R303.1	Materials, systems and equipment shall be identified in a manner that will allow a determination of code compliance. Manufacturer manuals for all installed heating, cooling and service water heating equipment must be provided. Insulation R-values, glazing and door U-values and heating and cooling equipment efficiency must be clearly marked on the building plans, drawings or specifications.
	Pull-Down Attic Stairs, Attic Hatch, and Access Doors Code Section R402.2.4	Should be insulated to a level equal to the surrounding surfaces and tightly sealed and weather-stripped at the opening. Access that prevents damaging or compressing insulation shall be provided to all equipment. A baffle or retainer shall be provided to prevent loose fill insulation from spilling from the attic access.
	Access Hatches and Doors Codes Sections R402.4 and R402.3.4	All doors leading from a conditioned space into an unconditioned space such as an attic or basement should be insulated to a level equal to the surrounding space and weather-stripped or rated door units meeting the U-factor requirement. One door less than 24 square feet is exempt.
	Duct Insulation Code Section R403.3.1	**Supply and return** ducts in attics must be insulated to at least R-8 where 3 in. diameter or greater and not less than R-6 for ducts smaller than 3 in. diameter. Supply and return ducts in other portions of the building must be insulated to at least R-6 where 3 in. diameter or greater and not less than R-4.2 for ducts smaller than 3 in. diameter. Exception: Ducts or portions thereof located completely inside the building thermal envelope.
	Duct Construction Code Sections R403.3.2 and R403.3.5	Ducts, air handlers and filter boxes shall be sealed. Joints and seams must comply with the *Int. Mech. Code* or Section M1601.4.1 of the *International Residential Code*. Building framing cavities **shall not** be used as ducts or plenums (neither supply nor return).

	Duct Testing Code Sections R403.3.3	Ducts shall be pressure tested to determine air leakage by either 1) rough-in test or 2) post-construction test. Rough in Test: Ducts must be no leakier than 6 CFM per 100 sqft of conditioned floor area with air handler installed or 4 CFM per 100sqft without the air handler installed. Post Construction: Ducts must be no leakier than 8 CFM per 100 sqft of conditioned floor area. See Code for further requirement details. Test conducted by: _____ Duct test result at 25 Pa:_____Post construction or _____Rough-in test
	Temperature Controls Code Section R403.1, R403.1.1 and R403.1.2	At least one thermostat must be provided for each separate heating and cooling system. The thermostat controlling the primary system must be equipped with a programmable thermostat. 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
	Mechanical System Piping Insulation Code Section R403.4	Mechanical system piping capable of conveying fluids at temperatures above 105°F or below 55°F must be insulated to R-3.
	Circulating Hot Water Systems Code Section R403.5.1.1 and R403.5.3	Controls for circulating hot water system pumps shall start based on the identification of a demand for hot water within the occupancy. The controls shall automatically turn off the pump when the water in the circulation loop is at the desired temperature and when there is no demand for hot water. Circulating domestic hot water system piping shall be insulated to R-3.
	Mechanical Ventilation Code Section R403.6	The building shall be provided with ventilation that meets the requirements of Section M1504 of the International Residential Code or the International Mechanical Code, as applicable, or with other approved means of ventilation. Outdoor air intakes and exhausts must have automatic or gravity dampers that close when the ventilation system is not operating.
	Equipment Sizing Code Section R403.7	Heating and cooling equipment shall be sized in accordance with ACCA Manual S based on building loads in accordance with ACCA Manual J or other approved heating and cooling calculation methodologies. Equipment shall have an efficiency rating equal to or greater than applicable federal standards.
	Certificate Code Section R401.3	A permanent certificate, completed by the builder or registered design professional, must be posted on a wall in the space where the furnace is located, in a utility room or on the electrical distribution panel. It must list the R-values of insulation installed in or on the ceiling, walls, foundation, slab and ducts outside the conditioned spaces; U-factors and SHGC for fenestration; results from any required duct system test and building envelope air leakage testing performed on the building. The certificate must also list the type and efficiency of heating, cooling and service water heating equipment.
	Existing Buildings and Structures See **Appendix J** of IRC	The purpose of these provisions is to encourage continued use of existing buildings and structures. Work in existing buildings shall be classified into categories of repair, renovation, alteration and reconstruction. Consult this Appendix for specific requirements related to work in existing buildings.