

Town of Randolph

130 Durand Road
Randolph, NH 03593
(603) 466-5771

Instructions for Building Permit Application

Under Article XI of the Land Use Ordinance (as amended March 11, 2025) you must have a permit before a building or structure (including a prefabricated structure) is constructed, extended or placed. (This requirement also applies to swimming pools, manufactured homes, external wood boilers, wind powered equipment, solar panels and exterior signs.) Alterations to an existing building or structure which change its use, its exterior dimensions, the basic materials of which it is constructed, or changes the number of bedrooms within it, shall also require a permit.

Before filling out your application please become familiar with Articles IV, V and VI of the Land Use Ordinance.

1. A sewage disposal permit from the DES, Water Supply & Pollution Control Division is required if the proposed construction involves a new structure or if it will have the effect of increasing the load on an existing sewage disposal system. This means:
 - a. In an existing residential structure, adding bedrooms or converting existing rooms to additional bedrooms;
 - b. Converting from seasonal to full-time use or occupancy, as specified in Env-Wq 1004.16(b);
 - c. Converting from residential use only to residential plus commercial use or commercial use only; or
 - d. Changing or adding to an existing commercial use so as to increase the flow as calculated using Env-Wq 1008.03”
2. A permit from with the NH Energy Code from the NH Public Utilities Commission, Energy Division or plans certified per Puc 1803.04 by a NH registered architect.

No building can begin until you have obtained a written approval of your building permit application.

Please allow adequate time for this process. The board meets the 2nd and 4th Monday of the month. If not all information is given or there are questions, it may take up to a month to obtain a permit.

You must apply for a building permit even though you suspect or know you will be refused. If your application is refused, you may file for a Variance with the Board of Adjustment

Verbal discussion of your request does not constitute permission to begin work. You must obtain approval in writing.

12.05 ENFORCEMENT. The Board of Selectmen or their designee, upon well-founded information of any violation, is hereby authorized to initiate immediate steps for enforcement of this Ordinance, including the delegation of prosecution of specific enforcement actions to such other qualified individuals as may be appropriate from time to time. Any and all penalties available to the appropriate enforcement official per RSA 676:15-18, as amended, are hereby incorporated into these regulations by reference.

Town of Randolph

130 Durand Road, Randolph, NH 03593 (603) 466-5771

Application for Building Permit

(This is not a sign or driveway permit application)

Please Print in Ink

Property Owner(s): _____ Date: _____

Telephone #: (____) _____ E-mail: _____

Mailing Address: _____

Property Location: _____

Tax Map: _____ Lot: _____

Is land taxed under "Current Use" Classification? ☐ Yes, ☐ No

Existing buildings used for: (e.g., Residential, Farm, Commercial) _____

Proposed use _____

Proposed Building: ☐ New ☐ Renovation ☐ Addition ☐ Garage ☐ Shed
☐ Other (Specify) _____

If a Residence, Number of Bedrooms _____ Existing _____ Proposed _____

Estimated cost of Construction: _____

Contractor: _____ Contractor Tel # (____) _____

Contractor's contact person: _____ Contact Tel # (____) _____

Lot Area _____ (80,000 SF / 1.84 Ac minimum for new construction)

Frontage on Town Street _____ Ft (200 ft minimum for new construction)

Set Back FRONT _____ ft. REAR _____ ft. Side _____ ft. (Set Back min of 25 ft. from nearest right of way)

Height of highest point on building _____ Ft (max height 35 ft for non-farm buildings)

☐ Attach dimensioned sketch showing proposed building footprint including decks and porches and any existing buildings. Sketch to include the following information:

☐ Name of Applicant and Signature with Date ☐ Compass Direction

☐ Lot Dimensions ☐ Lot Area ☐ Frontage on Town Street ☐ Abutters

☐ Front setback ☐ Rear setback ☐ Side setbacks (25 ft minimum for all)

☐ Driveway Location (Indicate existing or proposed (permit req'd)) (750 ft max length) ☐ Slope (12% max)

☐ Location of year round brooks, streams or bodies of water

(100 ft min distance to near bank from structure or paving; 75 to 125 ft for leach fields based on soil condition)

☐ Location of Septic Tank

☐ Leach Field

☐ Well

COMPLETE the following (REQUIRED):

Public Utilities Commission - New Hampshire Energy Code Certification of Compliance

Approval # _____ Date Approved _____ ☐ Attach Copy

Or Submit Plans certified by a NH registered architect per Puc 1803.04

New Hampshire Dept. of Environmental Services - Septic System Design Approval

Number _____ Date Approved _____ Designed for _____ Bedrooms

***New Construction Only** - Driveway Permit # _____ Issued by _____

The undersigned owner (or owner's agent authorized below) hereby requests a building permit for the above use to be issued on the basis of the information and representations contained herein. Any permit issued will be deemed void in the event of misrepresentation or failure to comply with the Land Use Ordinance and other ordinances, rules, and laws of the Town of Randolph and/or the State of New Hampshire. If permit is deemed void, work must stop immediately. Legal action may be taken and fines imposed.

I/we acknowledge that issuance of this permit in no way certifies the suitability or safety of the proposed structure, nor its compliance with applicable State Laws, Rules, and Codes.

I/we acknowledge that I/we are familiar with the Randolph Land Use Ordinance, that the above is correct and complies with the Ordinance, and I agree to allow inspection(s) upon notification and at reasonable times, and to prominently display the Permit Card while work is in progress.

I/we acknowledge by signing below I/we give the Selectmen or its agents the right of entering the property during normal business hours for the purposes of inspecting the property/building for assessing and evaluation purposes. This includes properties that are posted.

Signature: _____ ☐ owner or ☐ agent **Date:** _____

All Owners must sign _____

If applicable, please complete the following:

I designate the person listed below as my/our agent for the purpose of procuring the necessary local permits for the proposed building. Representations made by my agent may be accepted as though made by me/us personally, and I understand that I/we are bound by any official decision/action taken on the basis of such representations.

Agent _____ **Agent's Telephone # (__)** _____

Agent's Address _____

Owner(s) Signature(s): All owners must sign

Print Name _____ Signature _____ Date _____

Print Name _____ Signature _____ Date _____

☐ **Approved - Permit Number:** _____

Construction must be started within one year, and completed within two years from date of issue, or a new permit must be obtained.

Special Conditions _____

☐ **Denied because:** _____

Board of Selectmen: _____ **Date:** _____

Solar Collection System

1. Installer:

a. Name: _____

b. Address: _____

c. Phone Number: _____

d. Email Address: _____

e. Licensed Electrician: _____

f. Electrician's License #: _____

Please include copy of License

2. System Description:

a. Is the system to be interconnected to the local utility grid? Yes: ____ No: ____

If yes, provide a copy of the interconnection form showing approval to install the facility from the Electric Utility.

b. Electric Utility – Eversource: ____ Other : _____

c. AC Rating of system (per manufacturer's specs): _____

d. DC Rating of system (per manufacturer's specs): _____

e. Provide a simple diagram, with major components labeled and identified.

f. Inverter

i. Manufacturer: _____

ii. Model: _____

iii. Rating (kW): _____

iv. UL 1741 listed? Yes: ____ No: ____

v. Maximum square footage of the installation: _____

g. Labeling – Show on attached plan.

h. Type of System

i. Ground Mounted:_____ Roof Mounted:_____

ii. If Roof Mounted – Rafter Size:____ x____, Rafter Span:_____ Inches, Rafter
Spacing _____ On Center Inches

iii. If Ground Mounted – Attach site plan showing location and setbacks (see page 1 of this application)

3. Owner's Certification:

I certify that, to the best of my knowledge, all of the information provided in this application is true.

The proposed installation complies with the Randolph Land Use Ordinance. I grant the Selectmen and it's contracted assessor permission to enter my property for the purpose of inspection of the Solar Photo-Voltaic Installation and assessment.

Property Owner Signature: _____ Date:_____

4. Installer's Certification:

I agree to comply with the State of New Hampshire Building Code which includes the 2023 NEC, along with 19 amendments, New Hampshire Fire Code, and the 2023 edition of the National Electric Code. I certify that at any time the work involves photo-voltaic panels and / or components, that a NH Licensed Electrician will be present.

Installer Signature:_____ Date:_____

Please attach additional information if needed.

Dimensional Sketch of Footprint and Lot Lines (Note the location of the septic and well) (or attach one)

Initial __ Date _____

A large grid of 30 columns and 30 rows, intended for a dimensional sketch of a footprint and lot lines. The grid is composed of thin, light gray lines forming a uniform pattern of squares across the central portion of the page.

INFORMATION WHICH MAY BE HELPFUL

Septic System Information Can Be Obtained at

New Hampshire Department of Environmental Services - Water Division

Subsurface Systems Fact Sheets

<https://www.des.nh.gov/land/septic-systems>

Fact Sheet SSB-12 Approved Technologies for Septic Systems:

<http://www.des.state.nh.us/factsheets/ssb/ssb-12.htm>

Application for New Hampshire Energy Code Certification Can Be Obtained at

<http://www.puc.state.nh.us/EnergyCodes/energypg.htm>

NH ENERGY CODE ARCHITECT'S OR ENGINEERS CERTIFICATION

Puc 1803.04 Architect's or Engineer's Certification.

- (a) Pursuant to RSA 155-D:4, VI, and VII, all architects or engineers registered and practicing in New Hampshire shall certify in writing to the commission and to the local building official in whose jurisdiction the building is located, that any building or structure which they design and that any blueprint to which they affix their professional seal, meets or exceeds the requirements of the energy code.
- (b) Any architect or engineer issuing certification pursuant to RSA 155-D:4, VI, and VII shall provide, in writing, to the commission and to the local building official, the following:
 - 1) The name, address, signature and telephone number of the certifying architect or engineer;
 - 2) The registration stamp and registration number of the certifying architect or engineer;
 - 3) The tax map and lot number, and the county, town and street location of the project;
 - 4) The name, address and telephone number of the project owner;
 - 5) The name, address and telephone number of the general contractor if known at the time of certification; and
 - 6) A certification statement as follows: "The proposed structure has been designed and reviewed by the architect or engineer and determined to be in compliance with all applicable requirements of RSA 155-D and the energy code adopted pursuant thereto."
- (c) Any architect or engineer providing the certification described in this section shall be registered and practicing in the state of New Hampshire.
- (d) An architect or engineer shall be deemed to be "practicing in New Hampshire", referred to in (c) above, if he or she has a working knowledge of all relevant New Hampshire building codes and the energy code, for the purpose of designing a structure in compliance with the energy code.

Effective February 1, 1999