



TOWN OF HUDSON

Community Development Department



12 School Street, Hudson, New Hampshire 03051

Community Development Department 603-886-6005 Fax: 603-594-1142

ALL BUILDING PERMITS MUST BE ACCOMPANIED BY:

- (A) A PLOT PLAN TO SCALE – (SEE EXAMPLE)
- (B) A DRAWING SHOWING THE “PROPOSED” STRUCTURE IN RELATIONSHIP TO THE PROPERTY LINES (SETBACKS) – (SEE EXAMPLE)
- (C) A STRUCTURAL ANALYSIS (TWO SETS) – (SEE EXAMPLE)
- (D) THE ATTACHED ENERGY FORMS ONLY APPLY TO HEATED STRUCTURES
- (E) A BUILDING CERTIFICATE – (IF APPLICABLE)
- (F) THE FOLLOWING SUPPLEMENTAL INFORMATION MAY BE REQUIRED. CONTACT THE FOLLOWING DEPARTMENTS FOR ASSISTANCE:

ENGINEERING @ 886-6008 COMMUNITY DEVELOPMENT @ 886-6005

DRIVEWAY PERMIT
WATER PERMIT
SEWER PERMIT
STORMWATER NOI
DREDGE & FILL
SITE SPECIFIC

ELECTRICAL PERMIT
PLUMBING PERMIT
MECHANICAL PERMIT
SIGN PERMIT
VARIANCE APPLICATIONS
SITE PLAN APPLICATIONS
SUBDIVISION APPLICATIONS
SPECIAL EXCEPTIONS

WETLAND SPECIAL EXCEPTION:

THE APPLICANT IS REQUIRED TO TAKE STEPS TO PREVENT ANY INTRUSION INTO WETLANDS AREAS OR THE SURROUNDING BUFFER. THIS INCLUDES ANY EQUIPMENT USED IN PREPARATION OR CONSTRUCTION. IF SUCH INTRUSION IS LIKELY, THE APPLICANT MUST REQUEST A WETLANDS SPECIAL EXCEPTION FROM THE ZONING BOARD OF ADJUSTMENT. IF THE APPLICANT IS NOT SURE WHETHER WETLANDS ARE PRESENT, THEY MAY REQUEST AN OPINION FROM THE TOWN, OR EMPLOY A CERTIFIED WETLAND EXPERT. IF THE BUILDING PLAN REQUIRES A WETLAND SPECIAL EXCEPTION, THE PLAN MUST SHOW THE LOCATIONS OF THE WETLAND, THE BUFFER AND ALL STRUCTURES. THE WETLANDS MUST BE STAKED BY A CERTIFIED WETLANDS EXPERT. PLEASE BE ADVISED IT IS NOT ALWAYS OBVIOUS THAT WETLANDS ARE PRESENT. IN ADDITION TO THE EVIDENCE OF WATER, SPECIFIC VEGETATION MAY BE EVIDENCE OF A WETLAND. FAILURE TO COMPLY WITH THIS REQUIREMENT WILL RESULT IN A STOP WORK ORDER AND MAY LEAD TO MONETARY FINES BEING IMPOSED.

PLOT PLAN POLICY

All building permit applications shall be accompanied by a plot plan prepared by a registered land surveyor showing existing and proposed structures on the property with all setbacks shown and be no older than three years from the date of building permit application. Any wetland within (50) fifty feet of the proposed site activity shall be shown on the plot plan.

❖ **ONLY** above ground pools, sheds, and decks are exempt from this policy.

Unique circumstances should be discussed with the Director of Community Development Department.

NOTICE TO APPLICANTS:

New Hampshire Law RSA 676:13 provides municipalities 30 days to review a building permit application. The Town of Hudson will process permits in accordance with State Law.

The Town of Hudson will notify the applicant by phone when the permit is ready.



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Address: _____ Unit # _____	Map _____
Cross Roads: _____ and _____	Lot _____
Site/Sub Plan: _____	Zone _____
	HCRD _____

RESIDENTIAL	TYPE OF IMPROVEMENT
<input type="checkbox"/> Single family detached <input type="checkbox"/> Townhouse <input type="checkbox"/> Duplex <input type="checkbox"/> 3+ family dwelling (# of units _____) <input type="checkbox"/> Other _____	<input type="checkbox"/> New Building <input type="checkbox"/> Addition <input type="checkbox"/> Alteration/Renovation <input type="checkbox"/> Repair/Replacement <input type="checkbox"/> Conversion of +/- dwelling units <input type="checkbox"/> Other _____
	<input type="checkbox"/> Deck <input type="checkbox"/> Shed <input type="checkbox"/> Swim Pool <input type="checkbox"/> Garage <input type="checkbox"/> Carport

COMMERCIAL	TYPE OF IMPROVEMENT
<input type="checkbox"/> Office/Bank/Professional <input type="checkbox"/> Hospital/Medical <input type="checkbox"/> Industrial/Warehouse <input type="checkbox"/> Restaurant <input type="checkbox"/> Other _____	<input type="checkbox"/> New Building <input type="checkbox"/> Addition <input type="checkbox"/> Alteration/Renovation <input type="checkbox"/> Repair/Replacement <input type="checkbox"/> Conversion from residential to commercial space <input type="checkbox"/> OTHER _____
<input type="checkbox"/> Garage <input type="checkbox"/> School <input type="checkbox"/> Store <input type="checkbox"/> Utility	<input type="checkbox"/> Deck <input type="checkbox"/> Shed <input type="checkbox"/> Swim Pool <input type="checkbox"/> Interior Demo

Total Cost of Project Excluding plumbing, electrical, mechanical, fire suppression, elevator, etc. \$ _____	General Description of Work and Use Include dimensions of building, room, shed, pool, etc. List # of bedrooms and bathrooms if new home or added. If use of existing building is being changed, enter proposed use. _____ _____ _____ _____
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Square Footage Footprint _____ Renovated/added _____	Number of stories _____
Living area of new home (exclude unfinished areas and garage) _____	Total area of bldg _____

Principal Type of Frame

Masonry (wall bearing)
 Wood Frame
 Structural steel
 Reinforced concrete
 Other-Specify _____

Type of Sewage Disposal

Town of private company (requires Town permit)
 Private (septic tank, etc.)

Type of Water Supply	Type of Heat Source
<input type="checkbox"/> Public or private <input type="checkbox"/> Private (well, cistern)	<input type="checkbox"/> Gas <input type="checkbox"/> Oil <input type="checkbox"/> Electric

	Name	Address	City/State/Zip	Phone
Owner	_____	_____	_____	_____
Lessee	_____	_____	_____	_____
Contractor	_____	_____	_____	_____
Architect	_____	_____	_____	_____
Engineer	_____	_____	_____	_____

I HEREBY CERTIFY THE OWNER OF RECORD AUTHORIZES THE PROPOSED WORK AND I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AS HIS AGENT AND TO CONFORM TO ALL APPLICABLE LAWS OF THE TOWN OF HUDSON. I HEREBY ATTEST ALL STATEMENTS MADE ON THIS APPLICATION ARE TRUE TO THE BEST OF MY KNOWLEDGE. THE SIGNATURE ON THIS BUILDING PERMIT AUTHORIZES ALL CODE OFFICIALS, BUILDING INSPECTOR AND ASSESSOR OR THEIR AGENTS TO CONDUCT INSPECTIONS FROM TIME TO TIME DURING AND UPON COMPLETION OF THE WORK FOR WHICH THIS PERMIT IS ISSUED.

Signature of applicant _____ Date _____

Address _____

FILING FEE \$ 30.00 RECEIPT # _____ DATE _____

BUILDING PERMIT FEE \$ _____ RECEIPT # _____ DATE _____

THIS BUILDING PERMIT IS

_____ **ISSUED** SUBJECT TO THE FOLLOWING CONDITION(S) _____ **DENIED** FOR THE FOLLOWING REASON(S)

<input type="checkbox"/> PLANS RECEIVED DATE _____ COMMENTS: _____ _____	USE GROUP: _____
	CONSTRUCTION TYPE _____

CERTIFICATE OF OCCUPANCY _____ REQUIRED _____ FINAL INSPECTION(BUILDING & HFD) COMMENTS: _____ _____	LIVE LOADING _____
	OCCUPANCY LOAD _____

_____ **APPROVED**

_____ **DENIED**

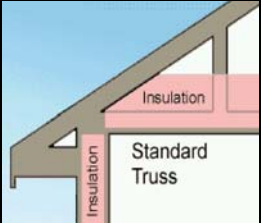
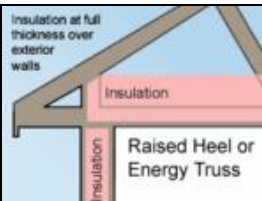
_____ BUILDING INSPECTOR _____ DATE _____

***Electrical Permit, Plumbing Permit, Building Certificate, Certificate of Occupancy, Water, Sewer and Driveway are to be applied for separately when applicable.**

New Hampshire Energy Code

Effective August, 2007

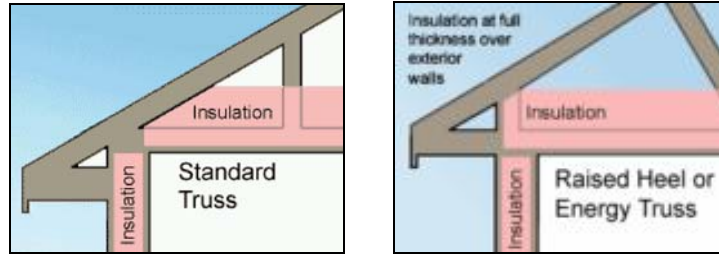
Directions: Complete the "Your Proposed Structure" columns. No measurements or calculations are needed. If you meet the New Hampshire Energy Code requirements, you will be certified to meet the NH Energy Code. Write N/A in any section that does not apply to your project. **Submit pages 1 and 2 only.** If your planned structure cannot meet these requirements, consider downloading REScheck for IECC2006, set it for Concord, NH and use trade offs against other insulation to prove compliance.

Building Section	Required R or U Values	YOUR PROPOSED STRUCTURE	
		Planned R or U Values	Brands / Models / insulation type and thickness (if known)
Window U Factor <i>(smaller U is better)</i>	U .35 (maximum) U .50 (Thermally Isolated Sunrooms only)		<input type="checkbox"/> Check if Sunroom
Skylights U Factor	U .60		
Flat Ceiling ⁱ R Value <i>or</i> ----- Flat Ceiling with Raised/Energy Trusses (Choose one)	 <p style="text-align: center;">R-49</p> <hr style="border-top: 1px dashed black;"/>  <p style="text-align: center;">R-38</p>	-----	<input type="checkbox"/> By checking this box, I certify that this structure is being built with a raised / energy truss or that the full thickness of the ceiling insulation will be maintained over the plates.
Sloped or Cathedral Ceiling No more than 500 Square Feet ⁱⁱ	R-30 R-24 (Thermally Isolated Sunrooms only)		<input type="checkbox"/> Check if Sunroom
Above Grade Wall R Value ⁱⁱⁱ	R-19 Cavity Insulation only <i>or</i> R-13 plus R-5 Cavity <i>plus</i> Continuous Insulation R-13 (Thermally Isolated Sunrooms only)		<input type="checkbox"/> Check if Sunroom
Mass Wall ^{iv} R Value	R-15		
Door U-Value	U .35 (maximum)		
Floor R Value (Basement ceiling)	R-30 <i>or</i> Insulation sufficient to fill joist cavity		Insulate either Floor or Basement Wall and Slab
Basement or Crawl Space Wall R Value	R-13 Cavity Insulation <i>or</i> R-10 Continuous Insulation		
Slab Edge ^v R Value	R-10 4' down, out or under <i>or</i> R-15 Heated Slabs as above		

Submit your application to: **New Hampshire Public Utilities Commission, 21 South Fruit Street, Suite 10, Concord NH 03301**

Footnotes to Residential Energy Code Application for Certification of Compliance

ⁱ Ceilings with attic spaces: R-30 must be deemed to satisfy the requirement for R-38 wherever the full height of uncompressed R-30 insulation extends over the wall top plate at the eaves. This is accomplished using a raised heel or energy truss as shown in the diagram below.



ⁱⁱ Ceilings without attic spaces: Where the design of the roof/ceiling assembly does not allow sufficient space for the required insulation, the minimum required insulation for such roof/ceiling assemblies is R-30. **This reduction of insulation from the requirements is limited to 500 ft² of ceiling area.**

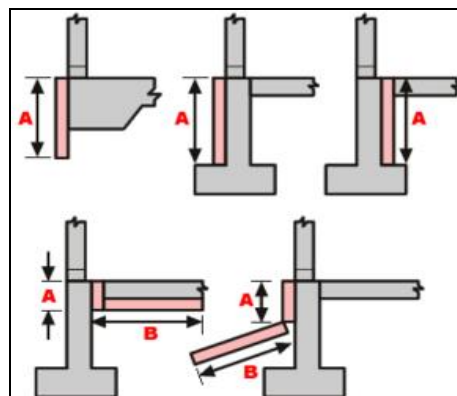
ⁱⁱⁱ R-13 + R-5 means R-13 cavity insulation plus R-5 insulated sheathing. If structural sheathing covers 25 percent or less of the exterior, R-5 sheathing is not required where structural sheathing is used. If structural sheathing covers more than 25 percent of exterior, structural sheathing must be supplemented with insulated sheathing of at least R-2.

^{iv} Mass walls are walls made of concrete block, concrete, insulated concrete form (ICF), masonry cavity, brick (other than brick veneer), earth (adobe, compressed earth block, rammed earth) and solid timber/logs. The provisions for mass walls are only applicable when at least 50 percent of the required insulation R-value is on the exterior of, or integral to, the wall. Walls that do not meet this criterion for insulation placement must meet the above grade (wood framed) wall insulation requirements.

^v Slab edge insulation must start at the top of the slab edge and extend a total of four feet. Insulation may go straight down, out at an angle away from the building, or over the slab edge and then under the slab. See diagram below.

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

Allowable Slab Insulation Configurations



A = Four Feet or A + B = Four Feet

NEW HAMPSHIRE ENERGY CODE

Summary of Basic Requirements

Retain for planning and construction.

<p>Air Leakage</p> <p>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, dropped ceilings or chases, knee walls, behind tubs and showers, separating unheated garages from the thermal envelope, common walls between dwelling units and all other openings in the building envelope that are sources of air leakage including must be caulked, gasketed, weather-stripped or otherwise sealed.</p>
<p>Recessed Lighting</p> <p>Code section 402.4.3</p>	<p>Recessed lights must be type IC rated and installed with no penetrations <i>or</i> installed in appropriate air-tight assemblies with 0.5 in clearance from combustible materials and 3" from insulation.</p>
<p>Moisture Control</p> <p>Code section 402.5</p>	<p>The building design must not create conditions of accelerated deterioration from condensation. Vapor retarders must be installed on the warm-in-winter side of all non-vented framed ceilings, walls and floors. This requirement does not apply where moisture or its freezing will not damage building materials.</p>
<p>Materials and Insulation Information</p> <p>Code section 102.1</p>	<p>Materials and equipment must be identified so that 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, specifications or Area Calculation Worksheet.</p>
<p>Pull-Down Attic Stairs, Attic Hatch, and Knee Wall Doors</p>	<p>Should be insulated with a minimum 4" thick rigid foam cover and have box that is tightly sealed and weather-stripped.</p>
<p>Full size Attic or Basement Entry Doors</p>	<p>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.</p>
<p>Duct Insulation</p> <p>Code section 403.2</p>	<p>Supply and return ducts for heating and cooling systems must be insulated to at least R-8. Ducts in floor trusses must be insulated to at least R-6.</p> <p>Exception: Ducts or portions thereof located completely inside the building thermal envelope.</p>

<p style="text-align: center;">Duct Construction</p> <p style="text-align: center;">Code section 403.2.2 & .3</p>	<p>Ducts, air handlers, filter boxes, and building cavities used as ducts must be sealed. Joints and seams must comply with Section M1601.3.1 of the <i>International Residential Code</i>.</p> <p>Building framing cavities must not be used as supply ducts.</p>
<p style="text-align: center;">Temperature Controls</p> <p style="text-align: center;">Code section 403.1 & .1.1</p>	<p>At least one thermostat must be provided for each separate heating and cooling system.</p> <p>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.</p>
<p style="text-align: center;">Mechanical System Piping Insulation</p> <p style="text-align: center;">Code section 403.3</p>	<p>Mechanical system piping conveying fluids at temperatures above 105°F or below 55°F must be insulated to R-2.</p>
<p style="text-align: center;">Circulating Hot Water Systems & Non-Circulating Hot Water Systems</p> <p style="text-align: center;">Code section 403.4 & NH amendments</p>	<p>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.</p> <p>ALL DOMESTIC HOT WATER SYSTEM PIPING running through unconditioned space shall be insulated to a minimum of R-4. Circulating domestic hot water system piping shall be insulated to R-4 also in conditioned spaces.</p>
<p style="text-align: center;">Mechanical Ventilation</p> <p style="text-align: center;">Code section 403.5</p>	<p>Outdoor air intakes and exhausts must have automatic or gravity dampers that close when the ventilation system is not operating.</p>
<p style="text-align: center;">Equipment Sizing</p> <p style="text-align: center;">Code section 403.6</p>	<p>Heating and cooling equipment must be sized in accordance with Section M1401.3 of the <i>International Residential Code</i>.</p>
<p style="text-align: center;">Certificate</p> <p style="text-align: center;">Code section 401.3</p>	<p>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.</p>