

Town of New Boston
2025 Fee Structure
Approved September 15, 2025

Select Board Fees:

Licenses and Permits \$25.00

Right to Know Requests:

- document requiring redaction of information exempt from 91-A \$0.50 per page
- Printed documents \$0.25 per side

Bad Checks/ACH and Electronic Payments pursuant to RSA 80:56:

- Fee \$25.00
- Plus all protest, bank, and legal fees in addition to the amount of said check

Temporary Trailer Permit Fees:

- Temporary Trailer Permit Fee \$50.00
- Certified Letter charge \$10.00

Newspaper Notice Fee \$60.00

Photocopies:

\$0.25 LETTER SIZE - 8 1/2" X 11" - **PER SIDE**

\$0.50 LEGAL SIZE - 8 1/2 " X 14" - **PER SIDE**

\$.75 LEDGER SIZE - 11" X 17" - **PER SIDE**

\$1.00 TAX BILLS

\$1.00 ASSESSMENT CARDS

\$2.00 DEEDS - **PER PAGE**

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Town Clerk Fees:

Municipal Agent Fee for registrations

pursuant to RSA 261:74:d \$3.00

Municipal Agent Fee for boat registrations \$5.00

Dog Licenses:

- \$ 7.50 - spayed or neutered dogs
- \$ 3.00 - first dog owned by Senior Citizen over 65 years
- \$10.00 - all other dogs
- \$21.00 - group license; five or more dogs

Marriage License: \$50.00

Replacement Registration \$18.00

Replacement Decals \$ 4.00

Voter Checklist \$25.00

Vital Records \$15.00

Additional Copy of Vital Records \$10.00

Zoning Board Fees:

Application \$150.00

Plus the cost of the Public Hearing Notice publication in a newspaper of general circulation and Abutter Notification Fees

Earth Removal Permit:

Fee	\$50.00
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Plus the cost of the Public Hearing Notice publication in a newspaper of general circulation and Abutter Notification Fees

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Police Report and Audio and Visual Material Fees:

Report up to 10 pages	\$20.00
Each additional page	\$1.00
Video or Audio Tape Copy	\$20.00
Single Photograph	\$5.00
Single Digital Disk Copy	\$5.00

Whipple Free Library Fees:

Annual Non-resident fee	\$40.00
Printing Black and white	\$0.15
Printing color	\$0.45
Faxing (not including cover sheet)	\$1.00 per page

Building Department Fees	as attached
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Fine Schedule	as attached
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Fire/Rescue Ambulance Fees	as attached
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Fire Department Detail Fees	as attached
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Planning Board Fees	as attached
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Recreation Program Fees	as attached
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SELECT BOARD

William McFadden, Chair William McFadden

Kary Jencks Kary Jencks

Kevin G. Collimore Kevin G. Collimore

TOWN OF NEW BOSTON
BUILDING DEPARTMENT
7 MEETINGHOUSE HILL ROAD
NEW BOSTON, NH 03070

(603)487-2500 Ext. 150

FEE, POLICIES & REQUIREMENTS

EFFECTIVE APRIL 1, 2010
Revised 07/1/2025

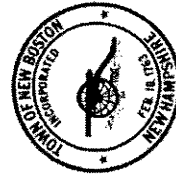
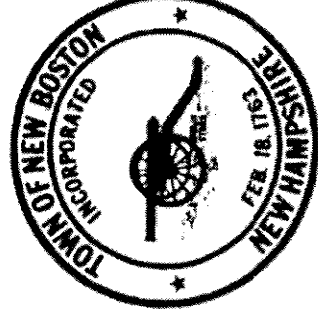
Building Inspector, Ed Hunter
Administrative Assistant

Office Hours

Tuesdays–Thursdays 9 am – 4 pm

Inspection Hours

Tuesdays and Thursdays 9 am – 4 pm



TOWN OF NEW BOSTON

- Complete sprinkler submission for approval if applicable
- Sire plan approved and signed by Planning Board

STORAGE SHEDS, DECKS & PORCHES

- Completed application form with all pertinent information
- Plot plan-showing location of all existing structures on the property and their distances to all lot lines. Location of existing septic system (if applicable) and proposed location of new structures
- Plan view of shed with dimensions (LxW) and a cross section detailing framing specifications
- Foundation details when required (sheds over 200 sq. ft. must have support that goes below frost line - 48")

SWIMMING POOLS

- Plot plan-showing location of all existing structures on the property and their distances to all lot lines. Location of existing septic system (if applicable) and proposed location of new swimming pool
- Pool information regarding size, type of heater (if there is to be one), fuel storage for heater, pool construction, etc.

SIGNS

- Location of proposed sign and its distances to the various lot lines
- One set of plans for the sign showing all dimensions, supports and source of illumination (if any)
- Location and sizes of any other existing signs currently located on the property or structures

NEW-ALL OTHER USE GROUPS

- One complete set of drawings with location of all required life safety devices
- Approved septic design
- Site plan approved and signed by the Planning Board
- Completed energy compliance form
- Complete fire alarm submission for approval if applicable
- Complete sprinkler plan submitted as required by NB Fire Dept.

ADDITION OR REMODEL OF R-3 STRUCTURE

- One complete set of drawings showing structure before and after remodel or addition
- Completed energy compliance form
- Approved septic design if adding bedrooms
- Plot plan-showing location of all existing structures on the property and their distances to all lot lines. Location of existing septic system (if applicable)

REMODEL OR ADDITION ALL OTHER USE GROUPS

- One complete set of drawings showing structure before and after remodel and addition
 - Completed energy compliance form
 - Approved septic design if changing use group from current use
 - Plot plan-showing location of all existing structures on the property and their distances to all lot lines. Location of existing septic system (if applicable)
- Complete fire alarm submission for approval if applicable

CURRENT CODES

The following is a summary of applicable codes currently enforced by the Town of New Boston. There may be additional applicable codes required by reference or the State Fire Marshall's Office.

<u>CODE</u>	
NH Building Code ICC	2018
NH State Fire Code	2018
NH State Building Code	2018
New Boston Building Code	2018
International Residential Code	2021
International Building Code	2021
International Plumbing Code	2021
International Mechanical Code	2021
International Energy Conservation Code	2018
National Electric Code	2023
NFPA 31 Oil Burning Equipment	2020
NFPA 13, 13R & 13D Sprinkler Systems	2019
NFPA 54 National Fuel Gas Code	2021
NFPA 72 National Fire Alarm Code	2019
NFPA 101 Life Safety Code	2021
NFPA 211 Chimneys, Fireplaces, Vents & Solid Fuel Burning Appliances	2021
NFPA 1	2021

PERMIT APPLICATIONS

Permits are required for any and all new structures over 100 square feet. A structure includes sheds, pools, temporary structures etc. They are also required for any additions or alterations to be done. Generally, electrical upgrades and plumbing renovations to water, gas and sewer lines do require a permit. Along with new heating systems, chimneys, fireplaces and woodstoves.

Permits are not required for routine non- structural repairs or cosmetic changes.

Permit applications are available at the building office and online at the New Boston Website.

FEE SCHEDULE

Use group (new construction, additions, alterations)

Use group	Minimum for any below	Min \$75.00
A Assembly	.35 sq. ft	
B Business	.35 sq. ft	
F Factory	.35 sq. ft	
H High Hazard	.35 sq. ft	
I Institutional	.35 sq. ft	
M Mercantile	.35 sq. ft	
S Storage	.35 sq. ft	
R-1 Residential Hotels	.35 sq. ft	
R-2 Residential Multi-family	.35 sq. ft	
R-3 One & Two Family Dwellings.	.35 sq. ft	
R-3 Manufactured Homes	.35 sq. ft	

Re-Inspections

Failure of an initial inspection will result in a re-inspection fee for each inspection required to insure compliance if the inspection cannot be performed at the next required inspection. \$50.00

Gas

- Must be operational with all safety devices in place.
- Oil Burners/Woodstoves/Pellet Stoves. (Fire Dept. Inspects)

Fireplace

- At throat with first flue tile set.

Driveways

- Permit issued by NB Planning Board
- Must meet NB Driveway regulations and/or NB Planning Board Requirements
- May require certified grade confirmation and/or certified as built drawings.
- Road Agent must approve

Certificate of Occupancy

- Septic System Approval for Operation
- Planning and Zoning Acceptance if applicable.
- Current Water Test
- Fire Department Acceptance
- Building Inspectors Acceptance
- Address number visible from road.
- Driveway Approval.

REQUIRED DOCUMENTATION BY PERMIT NEW-R-3 STRUCTURE

- One complete set of drawings (PDF to Scale)
- Approved septic design for construction
- Approved driveway permit
- Approved building lot
- Completed energy compliance form
- Plot plan with location of proposed structure and distances to lot lines, wetlands, critical areas, septic system, and other structures on lot.

NOTE: The inspections listed below shall not limit the type or frequencies of inspections that this department may deem to be prudent to ensure complete code compliance.

SCHEDULE OF REQUIRED INSPECTIONS

Foundation

- Certified Plot Plan, original stamped, required prior to framing (includes dimensions of foundation, wetland locations, setback locations required by Zoning/Planning regulations, distances to a setbacks) CPP may be waved by approval of BI.
- Inspection prior to backfilling (includes footings, frost walls, piers, damp-proofing and foundation drains).
- Lot number must be posted and readily visible from street.

Frame, Rough Plumbing and Rough Electric

- Must be roof tight with all exterior doors and windows installed.
- Underground electrical conduit and plumbing pipe must be inspected prior to backfilling.

Insulation

- Building must be weather-tight before insulating.

Permanent Electric Service

- Panel interior must be exposed, ground rods visible, and a GFCI service outlet at the panel.

Gas Lines & Tanks

- Interior lines with air pressure at time of inspection with all stops and caps in place.
- Buried lines before backfill (backfill material must be on-site. **(Fire Dept. Inspects)**)
- Gas tank in place with fill material on sites (no fill around tank) **(Fire Dept. Inspects)**

RESIDENTIAL

Minimum for any below	Min \$75.00
Decks	.25 sq. ft
Garages (attached or detached)	.25 sq. ft
Porches, Breezeways, Carports (Enclosed or covered)	.25 sq. ft
Sheds, Pool Cabanas, (incidental projects requiring a permit)	.25 sq. ft
Three Season Rooms, Sun Rooms additions, alterations	.25 sq. ft
Agricultural Buildings	.25 sq. ft
Fences over 6 feet tall	.25 lf

FEE PAYMENTS

Permit fees are not due until such time as the permit is issued. The department will notify the applicant when the permit is ready for issuance and the actual permit fee amount. **FEES NON REFUNDABLE**

Calculation Fees

Fees are based on square footage, total of all floors. Calculated square area upon which fee is based shall be the sum of all the gross horizontal areas of all floors of the building and including cellars, basements and useable parts of attics; except that in dwelling house, attic floors shall not be included in the calculation unless they are used for habitable rooms. Building permit fee includes fees for electrical and plumbing permits.

All horizontal dimensions shall be taken from the exterior face of walls.

Plan Review Fees

Residential (R-3)	\$50.00
All other/ use groups	\$100.00

Foundation Only Permits

This fee is over and above the regular building permit fee.

Residential (R-3)	\$ 65.00/unit
All other Use Groups	\$150.00/building

Building Permit Renewal

This would become effective only if work is not being actively pursued or no inspections are requested for a period of 12 months or more.

1 st Renewal	TBD- based on incomplete work.
2 nd and subsequent Renewals	50% of original fee

Demolition

Residential (R-3)	\$ 65.00
All other use groups	\$150.00

Electrical Wiring

if not included in building permit fee
(installation, replacement, alteration)

Min \$65.00

Plumbing

if not included in building permit fee
(installation, replacement, alteration)

Min \$65.00

Residential Sprinkler Systems

Plan review/Inspection Fee

\$200.00

Signs

Illuminated

\$ 65.00

Non-illuminated

\$ 65.00

Fireplace/Chimney

\$ 65.00

Solar

Building Permit

\$ 65.00

Electrical Permit

\$ 65.00

Swimming Pools (includes electrical permit)

IN-Ground	\$150.00
Above Ground	\$100.00

Mechanical

(Air Conditioning Unit, Refrigeration Unit, etc.)

\$65.00

Fuel Fired Mechanical

(LPG tanks, heat and appliances, water heaters, etc.)

\$65.00

Wind Turbine

\$65.00

Temporary Trailer

\$50.00

Fines-Starting work without a permit

Residential (R-3)	30% of Building permit
	Min \$25 – Max \$200

All other use groups

30% of Building permit
Min \$25 – Max \$1,500

INSPECTION POLICY

NO WORK IS TO BE CONCEALED UNTIL INSPECTED AND PERMISSION GIVEN TO PROCEED

1. All requests should be made during the Building Department's business hours. Inspections are scheduled according to location in order to allow the inspector to establish the most efficient route each day. However, we will attempt to meet requests for specific inspection times, as schedules allow.
2. All work for which an inspection is being requested should be complete and ready for inspection during normal inspection hours on the date of the requested inspection

TOWN OF NEW BOSTON, NEW HAMPSHIRE
UNIFORM FINE SCHEDULE
REVISED JANUARY 1, 2000

ORDINANCE	1 st OFFENSE	2 nd OFFENSE	3 RD OFFENSE
☐ No Thru Trucking	\$100.00	\$250.00	MUST APPEAR
☐ Trucking Overweight Trucks	\$400.00	\$1,000.00	MUST APPEAR
☐ No Thru Traffic	\$50.00	\$100.00	MUST APPEAR
☐ Impede Traffic/No Parking	\$10.00	\$25.00	MUST APPEAR
☐ No Parking/Mill Street	\$10.00	\$25.00	MUST APPEAR
☐ Sidewalks on/No Parking	\$10.00	\$25.00	MUST APPEAR
☐ Obstruct Vision/No Parking	\$10.00	\$25.00	MUST APPEAR
☐ Winter Parking Curfew	\$50.00	\$50.00	MUST APPEAR
☐ Impede Snow Removal/No Parking	\$50.00	\$50.00	MUST APPEAR
☐ Snow Placed on Street	WRITTEN WARNING	\$50.00	\$100.00
☐ Open Container of Alcoholic Beverage (Public)	\$100.00	\$250.00	MUST APPEAR
☐ Consumption of Alcoholic Beverage (Public)	\$100.00	\$250.00	MUST APPEAR
☐ Alcohol Prohibited on Town Common	\$100.00	\$250.00	MUST APPEAR
☐ Alcohol Prohibited on School Property	\$100.00	\$250.00	MUST APPEAR
☐ Alcohol Prohibited on Bailey Pond	\$100.00	\$250.00	MUST APPEAR
☐ Alcohol Prohibited on Town Owned Property	\$100.00	\$250.00	MUST APPEAR
☐ Alcohol Prohibited on Public Way	\$100.00	\$250.00	MUST APPEAR

COMSTAR
Ambulance Billing Service

8 Turcotte Memorial Drive, Rowley, MA 01969
Ph: 800-742-3001 FAX: 978-356-3721

NEW BOSTON FIRE RESCUE
2025 Rate Change Form

Charges	2025 Medicare Fee Schedule	Avg Bundled Comstar Top 50	Current Rates	New Rates Effective On:
	Allowed Amounts			01/15/25
BLS EMERGENCY BASE RATE	\$458.67	\$1,769.00	\$1,694.00	\$1,769.00
ALS1 EMERGENCY BASE RATE	\$544.67	\$2,583.00	\$2,464.00	\$2,583.00
ALS2 EMERGENCY BASE RATE	\$788.34	\$3,684.00	\$3,571.00	\$3,684.00
MILEAGE	\$9.00	\$41.00	\$39.00	\$41.00
INTERCEPT FEE	\$0.00	N/A	\$500.00	\$500.00

Brian Dubreuil

Signature -- Authorized Signer

01/15/25

Date

Brian Dubreuil

Printed Name -- Authorized Signer

Asst Fire Chief

Title -- Authorized Signer

Please scan and email completed Rate Change form to:
ratechange@comstarbilling.com

	SOG Title: Detail Policy	
	General Order Number: GP-003	
	Original Date: 06/01/2023	Revision Date: n/a
	Issued By: Chief Fraitzl Approved By: Chief Fraitzl	
New Boston Fire Department General Order		

I. PURPOSE

This policy outlines the procedures and guidelines for determining pay rates for fire department personnel engaged in detail assignments outside of their regular duty hours. Details may include events, trainings, or other activities that require the services of fire department personnel.

II. SCOPE

This policy applies to all personnel of New Boston Fire Department members engaged in detail assignments. All members must be able to understand the expectations of the assigned detail.

III. GENERAL GUIDELINES

The Town of New Boston will try to provide detail coverage upon request. Request will be approved by the chief and or their designee. These requests will follow a fee schedule and will try to be filled by available staffing. If no staffing is available, the requestor will be notified that the New Boston Fire Department is unable to fill their request. They will be offered to either cancel the request or allow the surrounding communities to attempt to fill the detail at their applicable rates.

A. Pay Rate Calculation:

- Pay rates for detail assignments will be calculated based on a predetermined formula that considers the personnel's regular pay, rank, and the duration and nature of the detail.
- Different ranks and skill sets may have varying pay rates to reflect their responsibilities and expertise.
- Fee Schedule
- Cost per Firefighter/EMT = \$40 per hour
- Cost per apparatus = Current issued FEMA fee rates
- Cost for other departments = Their current rates

B. Detail Assignment Approval:

- All detail assignments must be approved by the Chief and or their designee.
- The Chief and or their designee authorizing the detail will specify the pay rate in accordance with the established formula.

C. Pay Rate Communication:

	SOG Title: Detail Policy	
	General Order Number: GP-003	
	Original Date: 06/01/2023	Revision Date: n/a
	Issued By: Chief Fraitzl	
	Approved By: Chief Fraitzl	
New Boston Fire Department General Order		

- Personnel assigned to a detail will be informed of the pay rate associated with the assignment before accepting the detail.

D. Record Keeping:

- The fire department will maintain accurate records of all detail assignments, including the personnel involved, the nature of the detail, the duration, and the approved pay rate.

E. Payment Process:

- Payments for detail assignments will be processed as per the department's payroll schedule.
- Details and their associated pay rates will be included in the personnel's payroll records.

F. Review and Adjustments:

- The fire department will periodically review the detail pay rates to ensure they remain competitive and equitable.
- Adjustments to pay rates may be made based on changes in cost of living, department budget, or other relevant factors.

G. Conflicts of Interest:

- Personnel involved in the determination of pay rates for detail assignments should avoid conflicts of interest and ensure transparency in the process.

IV. REFERENCE DOCUMENTS – None

V.

VI. REVISION HISTORY

PLANNING BOARD FEES		
SUBDIVISION APPLICATION FEES		
Application Fee		
	Prelim/Conceptual/Info Session Discussion	\$75/request
	Minor Subdivision	\$250 + \$100/lot
	Major Subdivision	\$500 + \$100/lot
Certified Letter Fee		\$10/letter
NON-RESIDENTIAL SITE PLAN REVIEW (NRSPR) APPLICATION FEES		
Application Fee		
	Prelim/Conceptual/Info Session Discussion	\$75/request
	Minor Application Fee	\$200/ request + Building & Land Fee
	Major Application Fee	\$400/ request + Building & Land Fee
	Minor & Major - Building	\$0.05/s.f. or \$25 whichever is greater
	Minor & Major - Land only	\$0.01/s.f.
Certified Letter Fee		\$10/letter
CONDITIONAL USE PERMIT (CUP) APPLICATION FEES		
Application Fee		
	Application Fee	\$250/request
	Certified Letter Fee	\$10/letter
The Conditional Use Permit fees listed above are for those CUP applications submitted as standalone application. CUPs submitted as part of a subdivision, site plan review or other application will be subject only to the \$50 application fee.		
DEADLINE EXTENSION OF APPROVAL CONDITIONS FEES		
Subdivision/Site Plan Review/CUPs/Other Planning Board Applications		
	Extension Request	\$100/request
MODIFICATION OF APPROVAL CONDITIONS FEES		
Subdivision/Site Plan Review/CUPs/Other Planning Board Applications		
	All Modification Requests	\$150/request + \$10/letter
	Change of Use Fee	certified letters when required
COMPLIANCE HEARING FEES		
Subdivision/Site Plan Review/CUPs/Other Planning Board Applications		
	Minor/ Major Applications	\$100/app
	Certified Letter Fee	\$10/letter

SCENIC ROAD HEARING FEES**Application Fee**

	Application Fee	\$250
	Letter Fee	Current cost of 1 st class stamp
	Newspaper Advertising Fee	Cost of newspaper notice; balance due prior to commencing work

DRIVEWAY PERMIT FEES

Refer to Driveway Regulations

	Road Entry/Proposed Driveway/ Common Driveway/Secondary Driveway/Relocation of Existing Driveway	\$75/app - includes up to 2 inspections by Road Agent, 1 st review for placement, then final inspection. Additional inspections will be billed at the discretion of Road Agent.
	Paving Only/ Temporary Driveway	\$25/app - includes final inspection

NOTES:

- These fees do not include legal, engineering or other costs associated with the use of outside consultants as required by the Planning Board.

- Should any application be denied as incomplete, the application fee, or a portion thereof, is the only refundable portion of the fees. The secretarial and certified letter fees are not refundable.

SS/

Effective 1.1.25

New Boston Recreation Current Program Fees as of:

8/5/2025

Non Resident Fee = Add \$10

Program	Duration	Fee
	Session, Monthly, Weekly, Daily, One Time	
Afterschool	Monthly	\$275.00
Baseball Majors (Age 11-12)	Session	\$115.00
Baseball Minors (Age 9-10)	Session	\$115.00
Baseball Rookies (Age 7-8)	Session	\$115.00
Bounce Check Charge	One Time	\$25.00
Boys and Girls Basketball, Grades K-2	Session	\$75.00
Boys Basketball, Grades 3+4	Session	\$115.00
Boys Basketball, Grades 5+6	Session	\$115.00
Boys Basketball, Grades 7+8	Session	\$115.00
Building Rental	Varies	
Camp Coolio	Weekly	\$275.00
Cancellation Fee	Varies	
Chess Camp 1/2 Day	Weekly	\$235.00
Chess Camp Full Day	Weekly	\$335.00
Girls Basketball, Grades 3+4	Session	\$115.00
Girls Basketball, Grades 5+6	Session	\$115.00
Girls Basketball, Grades 7+8	Session	\$115.00
Ice Skating Lessons	Daily	\$5.00
Lego Camp	Weekly	\$155.00
Safe Sitter	One Time	\$115.00
Senior Trips	Varies	
Signs Spon-Baseball	One Time	\$200.00
Signs Spon-Softball	One Time	\$200.00
Signs Spon -Both	One Time	\$350.00
Softball 16U (Age 13-16)	Goffstown	
Softball 6U (Age 5-6)	Goffstown	
Softball Fall 10U	Goffstown	
Softball Fall 12U	Goffstown	
Softball Fall 16U	Goffstown	

Softball Fall 8U	Goffstown	
Softball Majors (Age 11-12)	Goffstown	
Softball Minors (Age 9-10)	Goffstown	
Softball Rookies (Age 7-8)	Goffstown	
Tai Chi	Daily	\$12.00
Team Spon-Baseball	One Time	\$350.00
Team Spon-Softball	Goffstown	
Team Spon-Teeball	One Time	\$200.00
Teeball	Session	\$75.00
Teen Activites/Trips	Varies	
Tennis Intermediate	Session	\$30.00
Tennis Quick Start Beginner	Session	\$15.00
Trip Transportation Fee	Varies	
Trunk or Treat	One Time	\$10.00
Yoga	Daily	\$12.00
Yoga Drop In	Daily	\$15.00
Lip Sync	One Time	\$10.00
Mountain Bike Clinc	Session	\$50.00
Baseball Clinic	Session	\$30.00