

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

(603)487-2500 Ext. 150

FEES, 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
- Site 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.

CODE

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)

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
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Plumbing

if not included in building permit fee

(installation, replacement, alteration)	Min \$65.00
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Residential Sprinkler Systems

Plan review/Inspection Fee	\$200.00
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Signs

Illuminated	\$ 65.00
Non-illuminated	\$ 65.00

Fireplace/Chimney	\$ 65.00
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Solar

Building Permit	\$ 65.00
Electrical Permit	\$ 65.00

Swimming Pools (includes electrical permit)

IN-Ground	\$150.00
Above Ground	\$100.00

Mechanical	\$65.00
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(Air Conditioning Unit, Refrigeration Unit, etc.)

Fuel Fired Mechanical	\$65.00
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(LPG tanks, heat and appliances, water heaters, etc.)

Wind Turbine	\$65.00
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Fines-Starting work without a permit

Residential (R-3)	30% of Building permit Min \$25 - Max \$200
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All other use groups	30% of Building permit Min \$25 - Max \$1,500
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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.