

BUILDING REGULATIONS
(Updated to March 11, 2008)

ZONING ORDINANCE
(Updated to March 11, 2008)

RULES OF PROCEDURE
(Updated to January 20, 2005)

SUBDIVISION REGULATIONS
(Updated to June 21, 2007)

SITE PLAN REVIEW REGULATIONS
(Updated to December 12, 2006)



**Town of Greenland
New Hampshire**

BUILDING REGULATIONS
(Updated to March 11, 2008)

Town of Greenland
New Hampshire

BUILDING REGULATIONS

1. PERMITS

A. Building Permits

1. No building or condominium construction shall be started, moved onto a particular lot, altered, changed in its existing use, or shall be put to any use different from that on the day of enactment of this Ordinance until a permit has been issued under the terms of this Ordinance. All permits shall expire one year from the date of issuance unless extended, in writing prior to the expiration date, for good cause shown. **(Amended 2002)**
2. Building permits must be conspicuously displayed until permitted construction is complete. A copy of such permit will be placed permanently in the Town file. **(Added 2002)**

B. Additional Permits **(Added 2002 and Amended 2007)**

The following items require permits:

- a) Driveways
 - b) Signs
 - c) Septic system installation or repairs
 - d) Residential occupancy
 - e) Commercial occupancy after initial construction or change of use or occupant
- C. When required to analyze a request for issuance of any permit under this ordinance, the text of the Greenland Zoning Ordinance shall be used to define terms or uses and supply performance and dimensional standards. **(Added 2007)**
- D. The Town of Greenland first adopted Building Code Regulations in 1953 and has amended those regulations in 1958, 1974, 1975, 1987, 1989, 2002, 2003 **(Added 2003)**, 2004 and 2007. **(Amended 2007)**

2. BUILDING PERMIT REQUIREMENTS **(Added 2002)**

- A. All applications for a permit to build, construct, alter or remodel any building shall be accompanied by an acceptable sketch or plan of the proposed building or alteration, and a statement of its intended use when built, constructed, altered or remodeled.
- B. No building permit shall be issued for a building or structure unless the applicant has submitted to the Building Inspector an adequate plot plan showing the location of wells and the location and details of the sewage disposal system.

- C. Before issuance of a permit, the Building Inspector may require that property lines be properly established, in accordance with the Town's Subdivision regulations, by a NH Licensed Land Surveyor. This plan may require the location of wells, septic systems, structures, flood plains and mean high tide lines to be included.
- D. All buildings, structures, renovations and alterations shall comply with the requirements of the N. H. State Fire Code and NH State Building Code in force at the time application for a permit is made to the Building Inspector. **(Amended 2007)**
- E. No building or structure shall be erected, altered, rebuilt, substantially repaired, or remodeled unless in compliance with the following:
1. **BASEMENTS:** No full basement of any building shall be constructed without perimeter drains which use pumps or natural flow. **(Amended 1989)**

All concrete and masonry foundations will be protected with outside perimeter drains placed below the top edge of the footing, which use pumps or gravity flow. Inside perimeter drains may be installed at the owner's discretion. **(Added 2004)**

Drainage systems will be constructed of suitable perforated pipe installed on a six-inch bed of crushed stone with an additional six inches of crushed stone on top of the pipe then covered with manufactured membrane material designed for this application. **(Added 2004)**
 2. **COMMERCIAL BUILDING:** No building intended or designed to be used for industrial, commercial, or other public use shall be erected, altered, or used for any purpose which does not provide non-combustible walls and partitions between its component parts. Condominiums shall be deemed commercial buildings for the purposes of this Section.
 3. **CULVERTS:** All driveway culverts shall be constructed of corrugated steel, reinforced concrete, or high-density polyethylene (AKA: HDPE). Unless specifically waived by the Town Road Agent or Road Inspector, there shall be a driveway culvert constructed in order to maintain the integrity of the road drainage system. **(Adopted 1988, 1989 and Amended 2002)**
 4. **EXCEPTION:** The Building Inspector is authorized to waive the necessity for a building permit and strict compliance with the provisions of this Ordinance relating to construction where the application is for the construction of small accessory buildings not used for living purposes, for minor repairs on existing structures, and for minor alterations not affecting any health or safety provisions of the Statutes of the State of New Hampshire or regulations or ordinances thereunder.

5. EXITS: No building or condominium intended or designed for any multiple unit residential or for any public use for congregation of people shall be erected, altered, or used for any purpose which does not provide adequate exits.
6. FLOOD HAZARDS: The Building Inspector shall review all building applications for new construction or substantial expansion or improvements to determine whether proposed buildings sites will be reasonable and safe from flooding. If a proposed building site is in a location that has a flood hazard, any proposed new construction or substantial improvement (including prefabricated or mobile homes) must meet the criteria and conditions noted within Article 8 (FLOODPLAIN MANAGEMENT DISTRICT) of the Greenland Zoning Ordinance.
7. GARAGES: No public or condominium garage for the storage of motor vehicles or having any service or repair enterprise connected therewith shall be erected, altered, or enlarged unless the building is so constructed, or the proposed alterations, enlargement or additions shall be of slow-burning or non-combustible materials, except that the use of automatic sprinklers may obviate the use of such a slow-burning or non-combustible materials.
8. MINIMUM BUILDING AREA: Every dwelling unit shall have a minimum ground floor area of six hundred square feet. The minimum overall length of any front, back or side exterior wall of any residential structure shall be 20 lineal feet. Every condominium unit shall have a minimum total floor area of six hundred square feet, exclusive of basement and attic square footage and limited easement areas.
9. ROOFS: No roofs of any buildings shall be covered or recovered in whole or in part save with non-combustible or fire resistant roofing materials.
10. All permanent or temporary service entrance connections from the power company to any building shall require an inspection by the Building Inspector. **(Added 2004)**
11. All homeowners installing their own electrical systems in buildings without an occupancy permit will be required to have the work inspected by the Building Inspector and a New Hampshire licensed master electrician. The homeowner will be responsible for all associated inspection fees. **(Added 2004)**

3. STANDARDS FOR SEPTIC SYSTEMS (Adopted 1979 and 1989 and Amended 2002)

A. Installation Standards

The septic tank/absorption field construction standards of the State of New Hampshire DES Subsurface Bureau shall be used as a minimum. In addition, and more particularly: **(Amended 2002)**

1. The design of the system shall be discussed with the Inspector prior to its submission to the State.
2. If total wastewater flow is less than or equal to 500 gallons, one test pit is required at a representative point within the proposed absorption field. An additional test pit is required for each additional 500 gallons of wastewater flow. The Inspector must be present to witness such tests.
3. The following vertical distances are required from the bottom of the absorption field to: **(Amended 2002)**

	Vertical Distance
Seasonal High Water Table	4 feet
Impermeable Layer	4 feet
Bedrock	5 feet

4. In the event a pump is used in the system:
 - (a) The pump and tank chamber shall be at least as large as a four foot tile.
 - (b) The pipe from pump to the distribution box shall not exceed 1 ½" diameter.
 - (c) There shall be no foot valve and the pump shall be set so that the sump can accommodate the entire backflow from the pipe to the sump without starting the pump, or, in the alternative, if the run is lengthy and a foot valve used, a relief hole or a diameter of approximately ½" shall be placed in such a position that it will drain that portion of the pipe above the frost line.
5. Backfilling shall be done in such a fashion that heavy-wheeled equipment is not driven over any part of the septic system. **(Amended 2002)**
6. Final slopes on the sides of raised beds shall be 3:1 or less steep.
7. Waivers – The Greenland Building Inspector may waive individual Greenland septic system requirements as necessary when:
 1. There will be no physical expansion of the building;
 2. There will be no increase in sewage loading;
 3. The replacement of the system is required in an emergency for which no other readily available response exists and for which a delayed response will result in an unnecessary risk to public health, safety or the environment. **(Amended 3/11/08) (2008:01)**
8. Setbacks. All components of the leach field, excluding side slopes, must be setback a minimum of twenty (20) feet from all property lines. **(Added 2002)**

B. Inspections (Amended 2002)

1. The Inspector shall at all times have legal access to the site when work is in preparation and progress.
2. The Inspector shall inspect each lot and the work at the following times:
 - (a) at the time and place where pit tests are made;
 - (b) prior to placing any construction materials on the absorption field soil surface, or prior to placing any construction materials or fill used for a raised subsurface wastewater absorption system;
 - (c) after the pipe and stone are installed;
 - (d) after the entire subsurface wastewater absorption system has been backfilled and graded.
3. The Inspector shall be informed by the developer or contractor when construction work on the subsurface wastewater absorption is to commence.
4. All of the above shall be noted by the Inspector on a form provided for that purpose.

4. SWIMMING POOLS (Adopted 1974)

A. Purpose

To insure the health and safety of the people of Greenland more particularly to help prevent accidental drowning and electrocution in swimming pools.

B. Standards

1. All outdoor artificial pools which have a maximum depth of more than three feet when filled to capacity with water shall be surrounded by a substantial wall, fence or other enclosure having a minimum height of five feet. In the event an artificial pool has elevated sides higher than five feet and it is so constructed that a child cannot easily climb the pool sides or otherwise gain access to the pool, no fencing is required.
2. The wall, fence or other enclosure shall be constructed so that a child will be unable to crawl under or through, or easily climb over it so that in fact, the only easy access to the pool is a gate or door. All such gates or doors shall be secured when the pool is not attended.
3. All pools, hereafter constructed must comply with this Ordinance, and all existing pools must comply by June 15, 1974.

4. These requirements shall not apply to natural bodies of water such as ponds and streams, nor shall it apply to ponds constructed primarily for agricultural or industrial purposes.
5. All such installations shall comply with National Electrical Code where appropriate.

5. FEES

At the time of the issuance of the permit, the Building Inspector shall collect from the applicant a fee for building permit, payable to the Town of Greenland. **(Amended 2002, 2006 and 2007)**

6. ENFORCEMENT

It will be the responsibility of the Building Inspector to inform the Board of Selectmen, in writing, of violations to this Ordinance. Upon any well-founded information that this Ordinance is being violated, the Selectmen shall, on their own initiative, take immediate steps to enforce the provisions of this Ordinance by appropriate legal action. **(Amended 1975 and 2007)**

7. ADMINISTRATION

The inspector of buildings, condominiums shall be the administrative officer of this Ordinance. He shall receive applications and fees for the erection or alterations of buildings, condominiums and electric wiring thereof as provided in this Ordinance, shall keep complete records of all applications and his action on the applications; promptly survey and inspect all buildings, condominium alterations, or uses proposed, accept and depot with the Town Treasurer all fees collected by him under this Ordinance, and may issue permits for erection, alteration, or remodeling of all buildings, condominiums and the use of land, if in his opinion the proposal complies with the law of the State, this Ordinance and other town ordinances and by-laws, provided that in any instance where license or permit fees for uses are required, his permit shall constitute only an approval on which the proper authority may issue a license on payment of required fees; he shall act in cooperation with the fire warden in any matter in which their duties as prescribed by law may coincide or conflict; and shall take such action in the enforcement of this Ordinance as may be directed by the Selectmen. **(Added 2007)**

Upon receiving an application, the Building Inspector shall promptly take such action as may be indicated in the way of investigation or public hearing to acquaint himself with the merits of the application. He may, without judging the application on its merits, refer the application to the Board of Adjustment. If, however, he finds the proposed building alteration, or use of building to conform with the law and this Ordinance, he may at once issue the permit in writing over his signature. If he finds the proposal in any conflict with the law or this Ordinance he shall fix whatever restrictions or conditions on the proposed construction or use to comply with the existing laws and ordinances or for reasonable cause refuse the permit. **(Added 2007)**

8. APPOINTMENT OF BUILDING INSPECTOR

The Building Inspector/Code Enforcement Officer shall be hired by the Board of Selectmen. **(Adopted 1975 and Amended 2002 and 2007)**

9. BOARD OF ADJUSTMENT

The Greenland Zoning Board of Adjustment shall serve as the Building Code Board of Appeals consistent with the provisions of RSA 673:1,V; 673:3,IV; and 673:5. **(Added 2003 and Amended 2007)**

**GREENLAND
BUILDING PERMIT FEE SCHEDULE**

Effective January 1, 2008 (2008:02)

Major Residential Building Construction: this category includes new home construction and major additions to ONE- AND TWO-FAMILY DWELLINGS.

The fee is five dollars (**\$5.00**) per one thousand dollars of value, as determined by the square footage of the occupied areas of the structure including attached garages. The permit fee covers the costs of plumbing, electrical and mechanical permits. The building value is determined by multiplying the structure square footage times ninety (\$90.00) dollars per sq. ft.

Accessory evaluations: porches at **\$25.00** per sq. ft., decks on new construction at **\$15.00** per sq. ft., a stand alone prefab garage with no storage above at **\$35.00** per sq. ft.

Note: Square footage is determined by using exterior building dimensions

Miscellaneous Residential/Commercial Projects: This category includes, but is not limited to; all new accessory structures such as; above ground and in-ground pools, stand alone mechanical, electrical and plumbing permits, alterations, pole barns, renovations, decks, sheds, roofing and residing projects.

For these permits a fee of five dollars (**\$5.00**) per thousand dollars of value as determined by the total cost of the project.

Major Commercial Building Construction: this category includes construction of new commercial buildings and major additions.

The fee is eight dollars (\$8.00) per one thousand dollars of value, as determined by the square footage of the occupied areas of the structure(s). The building(s) value is determined by multiplying the structure(s) square footage times one-hundred dollars (**\$100.00**) per sq. ft.

Note: Square footage is determined by using exterior building dimensions.

In any case: The minimum building permit fee is **\$25.00**. If the total cost of the construction shall amount to less than \$1,500.00, the Building Inspector may waive the building permit fee.

Septic Systems: The permit fee for the installation of new septic systems and the repair or replacement of existing systems is **\$25.00** per system

FEE SCHEDULE, continued
Effective January 2008

Test Pits: The fee to witness test pits is **\$30.00** for the first test pit and **\$10.00** for each additional test pit on the same lot. The fees are established on a per lot basis.

Driveway Permits: The fee for all driveway permits is **\$25.00**

Residential Occupancy Permits: The fee for all residential occupancy permits is **\$50.00**.

Commercial Occupancy Permits: (Required for change of use or occupant)
One hundred dollars (**\$100.00**) to include the inspection by the Fire Inspector.

Signs: The fee for all signs (new or replacement) is \$30.00

A building permit shall be required in addition to a sign permit if the cost of the sign and installation together exceed \$500.00.

Septic plan review: **\$25.00** per system. If the initial septic plans are unacceptable an additional **\$25.00** will be charged for each review needed.

Road Excavation permits: Minimum of **\$35.00**.

Plans/Mylars returned unrecorded from Rockingham County (due to county regulations): There is a **\$50.00** fine to review the corrected Plans/Mylars.

Commercial and Residential Mechanical permits (HVAC, boilers, sprinkler systems, mechanical systems, wood stoves) and plumbing and electrical permits:
Minimum fee of **\$30.00** for work over \$1,500, up to \$5,000. **\$6.00** per \$1,000 of cost over \$5,000. (amended 9/8/08)

FEE SCHEDULE, continued
Effective January 2008

RSA 676:17 – Requires adherence to local ordinances, codes or regulations and adherence to specifications of any plot or plan approved by local land use boards and decisions of local administrators.

A fine of **\$275 per day** may be issued for violations for first offense, and **\$500 per day** for subsequent offenses.

Notice as per Section 41:9-a.

See attached.

ADOPTED:

Adopted and approved at a duly posted public hearing on December 3, 2007 by the Board of Selectmen.

Selectman

Selectman

Selectman

Selectman

Selectman