



# BUILDING INSPECTOR'S OFFICE

Town of Greenland · Greenland, NH 03840

11 Town Square · PO Box 100

Phone: 603.431.7111 · Fax: 603.430.3761

Website: [greenland-nh.com](http://greenland-nh.com)

## *WHEN DO I NEED A PERMIT?*

Below is an alphabetical listing of permits and a description of when they are needed. It is important to remember that after a building permit is obtained, you will need to conspicuously display it until construction is complete. This allows everyone to be aware that a permit for your project has been obtained.

**Blasting Permit:** All projects requiring the demolition of materials or structures by means of the use of explosives (blasting) require a permit. See Zoning Ordinance Article 15.5 for further clarification.

**Building Permit (MAJOR):** Construction projects valued at \$50,000 or more, including one or two family dwellings. The application and permit *do not* include any other permits (i.e. electrical, plumbing, mechanical, etc.).

**Building Permit (MINOR):** Construction projects having less than \$50,000 in value. Projects include swimming pools (having more than 3' of water), fences, stand alone and portable generators, out buildings, decks, roofing, windows, siding and retaining walls. Note: out buildings and sheds 80 sq. ft. or less in size shall be permitted with no fee. Work exempt from a permit shall include painting, papering, tiling, carpeting, cabinets, counter tops, and similar finish work; window awnings supported by an exterior wall which do not project more than 54" from the exterior wall and do not require additional support; swings and other playground equipment.

**Demolition Application:** Renovation projects where the interior or exterior of an existing living space is removed to the stud wall or sub floor.

**Driveway Permit:** Required for all new installations. Existing driveways can be replaced or resurfaced without a permit.

**Electrical Permit:** Required for all permanent electrical modifications. Permit not required for replacement of existing electrical components (outlets, switches, fuses, fans and alarms).

**Fire Suppression:** Required for the installation of a residential sprinkler system.

**Gas Permit:** Required for the installation or the movement of all permanent fixtures. Replacement of existing fixtures does not require a permit.

**Generator Permit:** A Standby Generator Permit is required for all installations including portable engine generators.

**Mechanical Permit:** This permit is required for the installation and replacement of heating or air conditioning systems as well as chimney work.

**Plumbing Permit:** Required for the installation or the movement of all permanent plumbing fixtures. Replacement of existing fixtures does not require a permit.

**Road Excavation Permit:** These permits are required for all non-emergency related roadway utility work or when work requires the disturbance of any paved portion of the road, including driveway apron (10' +/- from edge of travel lane).

**Septic Permit--New, Repair or Replacement:** All work associated with your septic system requires a permit with the exception of routine maintenance and periodic pumping of the system.

**Sign Permit:** See Zoning Ordinance Article VI, Signs, for a detailed description of sign requirements.

#### Other

**Certificate of Monumentation:** This work is to be done by a licensed land surveyor and is required for the completion of a subdivision approved by the Planning Board.

**Commercial Occupancy Permit:** This permit is required in conjunction with a building permit.

**Home Occupation Permit:** This permit is required for an occupation or business activity to be conducted completely within a dwelling or accessory structure. See Zoning Ordinance Article II, Definitions, for clarification.

**Minor Commercial Projects:** This includes, but is not limited to, all construction projects such as re-fits, up-fits, renovations, change of use, addition of sprinkler or fire alarm systems, stand alone and portable generators, electrical, plumbing, mechanical, septic, alterations, out buildings, gas installs, decks, roofing, windows, siding, and retaining walls.

**Major Commercial Projects:** New commercial building construction and projects of \$50,000 or more. The fee is based on the exterior square foot dimensions per floor. The application and permit **do not** include any other permits (i.e. electrical, plumbing, mechanical, etc.).

**New Home Permits:** All new homes require the following permits: Major Building, Driveway, Septic and Residential Occupancy. These four permits are required for all new homes.

**Residential Occupancy Permit:** This permit is required in conjunction with a building permit.

**Septic Design Review Application:** This permit is to be completed by the certified designer of a new or replacement system.

#### Notes

**Accessory Dwelling Unit:** An accessory dwelling unit is a self-contained residential unit complete with its own kitchen and bathroom facilities. These units are allowed in any existing or expanded single family residential dwelling unit. The size of the unit is limited to 1/3 of the assessed gross square footage of the entire primary dwelling unit, however, shall not exceed 800 sq. ft. Other requirements apply: see Zoning Ordinance Article 3.7.11 for details.

**Annual Inspections by the Fire Department:** Places of Assembly – 45 people or greater as well as Foster Care and Adult Day Care home and facilities.

**Driveways:** Currently, by definition, driveways are not considered as a structure and, therefore, do not require a permit and are not regulated.

**Fences:** Fences require a minor building permit. Fences need to be installed to allow maintenance of both sides while remaining on the property. Fences greater than 6' in height must meet minimum setback requirements (Zoning Ordinance Article 2, Definitions, Structure).

**Junk Yard:** Currently defined as two or more unregistered motor vehicles and/or any space more than 500 sq. ft. in area, outside of a building, used for the storage, keeping, processing, salvaging or abandonment of junk.

**Sheds:** Sheds 64 sq. ft. or less in size require a minor building permit and can be 10' from the side or rear lot line. Sheds larger than 64 sq. ft. must meet minimum setback requirements (Zoning Ordinance Article 4.3.2).

**Storage Container:** Requests for temporary storage containers must be approved by the Board of Selectmen (Zoning Ordinance Article 3.7.5).

**Swimming Pools:** Swimming pools more than 3' in depth shall be surrounded by a wall, fence or enclosure 5' in height and requires a Minor Building Permit (Building Regulations Article 4).

A link to access the current permits and ordinances can be found in the Town's website by clicking on *Helpful Links*.

Some permits may be paid for (additional fees apply) and submitted online at:

