



TOWN OF JACKSON

OFFICE OF THE SELECTMEN

BUILDING & DRIVEWAY PERMIT INSTRUCTIONS AND CHECKLISTS

Although a building permit is not required for Alterations within the footprint of an existing building or structure, a Building Permit Application must be submitted.

Note: When a permit is not required, the Town of Jackson will not need or provide inspections of the work. Inspections may be required under the State of New Hampshire Building Code, RSA 155-A. It is the obligation of the contractor and/or owner to request inspections.

A permit is required for alterations that extend outside the footprint of an existing building or structure (i.e. including but not limited to decks and attached sheds).

Note: Alteration is specifically defined in Section 3.4 of the Jackson Zoning Ordinance. The definition reads: "Alteration" means any structural change to a building and change of present design or use where compatible and consistent with existing uses.

Failure to secure an approved Building Permit may result in fines pursuant to RSA 676:17

BUILDING REQUIREMENTS:

- **New Construction and Additions:**
 - Full set of plans
 - Must accurately show the size of the lot, the property lines and the setbacks to the structure that demonstrates compliance with zoning setback requirements
 - Plans and/or narrative adequate to determine compliance with Section 4.1.6, Site Disturbance, of the Town of Jackson Zoning Ordinance
 - Dimensioned floor plans for all floor levels specifying each room with its intended use.
 - Dimensioned exterior elevation plans for new construction or work that will change the roofline. See the Zoning Ordinance for height requirements
 - A State Septic Approval for Construction number for a system designed for the use that is being proposed. The town needs to approve septic designs before submission to NH DES for approval
 - Blasting permits as required (contractor name and license number must be provided)
 - Non-Conforming Lot Size: See Zoning Ordinance Section 6 for Minimum Lot Size requirements

- **Renovation or Demolition projects:** Evidence of required inspections for asbestos and lead. Information is available from the Department of Environmental Services at

<http://www.des.nh.gov>. Evaluation of asbestos and lead containing materials is necessary prior to demolition or renovation of any structure.

- **Small Wind Energy Systems:** Applications for construction of these systems must include a list of abutters with mailing addresses and payment for the cost of notifying each by abutter by certified mail.
- **Certified approved Energy Code number** from NH Public Utilities Commission as required. Information is available at <http://www.puc.state.nh.us>.

Note: All plans, drawings and narratives submitted with the application or additionally required will be permanent records kept on file at the Jackson Town Office.

INSPECTION REQUIREMENTS:

- **Pre-Foundation & Site Disturbance Inspection:** After Site Disturbance, after any required excavation, and after forms have been erected with any required reinforcing steel in place and before pouring concrete.
- **Flood Plain Inspection (where applicable):** Flood plain construction requires the submission of certification prepared by a registered professional engineer or land surveyor of the elevation of the lowest floor. The inspection will occur once the elevation of the lowest floor has been determined at the site and prior to any construction being initiated.
- **Frame & Masonry Inspection:** After roof, masonry, all framing, fire stopping, draft stopping, and bracing are in place
- **Rough Plumbing, Mechanical, Gas and Electrical System Inspection:** After rough plumbing, mechanical, gas and electrical have been installed and before insulation and sheetrock, plaster or other interior finishes are installed.
- **Fire- Resistance Rated Construction Inspection (where applicable):** Where required between or within dwelling units or due to location on property before wallboard joints and fasteners are taped and finished.
- **Final Inspection:** After permitted work is complete and prior to occupancy. Occupancy permits will NOT be issued without proper code compliant E911 signage. The Town of Jackson E911 Street Numbering Ordinance is available at the Town Office or at www.jackson-nh.org.
- **Please be aware that all noted inspections are required. In the event that additional trips are needed to re-inspect deficiencies or to make additional inspections of the same systems, the property owner will be required to reimburse the Town of Jackson at the current hourly rate that the Town is paying its inspection contractor. "Rough" inspections are required to be scheduled simultaneously.**

- It is the responsibility of the contractor to arrange for inspections at the appropriate stage of the work. Please call the Town Office at 603-383-4223 to schedule these inspections.

CODE REQUIREMENTS:

State Law requires compliance with the following codes for the construction of residential buildings, building components or structures:

Residential	Commercial
International Residential Code 2009 Edition	International Building Code 2009 Edition
National Electrical Code 2014	ICC A117.1-98 (Accessible & Usable Buildings & Facilities)
International Plumbing code 2009 Edition	National Electrical Code 2014
International Energy Conservation Code 2009	International Plumbing code 2009 Edition
International Mechanical Code 2009	Life Safety Code 2009
	International Energy Conservation Code 2009

All construction must comply with the State Building Code and the Town of Jackson Zoning Ordinance.

- Any electrical work must be completed by a licensed electrician per RSA 319-C:1
- Any plumbing work must be completed by a licensed plumber per RSA 329-A.
- Any gas work must be completed by a licensed gas fitter per RSA 153:28.
- The property owner of a single family dwelling occupied by the owner as their primary domicile with no other living units in the structure may do their own work.

- **Water Testing & Wells:**

- The state of New Hampshire encourages all owners to have new and existing wells tested. Water: Dug Well _____ Drilled Well _____ Community Well _____ Town Water _____

Water course if applicable: _____

Is this property located within the Jackson Water Precinct boundary? _____
 Is the property in compliance with the Jackson Water Precinct requirements? _____

Please call Jackson Water Precinct 383-6539 for more information.

- **Well Radius:** For any lot, the entire well radius to the extent possible shall be located on this lot. If the well radius cannot be located entirely on the lot, it shall be located to the extent possible within the well radius of any abutting lot or within land which is non-buildable under state and local regulation. The purpose of this requirement is to protect water quality on all lots. An applicant shall be expected to release the town in connection with protective well radii in the same manner as the State of New

Hampshire under RSA 485-A:30-b. This release shall be recorded at Carroll County Registry of Deeds.

- Stearns & Rivers: Please refer to the Jackson Zoning Ordinance

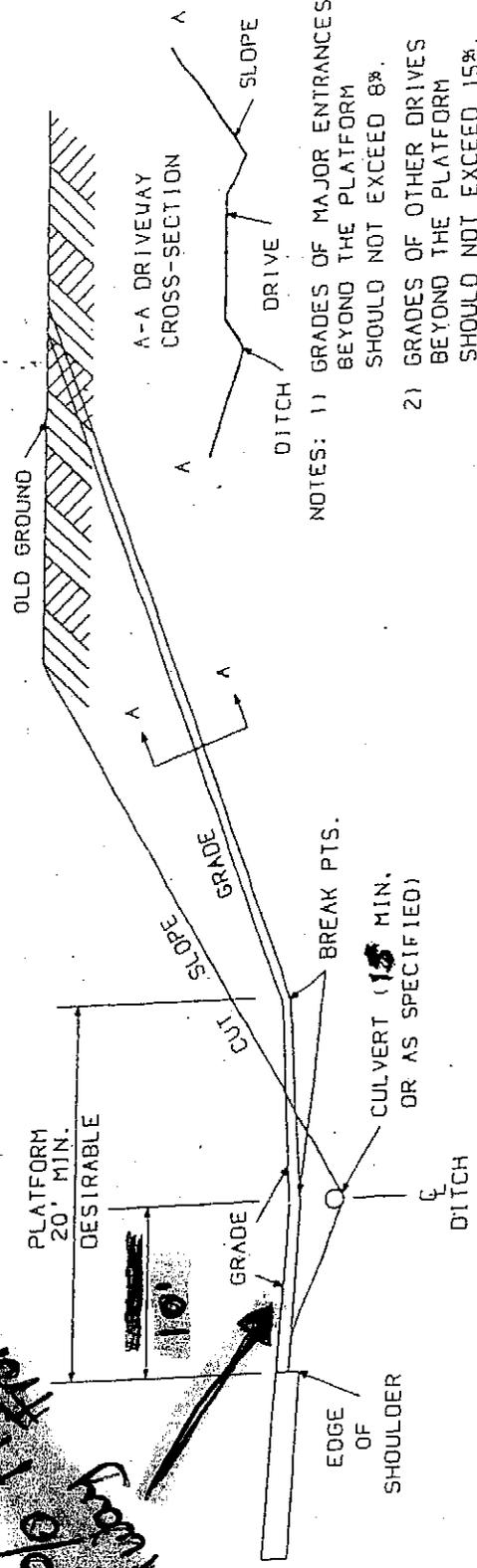
RESIDENTIAL OCCUPANCY PERMIT CHECKLIST:

- A town approved building permit number
- A town and State Approval to operate a septic system.
- A state approved Division of Fire Safety permit to install and operate oil burning equipment to be in compliance with RSA 153:5. Applications for this permit are available at the Jackson Town Office and must be approved by the Fire Inspector and in compliance with State Fire Code (FIR 602) as adopted by the State Fire Marshal. Inspected and approved by the Jackson Fire Department. Contact phone number 603-383-4090.
- Required Town of Jackson Building Inspections at the appropriate point in the construction process and a final inspection. See below for a list of required inspections.
- Code compliant E911 signage. Please see the Town of Jackson E911 Street Numbering Ordinance available online at www.jackson-nh.org or at the Town Office.

DRIVEWAY PERMITS:

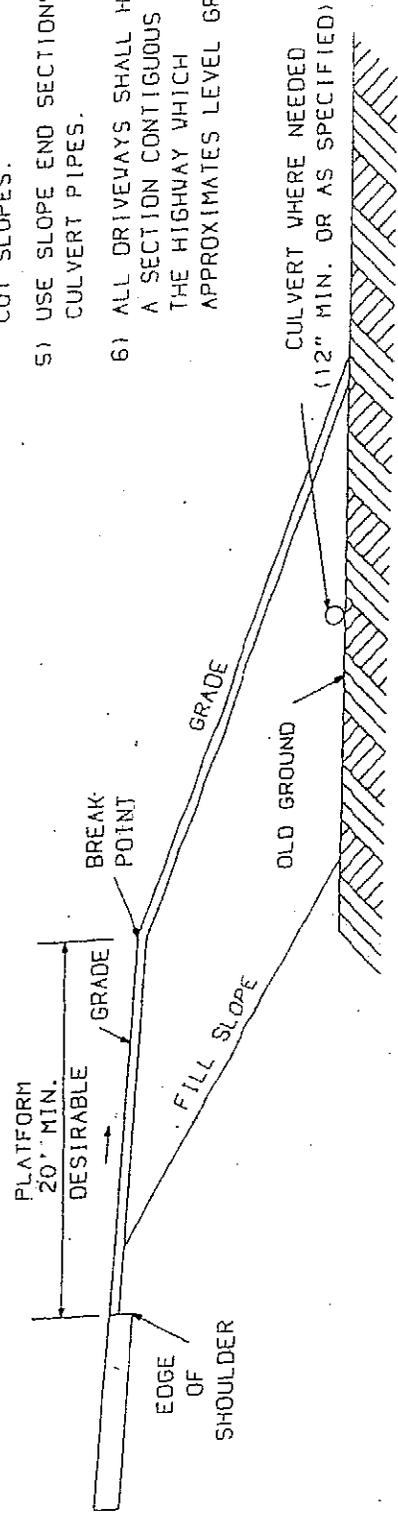
- Driveway permits are required on State and Town roads. For State Driveway Permits contact District 1 at 603-788-4641.
- Meet with the Road Agent at the driveway location, explain any driveway issues and go over specifications
- Permit will need to be signed by the Road Agent and Selectmen
- Contractor will install driveway entrance to final grade and proper specifications before a final certificate of occupancy will be issued
- Homeowner or Contractor MUST notify the Selectmen's Office when driveway entrance is installed in its final location to receive a proper E-911 address
- Road Agent will inspect driveway with contractor at the site
- If the driveway passes inspection, the Building Inspector will be notified

Arrow 5/10 from Road



- NOTES:
- 1) GRADES OF MAJOR ENTRANCES BEYOND THE PLATFORM SHOULD NOT EXCEED 8%.
 - 2) GRADES OF OTHER DRIVES BEYOND THE PLATFORM SHOULD NOT EXCEED 15%.
 - 3) THE ALGEBRAIC DIFFERENCE BETWEEN TWO ADJACENT GRADES SHOULD NOT EXCEED 10%.
 - 4) DITCHES ARE RECOMMENDED FOR UNCURBED DRIVEWAYS IN CUT SLOPES.
 - 5) USE SLOPE END SECTIONS ON CULVERT PIPES.
 - 6) ALL DRIVEWAYS SHALL HAVE A SECTION CONTIGUOUS TO THE HIGHWAY WHICH APPROXIMATES LEVEL GROUND.

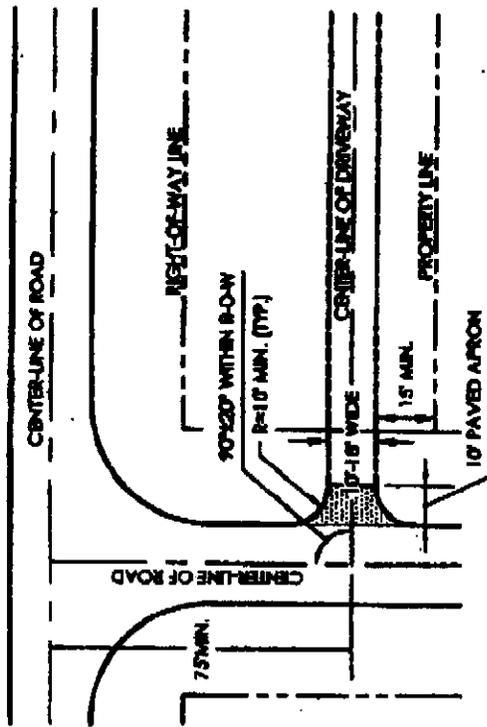
TYPICAL RURAL DRIVE IN CUT SECTION



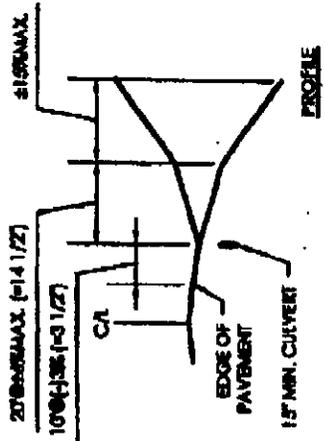
TYPICAL RURAL DRIVE IN FILL SECTION

N.H. D.O.T.
MARCH 1, 2000

RESIDENTIAL

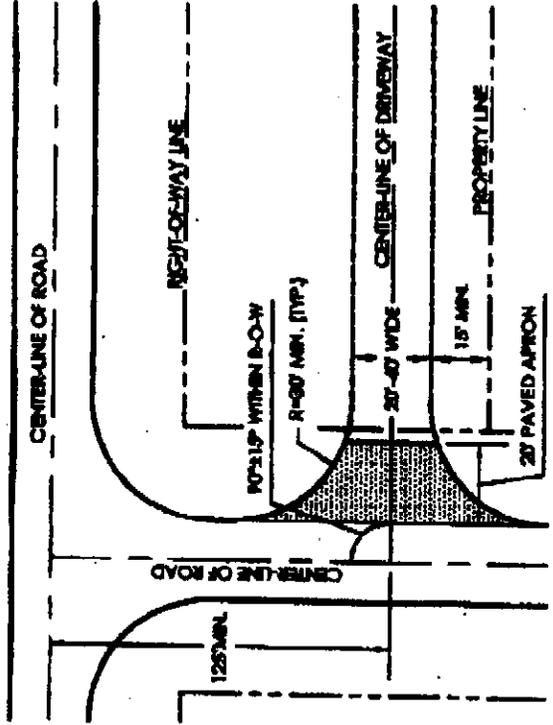


PLAN VIEW

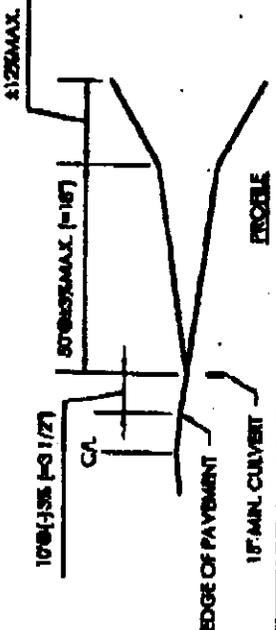


PROFILE

COMMERCIAL



PLAN VIEW



PROFILE

- NOTES:**
1. BOTH RESIDENTIAL AND COMMERCIAL DRIVEWAYS SHALL COMPLY WITH THE SAME SIGHT-DISTANCE REQUIREMENTS AS SPECIFIED FOR INTERSECTIONS (SEE NARRATIVE).
 2. THE ALGEBRAIC DIFFERENCE BETWEEN ANY TWO ADJACENT GRADES IN A DRIVEWAY SHALL NOT EXCEED 9 PERCENT.
 3. FOR RESIDENTIAL DRIVEWAYS IN EXCESS OF 300' LONG, 20' WIDE BY 100' LONG SECTIONS SHALL BE SPACED NO MORE THAN 300' APART TO ALLOW EMERGENCY VEHICLES TO PASS.
 4. FOR ALL DRIVEWAYS IN EXCESS OF 300 FEET LONG, A TURN-AROUND SHALL BE PROVIDED AT THE DEAD-END TO ACCOMMODATE FIRE-TRUCKS AND OTHER EMERGENCY VEHICLES.

Town of Jackson, NH
Road Standards

EXHIBIT B
TYPICAL DRIVEWAY LAYOUT

LATEST REVISION
5/31/2006

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PROPER CULVERT INSTALLATION

By Justin Palletier, UNH Civil Engineering Student & UNH T¹ Project Assistant

A culvert is a closed conduit used to allow the passage of water, usually from one side of a road to the other (see Figure 1). Use culverts as an effective way of improving drainage and decreasing erosion. While design is imperative, this article will discuss proper culvert installation techniques.

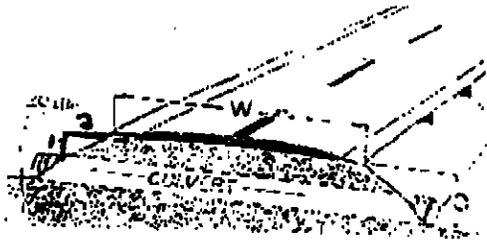


Figure 1 - Road cross-section showing culvert slope (Skorstad, *Place Culverts Correctly the First Time*)

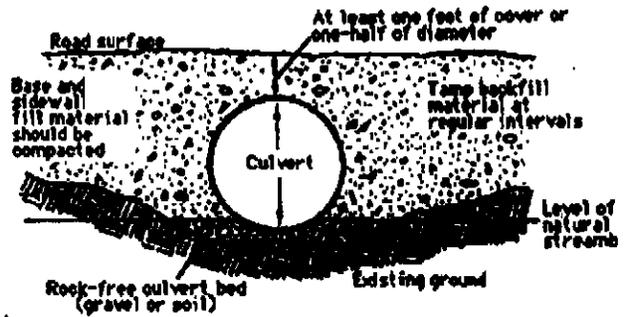
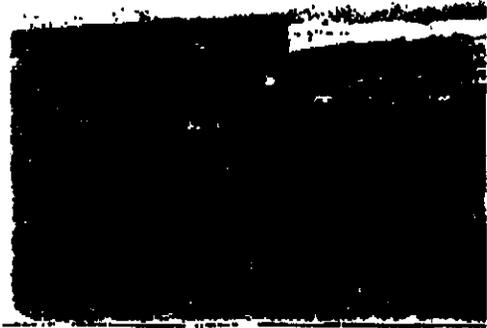


Figure 3: Cross-section of proper culvert foundation backfill and compaction.



Figure 5: Header with Wing Walls



NO Header on Exit side

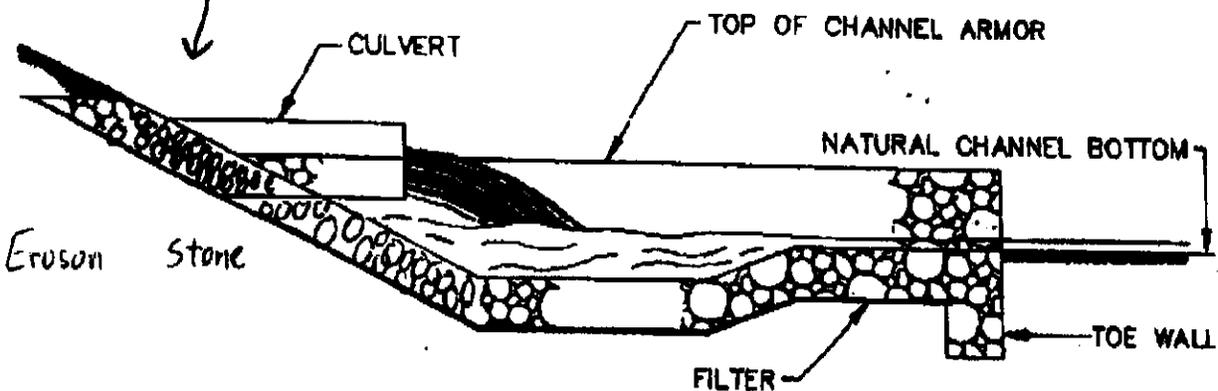


Figure 6: Depressed Type Plunge Basin

8.5 Stopping Site Distance (SSD): (amended 4/xx/2006)

5.1 The following minimum stopping site distances shall be provided along all roads as well as at all intersections:

Design Speed (mph)	Stopping Site Distance (feet)			
	25	30	35	40 m.p.h.
ADT < 400 <i>up to 40 lanes</i>	125	165	205	250
ADT > 400	155	200	250	305

5.2 For vehicles traveling down grades of 3 percent or more, the stopping sight distance shall be increased by multiplying it by the following factor:

Longitudinal Grade (%)	3%	6%	9%	12%
SSD adjustment factor	1.03	1.05	1.16	1.27

5.3 For horizontal and vertical curves, the height of the driver's eye shall be 3.5 feet and the height of object 2.0 feet.

5.4 For intersection design, the driver's eye approaching from the minor road shall be located 15 feet from the edge of the traveled way of the major road. Both driver's eye and the object (on the major road) shall be 3.5 feet high measured at the centerline. For residential driveways, the driver's eye approaching the major road may be located 10 feet from the edge of the traveled way of the major road.

Town of Jackson
Design Guidelines for Compliance
Section 4.1.6 Site Disturbance
Zoning Ordinance

1. General Considerations:
 - a. Existing natural and topographic features, including vegetative cover and runoff flow paths and types, should be preserved to the greatest extent possible. In the event that extensive amounts of vegetation are removed, plans should call for replanting with indigenous vegetation to maximize soil stabilization and prevent Erosion.
 - b. The Site Disturbance should be kept to the smallest area needed to complete the work.
 - c. Consider keeping the maximum height of all new cutting or filling at no more than 15 feet, measured vertically, above or below Natural Ground Surface at any point. Where a cut slope (steeper than 5:1) is within 40 feet horizontally of a fill slope (steeper than 5:1), consider keeping the maximum height of the combined slope at no more than 20 feet, measured vertically.
2. Minor Site Disturbances: Following are suggested methods for dealing with projects that involve minor Site Disturbance (areas less than 10,000 square feet where slopes are no more than moderate).
 - a. *Install Silt Fencing:* Silt fencing should be installed immediately below the Site Disturbance. Silt fence should be installed approximately parallel to the contours with the ends hooked uphill.
 - b. *Divert Runoff Around Work Area(s):* Flow from above the work area should be diverted around the Site Disturbance and either re-distributed using level spreaders or returned to its original channel depending on the original flow type (e.g., sheet flow or concentrated flow). Level spreaders should be constructed by cutting into the existing ground, not by filling.
 - c. *Stabilize Idle Work Areas by Mulching or Establishing Vegetation:* Where areas of exposed soil are not to be worked for a period of two weeks or longer, or when a significant rainfall event is forecast, the plans should call for stabilization with mulch unless temporary vegetation has been established. Mulch should be straw applied at a rate of two bales per 1,000 square feet and anchored with netting, tackifier, or other reliable measures. Temporary vegetation is considered established when it covers 75-percent of the soil surface (evenly distributed).
 - d. *Use Sediment Basin where Dewatering is Required:* If dewatering pumps or drains may be called for, sediment-laden water should be discharged to a temporary sediment basin. The basin should be at least 1.5 feet deep, have a surface area of at least 25 square feet per 100 gallons per minute of inflow, have a length to width ratio of 2:1 or greater, have its outlet at or above its normal depth, and should discharge in a manner that does not cause Erosion.

- e. *Re-Established Pre-Development Flow Conditions:* Where the construction must create a permanent diversion around work area, plans should call for one or more permanent level spreaders to be used to re-distribute the channelized flow below the permanent construction. Permanent level spreaders should be constructed by cutting into the existing ground.
 - f. *Stabilize Channels with Erosion Control Matting or Stone:* The bottom of all new temporary and permanent channels should be stabilized with an erosion control mat, a turf reinforcement mat, or NHDOT Class C Stone fill set on a medium strength non-woven geotextile. Check dams, spaced no greater than five vertical feet, should be installed in all channels that are not stone lined.
 - g. *Re-Established Vegetation:* Plans should call for all Site Disturbance that is not covered with hard surfacing (e.g., structures, pavement, stone, etc.) to be spread with loam at least four inches deep, and seeded and mulched, sodded, planted, or a combination thereof.
 - h. *Stabilize Steep Slopes with Erosion Control Matting:* Plans should call for all permanent slopes steeper than 3:1 to be permanently stabilized with an erosion control mat or a turf reinforcement mat installed complying with the manufacturer's written instructions. Earthen cut and fill Slopes should not exceed 2:1.
 - i. *Stabilize Prior to Winter:* Plans should call for all Site Disturbance to be stabilized as described in the above paragraphs prior to November 15th.
 - j. *Remove Sediment and Temporary Measures:* Plans should call for the removal of trapped sediment and temporary erosion control measures upon permanent stabilization. Permanent stabilization means that vegetation covers at least 75-percent of the soil surface (evenly distributed).
3. **Major Site Disturbances:** The following additional suggestions are offered for projects that involve major Site Disturbance (areas of 10,000 square feet or more or/and slopes are more than moderate)
- a. *Submit a Hydrologic Analysis:* It may be helpful to prepare a hydrologic analysis to assure that the proposed work will not increase the peak rate of runoff above that of the existing conditions. The analysis should include a brief narrative summarizing the methodology and results. Calculations may be prepared for both the 2-year and 25-year return period using the Natural Resource Conservation Service's (formerly SCS) TR-20 methodology.
 - b. *Submit an Erosion and Sediment Control Plan:* A project-specific Erosion and Sediment Control plan of the proposed Site Disturbance area and 50 feet beyond it may be helpful in determining if the project has been designed reasonably and will be performed reasonably as required by Section 4.1.6 of the Zoning Ordinance. If such a plan is thought to be of value it should include the following:
 - i. Existing and proposed topography (including proposed permanent site features such as structures, driveways, septic systems, retaining walls, etc.) with a two-foot contour interval.
 - ii. Specific methods that will be used to control Erosion and Sedimentation, soil loss, and stormwater runoff, both during and after construction.

- iii. Construction access routes and methods to minimize sediment tracking from construction vehicles.

It is best to have such a plan prepared and stamped by a professional engineer licensed in New Hampshire or a Certified Professional in Erosion and Sediment Control certified by CPESC, Inc. The board of selectmen (or their representatives) will generally review the design using the "Stormwater Management and Erosion and Sediment Control Handbook for Developing Areas in New Hampshire", prepared by the NHDES, RCCD, and USDA SCS, dated August 1992, or a later version (if any) in determining if the reasonably designed and performed criteria of the Zoning Ordinance have been met. Other standards or guidelines may be considered where they are appropriate to meeting the criteria.

- c. *Narrative:* It is often helpful to submit a concise narrative describing the effect of the proposed development on abutting properties, roads, water bodies, wetlands and other significant existing features in the vicinity of the project. Further, it may be helpful to have the narrative prepared by a professional engineer licensed in New Hampshire or a Certified Professional in Erosion and Sediment Control certified by CPESC, Inc.