



Town of Troy Permit Application  
16 Central Square  
Troy, NH. 03465  
(603)242-7722

N Permit # \_\_\_\_\_

Permit fee \_\_\_\_\_

**Property Information-Where improvements are proposed**

Street # \_\_\_ Street Name \_\_\_\_\_ Map/Lot \_\_\_\_\_  
Zoning \_\_\_\_\_ Floodplain \_\_\_\_\_ Wetlands \_\_\_\_\_ Elevation Certification \_\_\_\_\_

**Is this property a conforming lot?** \_\_\_\_\_

(Please see Zoning Ordinance or contact the Selectmen's Office for clarification)

**Owner Information-Who owns the property**

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone # \_\_\_\_\_ Email: \_\_\_\_\_

**Applicant Information-If not the owner of the property**

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone # \_\_\_\_\_ Email: \_\_\_\_\_

Name of Contact for this Project: \_\_\_\_\_ Phone: \_\_\_\_\_

**Applicant Information-Describe proposed improvements**

Permit Type: \_\_ Building \_\_ Electrical \_\_ Plumbing \_\_ Other \_\_\_\_\_  
Building Use: \_\_ Single family \_\_ Multi-Family \_\_ Commercial \_\_ Other \_\_\_\_\_  
Work Type: New \_\_ Addition \_\_ Renovation \_\_ Move \_\_ Other Sq. Ft. of work to be done \_\_\_\_\_

**Description of work:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Plumbing and Electrical sub-contractors-Signature indicates responsibility for compliance with laws and codes**

**Electrical contractor-State License Number:** \_\_\_\_\_ **Exp. Date:** \_\_\_\_\_  
Name: \_\_\_\_\_ Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone # \_\_\_\_\_ Email: \_\_\_\_\_  
License Holders Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Plumbing Contractor- State License Number:** \_\_\_\_\_ **Exp.Date:** \_\_\_\_\_  
Name: \_\_\_\_\_ Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone # \_\_\_\_\_ Email: \_\_\_\_\_  
License Holders Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Heating and Air Conditioning Contractor- State License Number:**

\_\_\_\_\_ **Exp.Date:** \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone # \_\_\_\_\_ Email: \_\_\_\_\_

License Holders Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Design Professional-Responsible Architect or Engineer**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone # \_\_\_\_\_ Email: \_\_\_\_\_

**Please note the following by checking the appropriate lines:**

This property is to be hooked up with \_\_\_\_\_ Town water and/or \_\_\_\_\_ Town Sewer.

**OR**

This property will be hooked up to \_\_\_\_\_ private well and/or \_\_\_\_\_ septic.

I I hereby certify that as the applicant for permit, I am the owner of this property \_\_, or the owner's authorized agent \_\_ (check one). I hereby declare that the statements and information contained in this application and submitted in conjunction with said application are true and accurate to the best of my knowledge. I understand that I am responsible to ensure all construction or other work will be completed in accord with all Federal, State and Local Laws, code and ordinances, including but not limited to the State Building Code NHRSA 155-A. **I understand that I am responsible to ensure that all inspections will be completed as required by the Town, and no structure will be used in violation of Federal, State, and Local Laws, code and ordinances.** The making of false statement on this form shall constitute a criminal offense.

Applicant printed name: \_\_\_\_\_

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

**BUILDING PERMIT FEES & INFORMATION**

**1. Major Requirements for Permits:**

- a. All Zoning Ordinance requirements must be met.
- b. Must have State permit for septic systems or file an application for a Town Sewer connection.
- c. Approved Driveway permit from Town
- d. Building plans and plot plans showing location and setbacks of project.
- e. Must establish drinking water source. (Private well or Town water). A copy of the water source plan is required with application.
- f. Floodplain
- g. Elevation certification.
- h. American Disability Association compliance-if applicable.

**2. Inspections: *It is the responsibility of the owner to insure inspections are completed on time. See attached Building Inspection Schedule and Criteria.***

**Permit fees are as follows:**

**New Construction Manufactured or Modular:** .15¢ per square foot

**New Construction Stick Built:** .20¢ per square foot

**Outbuildings/Carports/Decks and Porches (does not include temporary=six months or less)** up to 200 square feet, no permit required. 200 square feet and over = \$35 plus .35¢ per square foot thereafter, and permit required.

**Sheds** up to 200 square feet, no permit required. 200 square feet and over = \$35 plus .35¢ per square foot thereafter, and permit required.

**Pools and fences(less than six feet)** \$35 (if pool is inground)

**Barns/Garages/Additions** .20¢ per square foot

**New Commercial up to 2000 square feet.**25¢ per square foot

**New Commercial over 2000 square feet** .35¢ per square foot

**New Multifamily** .35¢ per square foot

**Solar/Wind or Generator** Residential \$0 Commercial \$45

**Reinspections** \$50

**Demolition** \$50-point of destination required for materials.

**Driveway** -Town Roads only \$50.00

**Electrical/Plumbing/Mechanical is included in all other permits**

**ALL PERMITS EXPIRE ONE YEAR FROM DATE OF ISSUE, CHARGE TO RENEW IS \$50.**

**THE FOLLOWING ITEMS DO NOT REQUIRE INSPECTION:**

Meaning but not limited to replacement parts, fences less than six feet, like and kind replacement, painting, papering, tiling, reroofing, residing, carpet, toilets, faucets, and similar work. The following items do not require permit but must meet New Hampshire Emergency code: Reroofing residing, replacement doors and windows or emergency egress windows and doors, electrical meters(contact local electric company to clarify).

To contact inspectors, please call the following:

Fire Chief: Mark Huntoon (603)499-2051

**TROY SELECT BOARD:**

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Curtis Hopkins, Chairman

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TJ Chasse, Selectman

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Richard H. Thackston, III, Selectman

**Permit fees are as follows:**

<b>New Construction – Manufactured or Modular</b>	\$0.15 per square foot
<b>New Construction – Stick Built</b>	\$0.20 per square foot
<b>Outbuildings/Carports/Decks/Porches/Sheds</b> (Does not include temporary = six months or less.)	Up to 200 square feet, no permit required. 200 square feet and over = \$35.00 plus \$0.35 per square foot thereafter, and permit required.
<b>Fences</b>	\$35.00
<b>Pools</b>	\$35.00
<b>Barns/Garages/Additions</b>	\$0.20 per square foot
<b>New Commercial up to 2000 square feet</b>	\$0.25 per square foot
<b>New Commercial over 2000 square feet</b>	\$0.35 per square foot
<b>New Multifamily</b>	\$0.35 per square foot
<b>Solar/Wind or Generator</b>	Residential \$0.00 Commercial \$45.00
<b>Reinspections</b>	\$50.00
<b>Addition or deletion of a kitchen or bathroom</b> (Does not apply to renovation of existing kitchens or bathrooms.)	\$50.00
<b>Addition, deletion, or substantial modification of the foundation of an existing building</b> (Does not include sill repairs, under pinning, repair, drainage, buttressing, walk-ways, stoops, bulkheads, driveways or patios.)	\$0.20 per square footage of a project area
<b>Significant changes to previously submitted open permits</b> <i>(Significant for this purpose would be the addition or deletion of more than 200 square feet and addition or deletion of a kitchen or bathroom. Additionally, applicant is still responsible for difference in original calculated permit fee.)</i>	\$50.00
<b>Approved additional Dwelling Unit to be added to an existing property either by modification or addition</b>	\$0.20 per square foot
<b>Addition of an electrical meter</b> <i>(Does not include replacement or upgrade of existing meters or conversion from single phase to three phase service.)</i>	\$50.00
<b>Extension of any existing open permit for one-year.</b> <i>(All permits expire one year from date of issue. No permit may be extended more than twice for a total of three years on one application. If a permit remains open and the project remains incomplete at the expiration of permits all work must cease on the project until such time as a new permit is issued. If a permit has been extended twice and the project remains incomplete, a new application must be submitted to confirm that the project remains within the current regulations.)</i>	\$50.00
<b>Final Inspection Fee</b> <i>(Any permit that requires inspection that has not received a final inspection and sign off will be considered open and active until expiration. Individuals authorized to sign off on permits: Fire Chief, Building Inspector that is authorized or designated by the Select Board, or any two members of the Select Board.)</i>	\$50.00

**Electrical/Plumbing/Mechanical is included in all other permits.**



# Town of Troy

16 Central Square - PO Box 249 - Troy, New Hampshire 03465

## **Congratulations on beginning your new project!**

**You have completed the first step; you have successfully obtained a building permit.**

There are some important things we want to make sure you know about the Permit and the process in the Town of Troy.

1. Your permit expires one year from date of issuance. Prior to the expiration of your permit, you must take one of three actions to close out your permit or your file will reflect an open permit with incomplete work which may raise issues for you in a future sale or re-finance. These problems are not the responsibility of the Town of Troy.
  - a. Option One: You have completed your work as permitted within the one-year time frame and you call the town for a final inspection which the Town issues within a week to ten days.
  - b. Option Two: You do not complete your work within the one-year time frame, and you obtain an extension to your permit for an additional year.
  - c. Option Three: You complete your work; you do not call for a final inspection the permit remains open and expired. You would be subject to any future rules as applicable if at a future time you attempt to re-permit your project.
2. Your permit entitles you to do work but does not cover the cost of any inspections. The Town of Troy expects you to complete work in a competent and skillful manner or hire professional who are licensed in relevant trades to do such work. If you are not competent or your contractors are not licensed or competent it is not the responsibility of the Town of Troy.
  - a. If you have a loan for your project that requires interim inspections, you will need to arrange and pay for these inspections. The Town of Troy does not pay for interim inspections.
  - b. If you are not sure of how to complete your work and need to consult with a building inspector or engineering firm, you must do so at your cost. The Town of Troy does not provide or pay for any such services.
  - c. The Town of Troy does not do septic system inspections. Septic installations are between you, your designer, your installer, and the State of NH. Troy does not allow new installations of Privies.
3. The Town of Troy specifically does not require or pay for the following inspections: Footing Inspections, Drainage Inspections, Dry Bed Septic Field Inspections, Backfill Inspections, Grading Inspections, Electrical Inspections, Plumbing Inspections, Insulation Inspections, Foundation Inspections, Close-In Inspections, Sewer Line Inspections. Heating System installations will be inspected by the Fire Chief or designee at the time of Final Inspection/Issuance of Certificate of Occupancy.
4. Final Inspections/Issuance of Certificate of Occupancy must be scheduled a week to ten days in advance.