

## SECTION XIV

### ADMINISTRATION

#### 14.1 POWER AND AUTHORITY

For the purposes of this Ordinance, the Board of Selectmen is hereby given the power to appoint a Building Inspector who shall perform the duties of his office as designated in the various provisions of this Ordinance and then shall make inspections of all buildings in the process of building or reconstruction and report all violations to the Board of Selectmen. In the absence of a Building Inspector, the Board of Selectmen shall be given the Building Inspector's power enumerated herein.

**14.1.1 Building Inspector:** The duty of administering and enforcing the provisions of this Ordinance and Building Code, if any, is hereby conferred upon the Building Inspector. It shall be the duty of the Building Inspector to:

- (a) Review all applications for building/use, demolition, or other permits to determine that the purpose for which the permit is sought will conform to the provisions of this Section and issue permits if appropriate, after all needed approvals have been secured.
- (b) Investigate promptly all possible Zoning Ordinance violations and report his/her findings in writing to the Board of Selectmen.

#### 14.2 BUILDING/USE PERMITS

The following conditions shall be observed.

**14.2.1 Permit Required:** It shall be unlawful for any person to erect, construct, reconstruct, or alter a structure without applying for and receiving from the Building Inspector a building/use permit. It shall be unlawful for any person to change the use or lot coverage, or extend or displace the use of any building, structure or lot without applying for and receiving from the Building Inspector a use permit.

**14.2.2 Actions Limited:** No excavation for foundation nor the erection, construction or structural alteration of any structure or part of any structure shall be undertaken until a permit is issued by the Building Inspector.

**14.2.3 Compliance:** No building permit may be issued for any premises unless the buildings and other structures and use of the premises comply with the provisions of this Ordinance or the terms of a variance granted by the Board of Adjustment; provided that a permit may be issued when the effect of the construction, reconstruction or alteration is to eliminate all violations of this Section on the premises.

**14.2.4 Other Approvals:** No building permit may be issued unless all necessary subdivision, site plan review, variance and/or special exception approvals have been issued.

**14.2.5 Pending Changes:** The Building Inspector shall not issue any building permit where application for such permit is made after the first legal notice of the adoption of a building code, if any, on proposed changes in the building code has been posted pursuant to the provisions of RSA 156-A:1-a or 156-A:1-b, or the first legal notice of the proposed changes in the Zoning Ordinance has been posted pursuant to the provisions of RSA 674:16-18, if the proposed changes in the building code or Zoning Ordinance would, if adopted, justify refusal of such a permit. After final action has been taken on the proposed changes in the building code or the Zoning Ordinance, the Building Inspector shall issue or refuse to issue such a permit which has been held in abeyance pursuant to this subsection.

**14.2.6 Permit Time Limits:** Any work for which a permit has been issued by the Building Inspector for the construction of new residential buildings shall be actively prosecuted within four months. For purposes of this section, actively prosecuted shall mean that the building foundation is completed and capped. Any other work for which a permit has been issued by the Building Inspector shall be actively prosecuted within six months. Failure to actively prosecute work within these time limitations shall result in an automatic lapse of the permit. All work for which a permit has been issued by the Building Inspector must be completed within two years of the date of the issuance of the permit provided that any permit issued for a project which is actively prosecuted for one year may be extended at the discretion of the Building Inspector.

### **14.3 CERTIFICATE OF OCCUPANCY**

The following conditions shall be observed.

**14.3.1 Certificate Required:** No structure shall be erected, occupied, structurally altered or changed in use until a certificate occupancy shall have been issued by the Building Inspector.

**14.3.2 Coincident Application:** A certificate of occupancy either for the whole or a part of a new building or for the alteration of an existing building may be applied for coincident with the application for a building permit or when the project is complete and shall be issued within ten days after the erection or alteration of such building or part shall have been completed in conformity the provisions of this Ordinance.

**14.3.3 Approval Before Occupancy:** A certificate of occupancy for the use or occupancy of vacant land or for a change in the use of the land or for a change in the use of an existing building shall be applied for and issued before any such land shall be occupied or used or such land or building changed in use and such certificate shall be issued within ten days after application as been made providing such proposed use is in conformity with the provisions of this Ordinance.

**14.3.4 Compliance:** No certificate of occupancy shall be issued for any premises unless the proposed use of the land, buildings, driveway and other structures thereon comply with:

- (a) The provisions of this Ordinance or the terms of a variance and/or special exception issued by the Board of Adjustment.
- (b) The provisions of a subdivision and/or site plan review approval.
- (c) All applicable housing, health, fire, life safety, building codes and ordinances.

### **14.4 PROCEDURES FOR PERMITS**

The following procedures shall be followed for a building and/or certificate of occupancy permits.

**14.4.1 Applications:** Applications for building permits, driveway permits, and certificates of occupancy must be made by the owner of the premises or his/her authorized agent. Applications for building permits and certificates of occupancy shall be in writing on forms prescribed by the Building Inspector.

**14.4.2 Supporting Materials:** All applications for building permits shall be accompanied by a plan drawn to scale showing the actual dimensions of each lot to be built upon. The size and location of each building existing and proposed upon each lot and such other information as may be necessary to enable the Building Inspector to determine the proposed structure and use of land will conform to the provisions of this Ordinance.

**14.4.3 Additional Permits:** The Building Inspector may require, when appropriate to the project, submission of approvals for energy conservation compliance from the Public Utilities

Commission, driveway permits from the Department of Transportation on State roads, driveway permit from the Superintendent of Public Works on Town roads, septic system (or bedroom addition) approval from the Water Supply and Pollution Control Commission, or any other relevant government approvals.

**14.4.4 Records:** A record of all building permits shall be kept on file in the office of the Building Inspector and shall be a public record.