

TOWN OF ALEXANDRIA BUILDING PERMIT APPLICATION PACKET

Items included in the Building Permit Application Packet:

- Building Permit Ordinance
- Building Permit Guidelines
- Building Permit Application
- Driveway Permit Application
- Class VI Road Agreement*
- PUC Energy Code Application (EC-1 Form)
- Fire and Alarm System Ordinance

* Class VI Road Agreement is only necessary if you are constructing on a Class VI Road, Private Road or Right of Way).

Town of Alexandria Building Permit Ordinance

In order to protect the health, safety and welfare of the citizens of the Town of Alexandria, the following ordinance was adopted:

1. No building (including mobile homes) intended as a dwelling place or structure intended for commercial use shall be erected or moved into the Town of Alexandria without first obtaining a building permit from the selectmen or their designee.
2. All applicants for a building permit shall be accompanied by an approved driveway construction permit, a state-approved septic system design, if applicable, and any other requirements mandated by a higher level of government, including but not limited to Public Utilities Commission, NH Wetlands Board, NH Dept. of Environmental Services or the NH State Building Code.
 - a. Commercial buildings and/or commercial structures intended or designed to be used for any industrial, commercial or other use shall be no more than fifty (50) feet high and shall provide noncombustible walls and partitions between their component parts as necessary. Additionally, all plans for a commercial building must be reviewed by the NH State Fire Marshall or his designee for compliance with the NH State Building Code.
 - b. No building intended or designed for any public use or congregation of people shall be erected, altered or used for any purpose which does not provide adequate exits as provided in Chapters 155 and 156 New Hampshire Revised Statutes, Annotated, 1995, and any supplements, and in regulations of New Hampshire Fire Marshall's Office and NH State Building Code.
3. Permits shall be approved or denied within thirty (30) days after application is submitted.
4. Each application shall be accompanied by the appropriate fee as stated on the application.
5. Permits shall be void if the structure is not weatherized within one year after approval.
6. Penalties: Upon any well-founded information that this ordinance is being violated, the selectmen or their designee shall take immediate steps to enforce the provisions of this ordinance by seeking an injunction in the Superior Court or by any other appropriate legal action. Whoever violates any of the above regulations may be punished upon conviction by a fine not exceeding \$100 per day for each violation, plus all legal costs in connection with settling the issue.
7. The intent of the above ordinance is to maintain the health, welfare and safety of all citizens of the Town of Alexandria.
8. This ordinance shall take effect upon its adoption and shall supersede the ordinance passed in March of 1979 and any other previous versions.

Adopted March 15, 2007 and amended at the Second Session of the Annual Meeting on March 10, 2015.

TOWN OF ALEXANDRIA

Building Permit Guidelines

Permission to build shall not be in effect until application has been approved and a permit issued.

The applicant is legally responsible to assure that all information in the application is correct and accurately represents the proposed project.

Permits shall be posted and protected in a visible location on premises immediately upon being issued.

Building Permits are required for any new construction (including modular and mobile homes) or in order to increase the number of bedrooms within an existing structure. All other construction; i.e. additions, alterations, demolitions, garages, barns, decks, docks, fences, signs, and in-ground swimming pools must be reported on the annual inventory form.

FEE STRUCTURE:

One unit residential structure:	\$100.00
Two unit residential structure:	\$100.00
Three unit residential structure:	\$150.00
Four unit residential structure:	\$200.00
5+ units or commercial structure:	\$300.00

Private Septic: Where on site septic systems are needed, obtaining the required State approval is the responsibility of the applicant. No building permit can be issued until State approval has been received.

Driveway Permit: A permit is required for any new driveway within the town. An application for a driveway permit may be obtained from the selectmen's office or from the town's website at www.alexandrianh.com. The application shall be submitted to the driveway committee through the selectmen's office. To check on the status of a driveway permit, call 744-8986. No building permit will be issued without an approved driveway permit.

Energy Compliance: New residential structures or additional to living space must meet NH State Energy Code Compliance and require a permit from NHPUC (271-2431). Applications may be obtained from the selectmen's office or at www.puc.nh.gov.

Oil Burner Permits: All residential and commercial structure that will be installing *oil/gas/wood* burning equipment must secure a permit for the installation and concurrent inspection of said equipment. Please contact Fran Butler at 744-8987 to arrange for an inspection. It is the responsibility of the owner/installer to secure this permit.

Burn Permits: Any outside burning requires a permit from the Fire Warden, Arthur Barron. He can be reached at 744-5024.

Class VI Road Waiver: Anyone wishing to build on a Class VI Road, Private Road or Right of Way must first check with the selectmen's office to determine if that particular road has been voted to allow building permits. If so, a Class VI Road Waiver must be signed and must accompany the building permit application. Waivers may be obtained through the selectmen's office.

Commercial Buildings: Any structure to be used for commercial purposes/public access must be reviewed by the NH State Fire Marshall's Office, or his designee, for compliance with the NH State Building Code.

Alarm Systems: All alarm systems must be registered with the Alexandria Police Department. The phone number is 744-6650. Under no circumstances may any alarm system be directly wired to 911.

TOWN OF ALEXANDRIA, NH
47 WASHBURN ROAD
ALEXANDRIA, NH 03222

BUILDING PERMIT APPLICATION

Date Received: _____ Fee Paid: Cash _____ Check _____ Ck.#: _____ Receipt #: _____

Property Owner's Name: _____

Property Owner's Address: _____

Applicant Name, if different: _____

NOTE: If the applicant is not the owner, a letter from the property owner giving the applicant authority to act on his/her behalf must accompany this building permit application

Telephone: Home: _____ Work: _____ Cell: _____

Location of Property:

Road: _____ Map: _____ Lot: _____

Building to be constructed: Residential: _____ Commercial: _____ Other: _____

If Other, please explain: _____

Dimensions: Length _____ Width _____ Height _____

Number of Bedrooms: _____ Builder: _____

Setback from roadway: _____ Feet

FEES:

Residential One Unit: _____ \$100 / Residential Two Unit: _____ \$100 / Residential Three Unit: _____ \$200

Residential Four Unit: _____ \$250 / Commercial: _____ \$300

Prerequisites:

Is this property located in a Floodplain Area? _____ Yes _____ No

Septic System Design Approval Number: _____ Date of Approval: _____

PUC Energy Compliance Approval Number: _____ Date of Approval: _____

Driveway Permit Number or Date of Approval: _____

Class VI Road Agreement: Date Signed: _____

(This agreement is necessary only if you are constructing on a Class VI, Private Road or ROW)

Letter of Authority for Applicant to Act as Agent: Not Applicable _____ Attached _____

Property Owner/Agent Signature: _____ Date: _____

Selectmen's Approval to Construct: Date Granted: _____

Selectmen's Signature: _____

Selectmen's Signature: _____

Selectmen's Signature: _____

A furnace installation must be inspected by Francis Butler, who may be reached at 744-8987.

NOTE: The Town of Alexandria does not issue Certificates of Occupancy.

Town of Alexandria, NH Driveway Application

Date Received: _____ Fee; ___ Cash ___ Check ___ #

Type of Road to be accessed:

___ Class IV ___ Class V ___ Class VI ___ Private ___ Other _____

Name of Road to be Accessed: _____

Purpose of Access:

___ Driveway ___ Camping ___ Commercial ___ Logging ___ Other

If Other, Explain _____

NOTE: If you are requesting access off a State Highway, you must also provide the approval from the State of NH.

Owner: _____ **Map:** _____ **Lot:** _____

Address: _____

Phone: _____ **Cell:** _____ **E-mail:** _____

Abutting landowners: (preferably with structure on land)

Map ___ **Lot** ___ **Owner** _____

Map ___ **Lot** ___ **Owner** _____

Drawing: Please attach a sketch of your lot, indicating the location of the driveway and width of the proposed driveway as well as the number of feet from each side of the driveway to your lot lines.

NOTES: Water and ice buildup must not enter the main highway at any time of the year. If this occurs, the owner will be held responsible. If the owner fails to alleviate any ice and water issues, the Town of Alexandria reserves the right to correct any deficiencies and invoice the landowner for the cost. Facilities constructed in violation of the permit specifications or the rules, shall be immediately corrected upon notification by the Town of Alexandria. All costs shall be borne by the landowner.

I, _____ understand that no deviations from this permit may be made without prior written approval by the Town of Alexandria. Failure to comply may result in revocation of the permit. To the best of my knowledge and belief, the data and information accompanying this request for a driveway is true and correct.

Date; _____ Signed: _____

Town of Alexandria, NH
Approval for Initial Construction of Driveway Access

Approval is hereby given for the applicant referenced on Page 1 to construct a driveway on land identified as Map _____ Lot _____ .

_____ There is an all season, safe sight distance of 200 feet in both directions along the highway from the location of the proposed driveway. (Road Agent to initial)

Conditions, if any, placed on this permit:

Road Agent's Signature

Date: _____

NOTE: Construction completion is required within one year of permit date. Applicant shall contact selectmen's office at 744-3220 when driveway is complete. Once the road agent has inspected and approved the driveway, a 911 number will be issued and a number plate ordered.

FINAL APPROVAL

I, _____, Road Agent for the Town of Alexandria, have inspected the driveway referenced above and find it to be acceptable.

Signature: _____

Date: _____

**NOTICE, AGREEMENT, AND RELEASE OF MUNICIPAL LIABILITY
AND RESPONSIBILITY PER NEW HAMPSHIRE RSA 674:41**

AGREEMENT made this _____ day of _____, _____ between
_____ (Owner)(s) of

_____ owner of property located at _____
Alexandria, NH, and the Town of Alexandria ("Town"), acting through its Board of Selectmen, a New
Hampshire municipal corporation of said Alexandria.

WHEREAS, _____, the owners of certain real
property in Alexandria as described in deed recorded at Book _____, Page _____ at the Grafton
County Registry of Deeds; and

WHEREAS, the portion of _____ upon which the
Owner's real property fronts is a Class VI highway, Private Road or Right of Way; and

WHEREAS, the Town has authority and discretion, following comment from the Planning board, to
vote to issue a building permit for the consideration of a single-family dwelling on Owner's property upon
terms and conditions herein contained and upon filing of this notice pursuant to RSA 674:41;

NOW, THEREFORE, the Town and Owner, for consideration, agree as follows:

1. Town following receipt of comment from the Planning Board, votes to issue a building permit to
allow Owners to construct a single-family dwelling, to be constructed in conformity with all state and
local regulations and laws, on the Owner's property on _____.
2. Town shall not, by approval of this building, accept or incur responsibility for maintenance,
including snow plowing, nor liability for any damages resulting from the use of
_____ by Owner or those using the road for access to Owner's property.
3. Owner shall be responsible for maintaining access to the property over _____
_____ in a reasonable and safe condition and hereby
releases and discharges the Town, and its officers, agents, and employees from maintaining
_____.
4. Owner shall indemnify and save harmless the Town from any claim of any nature, whether in tort
or otherwise, against the Town for any loss or damage, including those incurred through failure to
provide any municipal service, including police, fire, and ambulance services, arising out of the
condition of _____ as a Class VI Road, Private Road or
Right of Way in any way arising from the condition of the road.

5. Owner shall assume responsibility for transporting any children residing on the property to the nearest regular school bus stop.

6. Owner shall assume responsibility for maintenance and repair of _____ and agrees that, at his expense, or at the expense of himself and other owners of property similarly located on _____. Owner shall clear and maintain _____ to a width of not less than twelve (12) feet, and to repair and maintain the traveled portion of _____ in a good and passable condition.

7. The construction and occupancy of a single-family dwelling authorized by this Agreement shall not be deemed to constitute evidence of public necessity and convenience requiring layout or alteration of _____ as a Class VI Road, Private Road or Right of Way.

8. This Agreement shall be binding on Owner's heirs, successors, and assigns.

9. This Agreement shall remain in force so long as that portion of _____ legally required to be maintained by the Town. The obligation to indemnify shall apply to any incident occurring while this Agreement is in effect.

Witness

Owner

Witness

Owner

Town of Alexandria,
By its Selectmen,
Duly Authorized

Witness

Selectman

Witness

Selectman

Witness

Selectman

New Hampshire
Residential Energy Code Application
 for Certification of Compliance for New Construction, Additions and/or Renovations
 (EC-1 Form)
 Minimum Provisions Effective Date: April 1, 2010

Owner/Owner Builder: Company Name: (if applicable)			General Contractor: Company Name:		
Name:			Name:		
Mail Address:			Mail Address:		
Town/City:	State:	Zip:	Town/City:	State:	Zip:
Phone:	Cell:		Phone:	Cell:	
E-Mail:			E-Mail:		
Location of Proposed Structure:			Type of Construction:		
Tax Map #:		Lot #:	<input type="radio"/> Residential <input type="radio"/> Small Commercial <input type="radio"/> New Building <input type="radio"/> Renovation <input type="radio"/> Addition <input type="radio"/> Thermally Isolated Sunroom <input type="radio"/> Modular Home: the site contractor must submit this form detailing supplementary rooms and Floor and/or Basement insulation unless the floor insulation is installed or provided by the manufacturer and no heated space is added.		
Street:					
Town/City:	County:				
Zone 5 <input type="radio"/> Cheshire, Hillsborough, Rockingham or Strafford except the town of Durham Zone 6 <input type="radio"/> All other counties and the town of Durham			Total New Conditioned* Floor Area:		
			_____ ft ²		
Heating System: (if new system is being installed) Annual Fuel Use Efficiency (AFUE): _____ % Fuel Type(s): <input type="checkbox"/> Oil <input type="checkbox"/> Natural Gas <input type="checkbox"/> Propane (LP) <input type="checkbox"/> Electric <input type="checkbox"/> Wood <input type="checkbox"/> Other _____ Heating System Type: <input type="checkbox"/> Hot Water <input type="checkbox"/> Hot Air <input type="checkbox"/> Stove <input type="checkbox"/> Resistance <input type="checkbox"/> Heat Pump <input type="checkbox"/> Geothermal			Basement or Crawl Space: (*a conditioned space is one being heated or cooled, containing un-insulated ducts or with a fixed opening into a conditioned space. Walls must be insulated) Conditioned? <input type="radio"/> Yes (Walls must be insulated) <input type="radio"/> No <input type="checkbox"/> Full Basement <input type="checkbox"/> Walk Out Basement <input type="checkbox"/> Slab on Grade <input type="checkbox"/> Other _____		
Structure is EXEMPT because: <input type="checkbox"/> Mobile Home <input type="checkbox"/> On an historic register <input type="checkbox"/> Low energy use (less than 1 watt/ ft ²)			Form Submitted by: <input type="checkbox"/> Owner <input type="checkbox"/> Builder <input type="checkbox"/> Designer <input type="checkbox"/> Other _____ Architects must certify plans meet code; no form required		

02/11

I hereby certify that all the information contained in this application is true and correct, and construction shall comply in all respects with the terms and specifications of the approval given by the Public Utilities Commission and with the New Hampshire Code for Energy Conservation in New Building Construction.

Signature _____ Print Name _____ Date _____

Official Use Only	
Date Complete Application Received:	Approved by: _____ Date: _____
Approval Number:	Stamp:
	Reason: <input type="checkbox"/> 1; <input type="checkbox"/> 2; <input type="checkbox"/> 3; <input type="checkbox"/> Other: _____
	Notice: <input type="checkbox"/> email; <input type="checkbox"/> v.m. Date: _____

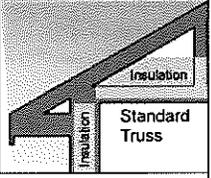
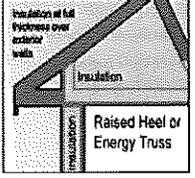
New Hampshire Energy Code EC-1

Certification No.:

Code effective April, 2010

Directions: Complete the "Your Proposed Structure" columns. No measurements or calculations are needed. If you at least meet the New Hampshire Energy Code requirements, your project will be approved. Write N/A in any section that does not apply to your project. **Submit pages 1 and 2 only.** If your planned structure cannot meet these requirements, consider downloading REScheck from <http://www.energycodes.gov/rescheck/download.stm> and use trade-offs to prove compliance.

You are encouraged to build with higher R-values and lower U-values than you report here. The "Required R or U Values" are the worst permitted in NH.

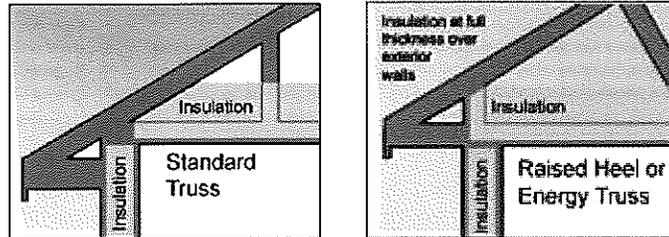
Building Section	Required R or U Values	YOUR PROPOSED STRUCTURE		
		Write Planned R and U Values	Brands / Models / insulation type and thickness (if known)	
Window U Factor (lower U is better)	U .35 (maximum) U-.31 (if log walls) U .50 (Thermally Isolated Sunrooms only)	Write in U-Value	Window Type: <input type="radio"/> Low-e <input type="radio"/> Low-e Argon Check if: <input type="checkbox"/> Sunroom <input type="checkbox"/> Log Walls	
Skylights	U .60			
Flat Ceilingⁱ <i>or</i> Flat Ceiling with Raised or Energy Trusses R-value	 R-38 (Zone 5) R-49 (Zone 6) if using the above construction technique	 R-30 (Zone 5) R-38 (Zone 6) if maintaining the full R value over the plates	Write in R-Value → If using only R-30 in Zone 5 or R-38 in Zone 6 you must check this box	NOTE: R-38 will be deemed to satisfy the requirement for R-49 if the full R-38 insulation value is maintained over the outside plates. If using only R-30 (Zone 5) or R-38 (Zone 6), you must certify that you'll maintain R-38 over the plates by checking the box below. <input type="checkbox"/> By checking this box, I certify that this structure is being built with a raised energy truss or that the full R-value of the ceiling insulation will be maintained over the outside plates.
Sloped or Cathedral Ceiling	R-30 or 38 if more than 500 ft sq or 20% of total ceiling area R-24 (Thermally Isolated Sunrooms only)	Write in R-Value	<input type="checkbox"/> Check if Sunroom	
Above Grade Wallⁱⁱ R-value	R-20 Cavity Insulation only <i>or</i> R-13 plus R-5 Cavity <i>plus</i> Continuous Insulation R-13 (Thermally Isolated Sunrooms only)	Write in R-Value	Log walls must comply with ICC400, have an average minimum wall thickness of 5" or greater and must have overall glazing of U-.31 or lower and heating AFUE of 90% (gas) or 84% (oil) and meet all other energy code requirements. Check if <input type="checkbox"/> Sunroom <input type="checkbox"/> Log Walls	
Door U-Value	U .35 (maximum)	Write in U-Value		
Floor R Value (Basement ceiling)	R-30 <i>or</i> Insulation sufficient to fill joist cavity	Write in R-Value		
Basement or Crawl Space Wall R Value	R-13 Cavity Insulation <i>or</i> R-10 Continuous Insulation (Zone 5) R-19 Cavity Insulation <i>or</i> R-15 Continuous Insulation (Zone 6)	Write in R-Value	If conditioning the basement you must insulate Basement Walls . If not, you may insulate either Floor or Basement Walls and/or Slab Edge	
Slab Edgeⁱⁱⁱ R Value	R-10 2' (Zone 5) 4' (Zone 6) (see drawing pg 3) <i>add R-5</i> if the Slab is heated	Write in R-Value		
Air Sealing	Planned Air Sealing Test Method → By checking this box, I certify that I understand that I have two approaches to demonstrating compliance with air sealing requirements.	<input type="checkbox"/> Blower Door <input type="checkbox"/> Visual Inspect	The visual inspection certification must be consistent with the requirements of Table 402.4.2 (page 4) and the method of compliance planned and approved by the local jurisdiction	

Submit pages 1 and 2 to: NH Public Utilities Commission, 21 South Fruit Street Ste 10, Concord NH 03301

Fax: 603.271.3878 e-mail: energycodes@puc.nh.gov

Footnotes to Residential Energy Code Application for Certification of Compliance

ⁱ Ceilings with attic spaces: R-30 in Zone 5 or R-38 in Zone 6 will be deemed to satisfy the requirement for R-38 or R-49 respectively wherever the full height of uncompressed R-30 or R-38 insulation extends over the wall top plate at the eaves or the full R-value is maintained. This is accomplished by using a raised heel or energy truss as shown in the diagram below or by using higher R-value insulation over the plates.

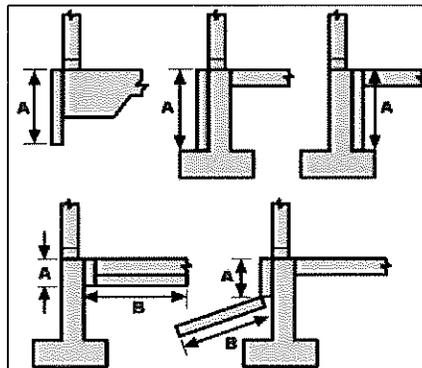


ⁱⁱ R-13 + R-5 means R-13 cavity insulation plus R-5 insulated sheathing. If structural sheathing covers 25 percent or less of the exterior, R-5 sheathing is not required where the structural sheathing is placed. If structural sheathing covers more than 25 percent of exterior, the structural sheathing must be supplemented with insulated sheathing of at least R-2.

ⁱⁱⁱ Slab edge insulation must start at the top of the slab edge and extend a total of two (Zone 5) or four feet (Zone 6). Insulation may go straight down, out at an angle away from the building, or along the slab edge and then under the slab. A slab is a concrete floor within 1' of grade level. See diagram below.

The top edge of insulation installed between the exterior wall and the interior slab may be mitered at a 45 degree angle away from the exterior wall.

Allowable Slab Insulation Configurations



A or A + B must equal two feet in Zone 5 or four feet in Zone 6

MODULAR HOMES must be certified by the NH Department of Safety. Unless the floor insulation is provided by the manufacturer this form must be submitted. This form must also be submitted if the basement is to be insulated or supplementary heated space is added to the home upon or after it is set.

AIR BARRIER AND INSULATION INSPECTION COMPONENT CRITERIA
 Required Elements Check List (see page 2 AIR SEALING) IECC Code section 402.4.2
 This page must be provided to the building inspector at final inspection.

√ Check here

Certification No.:

Air barrier and thermal barrier	Exterior thermal envelope insulation for framed walls is installed in substantial contact and continuous alignment with building envelope air barrier.
	Breaks or joints in the air barrier are filled or repaired.
	Air-permeable insulation is not used as a sealing material.
	Air-permeable insulation is inside of an air barrier.
Ceiling/attic	Air barrier in any dropped ceiling/soffit is substantially aligned with insulation and any gaps are sealed.
	Attic access (except unvented attic), knee wall door, or drop down stair is sealed.
Walls	Corners and headers are insulated.
	Junction of foundation and sill plate is sealed.
Windows and doors	Space between window/door jambs and framing is sealed.
Rim joists	Rim joists are insulated and include an air barrier.
Floors (including above-garage and cantilevered floors)	Insulation is installed to maintain permanent contact with underside of sub floor decking.
	Air barrier is installed at any exposed edge of insulation.
Crawl space walls	Insulation is permanently attached to walls.
	Exposed earth in unvented crawl spaces is covered with Class I vapor retarder with overlapping joints taped.
Shafts, penetrations	Duct shafts, utility penetrations, knee walls and flue shafts opening to exterior or unconditioned space are sealed.
Narrow cavities	Batts in narrow cavities are cut to fit, or narrow cavities are filled by sprayed/blown.
Garage separation	Air sealing is provided between the garage and conditioned spaces.
Recessed lighting	Recessed light fixtures are air tight, IC rated, and sealed to drywall. Exception—fixtures in conditioned space.
Plumbing and wiring	Insulation is placed between outside and pipes. Batt insulation is cut to fit around wiring and plumbing, or sprayed/blown insulation extends behind piping and wiring.
Shower/tub on exterior wall	Showers and tubs on exterior walls have insulation and an air barrier separating them from the exterior wall.
Electrical/phone box on exterior walls	Air barrier extends behind boxes or air sealed-type boxes are installed.
Common wall	Air barrier is installed in common wall between dwelling units. HVAC register boots HVAC register boots that penetrate building envelope are sealed to sub-floor or drywall.
Fireplace	Fireplace walls include an air barrier.

NEW HAMPSHIRE ENERGY CODE

Summary of Basic Requirements See IECC 2009 Code Book for complete details
These 2 pages must be provided to the building inspector at final inspection or retained.

✓ Check here

Certification No.:

	Air Leakage Code section 402.4 The building thermal envelope must be durably sealed to limit infiltration	All joints, seams, penetrations and openings in the thermal envelope including those around window and door assemblies, utility penetrations, dropped ceilings or chases, knee walls, behind tubs and showers, separating unheated garages from the thermal envelope, common walls between dwelling units, attic access, rim joist junction and all other openings in the building envelope that are sources of air leakage must be caulked, gasketed, weather-stripped or otherwise sealed.
	Air Sealing and Insulation Code Section 402.4.2	Building envelope air tightness and insulation installation shall be demonstrated to comply with requirements by Blower Door testing to less than 7 air changes/hr at 50 Pa or a visual inspection per page 4 of this document. The local Building Official may require an independent 3 rd party to conduct the visual inspection. <u>See page 4.</u>
	Testing Option Code Section 402.4.2.1 or	While the Blower Door Test and/or Visual Option are methods of demonstrating compliance many of the general requirements as defined by this checklist (pages 5 & 6) must still be met. Blower Door Test conducted by: _____ Result (at 50 Pa): _____ CFM Interior Volume _____ CF _____ ACH <p style="text-align: center;">or</p>
	Visual Option Code Section 402.4.2.1	Structure passes Visual Inspection: _____ signed _____ date
	Fireplaces Code Section 402.4.3	New wood-burning fireplaces shall have gasketed doors and outdoor combustion air.
	Recessed Lighting Code Section 402.4.5	Recessed lights must be type IC rated and labeled as meeting ASTM E 283 and sealed with a gasket or caulk between the housing and the interior wall or ceiling covering.
	Electrical Power and Lighting Systems Code section 404	A minimum of 50% of the lamps in permanently installed lighting fixtures shall be high efficacy lamps.
	High-Efficacy Lamps Code section 202	Compact fluorescent lamps, T-8 or smaller diameter linear fluorescent lamps, or lamps with a minimum efficacy of: 1. 60 lumens per watt for lamps over 40 watts, 2. 50 lumens per watt for lamps over 15 watts to 40 watts, and 3. 40 lumens per watt for lamps 15 watts or less.
	Materials and Insulation Information Code section 102.1	Materials and equipment must be identified so that code compliance can be determined. Manufacturer manuals for all installed heating, cooling and service water heating equipment must be provided. Insulation R-values, glazing and door U-values and heating and cooling equipment efficiency must be clearly marked on the building plans, drawings or specifications.
	Pull-Down Attic Stairs, Attic Hatch, and Knee Wall Doors Code section 402.2.3	Should be insulated to a level equal to the surrounding surfaces and tightly sealed and weather-stripped at the opening.

<p>Full size Attic or Basement Entry Doors</p>	<p>All doors leading from a conditioned space into an unconditioned attic or enclosed attic or basement stairwell should be insulated and weather-stripped exterior rated door units. One door is exempt.</p>
<p>Duct Insulation Code section 403.2</p>	<p>Supply ducts in attics must be insulated to at least R-8. All other ducts must be insulated to at least R-6. Exception: Ducts or portions thereof located completely inside the building thermal envelope.</p>
<p>Duct Construction Code sections 403.2.2 &.3</p>	<p>Ducts, air handlers, filter boxes, and building cavities used as ducts must be sealed. Joints and seams must comply with Section M1601.4.1 of the <i>International Residential Code</i>. Building framing cavities must not be used as supply ducts.</p>
<p>Duct Testing Code sections 403.2.2 &.3</p>	<p>Duct tightness shall be verified by testing unless the air handler and all ducts are located within the conditioned space. Test conducted by: _____</p> <p>Duct test result at 25 Pa: _____ Post construction or _____ Rough-in test</p>
<p>Temperature Controls Code section 403.1 & .1.1</p>	<p>At least one thermostat must be provided for each separate heating and cooling system. Hot air systems must be equipped with a programmable thermostat.</p> <p>Heat pumps having supplementary electric-resistance heat must have controls that, except during defrost, prevent supplemental heat operation when the heat pump compressor can meet the heating load</p>
<p>Mechanical System Piping Insulation Code section 403.3</p>	<p>Mechanical system piping capable of conveying fluids at temperatures above 105°F or below 55°F must be insulated to R-3.</p>
<p>Circulating Hot Water Systems Code section 403.4 & NH amendments</p>	<p>Circulating service water systems must include an automatic or readily accessible manual switch that can turn off the hot water circulating pump when the system is not in use.</p> <p>Circulating domestic hot water system piping shall be insulated to R-4.</p>
<p>Mechanical Ventilation Code section 403.5</p>	<p>Outdoor air intakes and exhausts must have automatic or gravity dampers that close when the ventilation system is not operating.</p>
<p>Equipment Sizing Code section 403.6</p>	<p>Heating and cooling equipment must be sized in accordance with Section M1401.3 of the <i>International Residential Code</i>.</p>
<p>Certificate Code section 401.3</p>	<p>A permanent certificate, completed by the builder or registered design professional, must be posted on or in the electrical distribution panel. It must list the R-values of insulation installed in or on the ceiling, walls, foundation, and ducts outside the conditioned spaces; U-factors and SHGC for fenestration. The certificate must also list the type and efficiency of heating, cooling and service water heating equipment.</p>

NEW HAMPSHIRE ENERGY CODE Summary of Basic Requirements Page 2

These 2 pages must be provided to the building inspector at final inspection or retained.

TOWN OF ALEXANDRIA

POLICE AND FIRE ALARM ORDINANCE

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SECTION 5:	FALSE ALARMS
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SECTION 8:	MISCELLANEOUS

TOWN OF ALEXANDRIA
POLICE AND FIRE ALARM ORDINANCE

Pursuant to the authority vested in the Board of Selectmen of the Town of Alexandria by vote under Article 20 of the 1994 Annual Meeting, the Board adopts the following Ordinance:

1. DEFINITIONS. IN THIS ORDINANCE:

1.1 "Alarm" or "alarm system" means any assembly of equipment and devices arranged to signal the presence of a hazard or other situation requiring urgent attention to which the Police or Fire Department is expected to respond. Local alarms as defined herein shall be considered to be an alarm system or alarm as defined within Section 1 of this Ordinance.

1.2 "Central station" means a private office to which a remote alarm and/or supervisory signaling device is connected and where personnel are in attendance to supervise and monitor all the receiving equipment 24 hours a day.

1.3 "False alarm" means the activation of an alarm system through mechanical failure, accidental tripping, misoperation, malfunction, misuse, or the neglect of the owner or lessee of the alarm system, or of his employees or agents. Upon failure of the Police or Fire Department to find any evidence of intrusion or other legitimate cause for activating an alarm system, a rebuttable presumption of false alarm will be made. False alarm shall not include false alarms caused by earthquakes, violent winds, or external causes beyond the control of the owner or lessee of the alarm system.

1.4 "Local police or fire alarm" means an alarm not connected to the Police or Fire Department, to an alarm agent or alarm business, but which is designed to emit an audible or visual signal at the premises for the purpose of a Police or Fire Department response, including a so-called "outside audible box alarm."

1.5 "Self-dialing telephone alarm" as defined in New Hampshire RSA 370-A:1, II, are not permitted to be connected directly to the Police or Fire Department.

2. PHYSICAL STANDARDS FOR ALARM SYSTEMS:

2.1 All alarm systems shall comply with the 1980 edition NHPA 101, Life Safety Code, Section 7-6.1.3.

2.2 All alarm system equipment installed, replaced or substantially altered after December 1, 1994, shall be listed with Underwriters Laboratory.

2.3 Local police alarms must be equipped with an automatic shutoff which is timed to shut off the alarm within 30 minutes after being set off.

3. FIRE DEPARTMENT ALARMS; BUILDING ACCESS REQUIREMENT:

Any building which uses an alarm system intended to elicit a Fire Department response shall be equipped with a Supra Rapid Entry Key Safe or other means of entry approved by the Fire Chief.

4. NOTIFICATION OF ALARM SYSTEM:

4.1 Self-dialing alarms

Any self-dialing telephone alarm system, in addition to complying with this Ordinance, shall comply with RSA Chapter 370-A and any rules adopted by the New Hampshire Department of Safety. The notification required by RSA 370-A:2 shall be provided in accordance with this Ordinance.

4.2 Notification Requirement

(a) The owner of any property upon which an alarm or alarm system is installed shall register with the Town by filing a written notification with the Police Chief using Town forms in accordance with #4.3. Notice shall be provided not later than 5 days after installation. The owner of any property upon which an alarm system was installed prior to December 1, 1994, shall notify the Police Chief using the appropriate form required by #4.3. Notice shall also be required if there is any change in the system or in any of the information included on a previously filed form.

(b) If a central station is used in connection with an alarm system, the central station may provide the notice to the Chief, but the owner shall remain jointly responsible with the central station for providing notice.

4.3 Notice Forms

The Police Chief, in consultation with the Fire Chief and Selectmen, shall promulgate appropriate notification forms to be used for pre-existing and for new installation or substantial modification of alarm systems. The information required on the forms shall include, but need not be limited to:

- (a) owner of property on which alarm installed (new address if different);
- (b) lessee of property when applicable;
- (c) telephone numbers of owner and lessee;
- (d) address of property on which alarm is to be installed;
- (e) physical description of premises, and location of alarm and appurtenances;
- (f) name, address and phone numbers of monitoring company, installer, security company, caretaker or key holder;
- (g) name and type of alarm notification response installed (Police and/or Fire Department);

- (h) location of means of access for Fire Department pursuant to #3.0; and
- (i) identification of any unusual fire, life safety, theft hazard or hazardous materials or conditions on the premises.

4.4 Town Responses to Registered Alarms

(a) The owner of any private alarm system registered under this Ordinance shall execute a written acknowledgment of response delay if the owner elects to have an alarm monitoring company place calls to the premises prior to notifying the department directly. Additionally, this acknowledgement of response delay will allow for extra response time while department personnel may verify information received from the alarm monitoring company.

(b) Any owner registering an alarm system under this Ordinance shall also execute a written acknowledgment that registration does not constitute a representation that the Town will provide any specific type of response. Such response shall be at the discretion of the appropriate department.

5. FALSE ALARMS

5.1 Initial Period After Installation

False alarms, which occur within the first 25 days after installation, if the notification form has been properly filed, shall not be counted in determining false alarm fees, unless the Police or Fire Chief has notified the owner to disconnect the alarm due to repeated malfunctions or numerous false alarms in that initial period.

5.2 Disconnection Order

(a) The Police or Fire Chief may, at any time, issue a written order requiring the disconnection of any alarm, whether self-dialing, local, or other type, due to repeated false alarms or other malfunctions. An order shall be presumed to be justified under this paragraph if the Town has responded to at least 12 false alarms at the premises within any 12-month period, but the Chief(s) may issue an order for other good cause as well. The order shall state the reason for the order and shall indicate the time within which the disconnection must be completed. The owner shall not reconnect or replace such an alarm until approval of the appropriate Chief has been received.

(b) The Chief(s) may take such action as is necessary to effect disconnection if the owner does not comply with a disconnect order in a timely fashion. Any owner who fails to comply with a disconnect order shall be subject to penalties for violation of this Ordinance.

6. FALSE ALARM FEES

As part of the Town's supervisory and response program for alarm systems, and pursuant to Town Meeting authorization under RSA 41:9-a, the following fee structure is established for responding to false alarms.

6.1 Any person who has an alarm connected to the Police or Fire alarm system, to an alarm agent, alarm business or person responding to audible alarms, which has caused any signal, message or alarm to be transmitted to the Police and/or Fire Departments either by direct telephone or other communication and which is proved to be a false alarm shall pay a false alarm charge to the Town as follows:

(a) Commencing on December 1, 1994, the fee for responding to any false alarm transmitted to the Police Department during any 12-month period (except for the initial installation period as permitted by #5.1) shall be:

- (1) One through 3 false alarms: No fee
- (2) Four through 6 false alarms: \$50.00 per false alarm
- (3) Seven to 10 false alarms: \$75.00 per false alarm
- (4) More than 10 false alarms: \$100.00 per false alarm

(b) Commencing on December 1, 1994, the fee for responding to any false alarm transmitted to the Fire Department during any 12-month period (except for the initial installation period as permitted by #5.1) shall be:

- (1) One through 3 false alarms: No Fee
- (2) Four through 6 false alarms: \$75.00 per false alarm
- (3) More than 7 false alarms: \$100.00 per false alarm

(c) The total fee levied under paragraphs (a) and (b) for responding to any single false alarm shall not exceed \$100.00 per day for either the Police or Fire Departments false alarm fees, but if both Departments are notified by the alarm or the central station, the total charge shall be the combined total computed under paragraphs (a) and (b). The limit on fees shall not include fees levied under paragraph (d).

(d) If either Department responds to an alarm which has not been registered under this Ordinance, an additional response fee of \$25.00 shall be imposed and if another fee is imposed, this \$25.00 fee shall be added to the total due.

6.2 Waiver

For good cause, as determined solely within the discretion of the Board of Selectmen, the Town may waive registration or false alarm fees for charitable organizations or other public-interest entities.

6.3 Failure To Pay

If any person who is assessed a false alarm response fee fails to pay within 30 days after written notice thereof, the Fire or

Police Chief, after notice to the Selectmen, may institute an action in District Court to collect the fees, together with interest and court costs. The Town may also institute appropriate actions for violation of this Ordinance and to compel compliance herewith.

7. VIOLATIONS; PENALTIES

7.1 Penalties

Any person who violates any provision of this Ordinance shall be subject to a penalty of not more than \$100.00 for each day of violation, with each day constituting a separate violation in accordance with RSA 31:39 and the Town Meeting vote under Article 20 at the 1994 annual meeting. Violations include, without limitation, failing to register; connecting unauthorized equipment or equipment not described in a registration; failing to obey a disconnect order; failing to pay false alarm fees; failing to comply with any duly issued order of the Police or Fire Chief or Board of Selectmen.

7.2 Enforcement

In addition to any other enforcement authority specified in this Ordinance, the Board of Selectmen or the Fire or Police Chief, with prior approval of the Selectmen, shall have authority to institute any appropriate action in any court with jurisdiction to enforce this Ordinance.

8. MISCELLANEOUS

8.1 Severability

If any provision of this Ordinance is declared invalid by a court of competent jurisdiction or other competent authority, such declaration shall not affect the validity of any other provision hereof.

8.2 Effective Date

This Ordinance shall take effect December 1, 1994.

TOWN OF ALEXANDRIA
By Its Board of Selectmen:


Ernest W. Panmenter


Robert A. Cantara


Bernard F. Shattuck

TOWN OF ALEXANDRIA NH

POLICE AND FIRE DEPARTMENTS ALARM INSTALLATION NOTIFICATION
FORM 522 REV A

OWNER OR LESSEE: _____

APPLICATION DATE

ADDRESS: _____

TOWN: _____ STATE: _____ ZIP: _____

PHONE: (H) (_____) _____ - _____

(W) (_____) _____ - _____ EXT: _____

ALARMED PREMISES: _____
No _____ Road Name (Contact Selectmens office)

DESCRIPTION OF PREMISES: _____

PHONE: (_____) _____ - _____

ROAD CLASS: _____ CLASS 5 _____ CLASS 6 _____ PRIVATE ROAD

ALARM NOTIFICATION TYPE:

_____ POLICE _____ FIRE

_____ LOCAL ALARM (NOT CONNECTED TO POLICE, FIRE DEPT OR
MONITORING COMPANY)

_____ CENTRAL ALARM (CONNECTED TO MONITORING COMPANY)

_____ DELAYED NOTIFICATION (RESIDENCE CALLED FIRST)

MONITORING COMPANY: _____ PH: _____

ADDRESS: _____ ST: _____ ZIP: _____

INSTALLER: _____ PH: _____

SECURITY COMPANY, CARE TAKER OR OTHER PERSON WHO SERVICES OR HOLDS A KEY TO THE
PREMISES:

_____ PH: _____

_____ PH: _____

SUPRA RAPID ENTRY KEY SAFE ? _____ YES _____ NO

LOCATION: _____

ALARM SYSTEMS SHALL COMPLY WITH NFPA 101, LIFE SAFETY CODES. ALL NEW AND
UPGRADED EQUIPMENT SHALL BE UL LISTED. ALL BUILDINGS INTENDED TO HAVE FIRE
DEPARTMENT RESPONSE SHALL BE EQUIPPED WITH SUPRA RAPID ENTRY KEY SAFE. LOCAL
POLICE ALARMS MUST SHUT OFF WITHIN 30 MINUTES. REFER TO TOWN ORDINANCE FOR