

Copy of Proposed Building Permit Guidelines

Town of Alexandria Building Permit Guidelines

The Select Board or their designee shall issue all building. No building permit shall be issued for the erection of any structure or for the use of land unless the proposal complies with provisions of current Town of Alexandria ordinances and meets all other requirements, including required State or Federal permits.

Building permits are required for any new construction, additions to existing structures, relocation of any structure, installation of any detached structure or outbuilding of more than 100 square feet.

Building permits will not be required for cosmetic maintenance, such as painting or siding, reroofing, entry steps, landscaping, residential paving, or exterior/interior remodeling or renovations that do not change the existing structure footprint.

Building permits will only be good for two years from the date of issue and only encompass the work detailed in the permit.

Any person in violation of these regulations will be subject to the following:

- A fine of \$100 a day will be assessed to anyone building without a permit plus all legal costs in connection with settling the issue.

Obtaining the required approval for on-site septic systems is the responsibility of the applicant. No building permit for any structure, where there is or will be running water can be issued until State approval has been received and attached to the application or otherwise verified to the satisfaction of the Select Board.

A permit is required for driveways entering onto Town or State roads. This permit may be obtained from the Select Board's office for Town Roads or by contacting the NH Department of Transportation, Concord, NH 03301. This permit must be attached to the application.

Plans for new buildings and additions of living space to be heated or cooled require approval from the Public Utilities Commission in Concord, NH, to ensure compliance with the NH Energy Code per RSA 155-d. Applications may be obtained by calling 603-271-2431 or visiting <https://www.puc.nh.gov/>. A copy of the PUC approval number must be attached to the building permit application unless otherwise verified.

The Town of Alexandria does not issue Certificates of Occupancy.

Adopted at the Second Session of the Annual Meeting on March 10, 2026.

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TOWN OF ALEXANDRIA

47 WASHBURN ROAD, ALEXANDRIA, NH 03222

Phone: 603-744-3220 Fax: 603-744-9461

info@alexandrianh.gov

Property Owner's Name: _____

Property Owner's Address: _____

Applicant Name* (if different): _____

Applicant Address (if different): _____

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

**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.*

Location of Property: Map _____ Lot _____ Road _____

Type of building/addition/upgrade:

- New Residence
- Addition
- Mobile Home
- Garage
- Accessory Building (shed)
- Other

If Other, please explain: _____

Dimensions: Length: _____ Width: _____ Height: _____ No. of Bedrooms: _____

Description: _____

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

Septic System Design Approval Number: _____ Date: _____

PUC Energy Compliance Approval Number: _____ Date: _____

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)

Property Owner Signature: _____ Date: _____

Approved on _____ by the Alexandria Board of Selectmen:

Selectmen Signature: _____