

**Town of  
Waterville Valley  
New Hampshire 03215**

**Selectmen's Ordinance #17**

**Building Permits Ordinance**

It is hereby ordered that any legal entity planning to build within the limits of the Town of Waterville Valley shall, prior to the start of construction, apply for a building permit with the Town. An informational and instructional packet relative to suggested procedures, adherence to adopted codes, rules, and regulations, and municipal structure is available at the town office.

The term "planning to build" shall include all types of construction, public or private, of any size or character, including additions, alterations, and work involving mechanical, electrical, plumbing, HVAC systems, and cosmetic repairs to existing buildings.

In general, construction with a value of less than 10,000 shall not require a permit. However, if any construction, addition, repair, or modification includes licensed work, (i.e., electrical, plumbing, gas fitting, etc.) or impacts any provision of the life safety code, a permit will be required regardless of value.

Maintenance projects do not require a permit. A maintenance project is defined as any reconstruction, repair, or renovation where the project is replacing a portion of the structure or component with in-kind materials. (i.e., Asphalt shingles with asphalt shingles, PT decking with PT decking, replacement of windows and doors, repaving an existing paved driveway/parking lot, etc.) This does not include licensed work, additions, modifications, or upgrades.

Applications may be obtained from the Town Office and at the time of filing shall be accompanied by the payment of the appropriate fee. Application forms when completed and submitted shall include detailed and explicit information so that the scope of the project is initially illustrated. The Code Enforcement Officers may request any additional information that they deem necessary in the process of approving the application.

Upon approval by the Town, one copy of the approved permit shall be returned to the applicant who shall post the approved permit so that it may be readily observed at the construction site.

The applicant is responsible for scheduling all required inspections for the permitted project with the Town Building Inspector. Any deficiencies noted during these inspections shall be corrected before any further construction and/or any other permits, certificates, or inspections are completed. Non-inspection and/or deficiencies not corrected can be subject to but not limited to violation of this ordinance, orders to Cease and Desist, and revocation of permits.

Any person who knowingly violated the provisions of this Ordinance shall be upon conviction guilty of a violation and shall be subject to a fine of not more than \$500, for each day the condition exists.

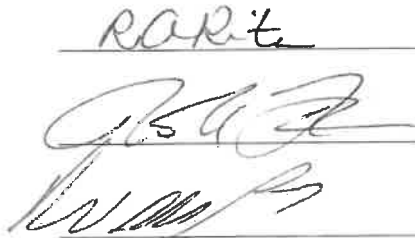
- IX. The installer of each system and/or unit shall supply the Town with a certificate indicating that the equipment supplied and installed is suitable for the purpose and that the installation was accomplished in compliance with applicable codes and regulations as well as the manufacturer's instructions and requirements.
- X. As-built plans and diagrams with manufacturer's equipment manuals and instructions attached shall be submitted before final approval by the Code Enforcement Officers of the Town of Waterville Valley.

Any person who knowingly violates the provisions of this Ordinance shall be upon conviction guilty of a violation and subject to a fine of not more than \$500.00, for each day the condition exists.

This Ordinance shall be effective July 22, 1994 and amended March 14, 2023.

Town of Waterville Valley  
By Its Board of Selectmen

Original Signed



The image shows three handwritten signatures in black ink, each written over a horizontal line. The first signature is 'R. R. R.', the second is 'J. B. J.', and the third is 'W. M. W.'.