

Notice of Land Use Board Fees under RSA 673:16, III

August 11, 2022

The **Zoning Board of Adjustment fees** are set as follows:

- A. Application fee: \$100.
- B. Certified notice fee: \$10 per abutter.
- C. Newspaper legal notice fee: \$120 per notice.
- D. Certified Notice of Decision Fee: \$10 per notice.

§ 160-6 Building, electrical, plumbing and mechanical fees.

[Amended 2-20-2008 Board of Selectmen]

As provided for in § ~~143-124~~, Building permit fees, of the Code of the Town of Pembroke, the following building, electrical, plumbing and mechanical permit fees are hereby established. If work requiring a permit under this section is undertaken prior to the issuance of a permit, the fee shall be increased by 100%.

A. Construction.

- (1) Application: residential, \$25 each; commercial, \$50 each.
- (2) Plan review: residential over 2,500 square feet and all commercial: actual cost incurred.
- (3) New construction - Inspections:
 - (a) Residential:
 - [1] (Living), \$0.30 per square foot.
 - [2] (Storage), \$0.20 per square foot.
 - [3] Detached accessory buildings over 100 square foot, \$0.20 per square foot
 - (b) Commercial: **[Amended 7-26-2004 Ordinance No. 04-04]**
 - [1] (Finished), \$0.25 per square foot.

[2] (Unfinished/Open Area), \$0.15 per square foot

(4) Renovations/alterations - Inspections:

(a) Residential: \$0.30 per square foot.

(b) Commercial: \$0.25 per square foot.

B. Flat Permit fees.

(1) Application Fee: \$25 each.

(2) Includes:

(a) Decks

(b) Detached outbuildings; 100 square foot or less

(c) Fences

(d) Chimneys/fireplaces

(e) Pools

(f) Septic systems; flat \$50

(g) Siding/windows

(h) Roofing

(i) Moving and demolition

(j) Signs

(k) Wood/pellet stoves

C. Residential electrical permit fees.

(1) Electrical Application: \$25 each.

(2) Outlets under 130 volts (Ceiling, switches, receptacles thermostats, smoke detectors, etc.): \$0.30 each.

(3) Outlets over 130 volts (ranges, dryers, hairs dryers, welding equipment, water heaters, etc.): \$5 each.

- (4) Motors: \$2. per horsepower.
- (5) Distribution panels (main, sub, etc.): \$0.10 per amp.
- (6) Special systems (fire alarms, security, help call, etc.): \$25.
- (7) Temporary service: \$25.
- (8) Service upgrade: \$25.
- (9) Swimming pools: \$25.
- (10) Signs: \$25.
- (11) Generators \$25.

D. Residential plumbing permit fees.

- (1) Plumbing application: \$25 each.
- (2) Fixtures (water closets, sinks, lavatories, tubs, etc.): \$4 each.
- (3) Appliances (pumps, washer machines, sewer ejectors, etc.): \$6 each.
- (4) Drains pipes under eight inches (sanitary, rainwater leaders): \$0.05 per foot.
- (5) Drains pipes over eight inches (sanitary, rainwater leaders): \$0.08 per foot.
- (6) Water distribution system, less than two inches: \$0.05 per foot.
- (7) Water distribution system, over two inches: \$0.08 per foot.
- (8) Special systems (roof drains, floor drains, etc.): \$25 each.

E. Residential mechanical permit fees.

- (1) Mechanical application: \$25 each.
- (2) Systems (heating, air condition, ventilation, etc.): \$25 per unit.
- (3) Piping systems over two inches (gas, sprinkler, air, etc.): \$0.10 per foot.
- (4) Piping systems under two inches (gas, sprinkler, air, etc.): \$0.05 per foot.
- (5) Air ducts: \$0.10 per foot.

(6) LP Tank set \$25 per tank.

(7) Water heater \$25 per unit.

F. Commercial electrical permit fees.

(1) Electrical application: \$50 each.

(2) Outlets under 130 volts (Ceiling, switches, receptacles thermostats, smoke detectors, etc.): \$0.30 each.

(3) Outlets over 130 volts (ranges, dryers, hairs dryers, welding equipment, water heaters, etc.): \$5 each.

(4) Motors: \$4 per horsepower.

(5) Distribution panels (main, sub, etc.): \$0.20 per amp.

(6) Special systems (fire alarms, security, nurse call, etc): \$35.

(7) Temporary service: \$25.

(8) Service upgrade: \$25.

(9) Signs: \$25.

G. Commercial plumbing permit fees.

(1) Plumbing application: \$50 each.

(2) Fixtures (water closets, sinks, lavatories, tubs, etc.): \$10 each.

(3) Appliances (pumps, washer machines, sewer ejectors, etc.): \$20 each.

(4) Drains pipes under eight inches (sanitary, rainwater leaders): \$0.10 per foot.

(5) Drains pipes over eight inches (sanitary, rainwater leaders): \$0.15 per foot.

(6) Water distribution system, less than two inches: \$0.10 per foot.

(7) Water distribution system, over two inches: \$0.15 per foot.

(8) Special systems (roof drains, floor drains, etc.): \$25 each.

H. Commercial mechanical permit fees.

- (1) Mechanical application: \$50 each.
- (2) Systems (heating, air condition, ventilation, etc.): \$50 per unit.
- (3) Piping systems over two inches (gas, sprinkler, air, etc.): \$0.15 per foot.
- (4) Piping systems under two inches (gas, sprinkler, air, etc.): \$0.10 per foot.
- (5) Air ducts: \$0.10 per foot.

I. Reinspection fees. After two failed inspections: \$25.

Town of Pembroke - Subdivision Review Fees

Planning Board Fee Worksheet

NAME: _____

CASE #: _____

APPLICATION & REVIEW FEES	FEE	PER UNIT	QUANTITY	TOTAL
Subdivision	175	per lot		
Lot Line Adjustment	200 plus 100	per first two lots per each additional lot		
Lot Merger per RSA 674:39	25	per lot merged plus \$25.00 Administration Fee		
CONDOMINIUM FEES	FEE	PER UNIT	QUANTITY	TOTAL
Conversion of Existing Development	300 plus 50	per project per dwelling unit		
New Condominium Declaration	300 plus 100	per project per dwelling unit		
ADMINISTRATION FEES	FEE	PER UNIT	QUANTITY	TOTAL
Certified Notices of Hearing	10	per address		
Certified Notice of Decision	10	per applicant		
Recording Fee for Plans	50	per sheet		
Recording Fee for Plans (for each additional attempt)	25	per sheet		
Recording Fee for Documents	25	per document (includes Town easements, etc)		
Newspaper Legal Notice	120	minimum per notice, subject to adjustment based upon actual cost via legal escrow account		
CHECK #1 TOTAL:				
ENGINEERING AND LEGAL ESCROW FEES	FEE	PER UNIT	QUANTITY	TOTAL
Lot Line Adjustment	100 *	per project (*Engineering estimate will determine remaining fee. Application will not be accepted as complete without entire fee.)		
Minor Subdivision	300 *	per project (*Engineering estimate will determine remaining fee. Application will not be accepted as complete without entire fee.)		
Major Subdivision	500 *	per project (*Engineering estimate will determine remaining fee. Application will not be accepted as complete without entire fee.)		
CHECK #2 TOTAL:				

Check #1

Check #2

1. Two separate checks must be paid to the Town. One is for application and administration fees, one is for escrow fees.
2. All fees, except state LCHIP fees, must be paid by the applicant at the time of filing the application with the designated agent of the Board. Failure to pay all these expenses and fees as specified will be valid grounds for refusal to accept the application as complete or for disapproval of the application. State LCHIP fees shall be included with the submission of the final plans and Mylars. LCHIP checks shall be made out to Merrimack County Registry of Deeds.
3. In the review of applications, the Planning Board may contract with consultants to review all or portions of any application. This review shall be at the applicant's expense. The Planning Board, at its discretion, may request an applicant to prepare special studies at the applicant's expense, or contract with a consultant to perform these studies at the applicant's expense.
4. Regular escrow fees shall be placed in an account which will be used to pay for engineering and legal review and notification fees, if required. If at any time the account needs to be replenished, the applicant will do so by the date of the next public hearing or the application may be denied because of a negative balance. Any funds remaining in the account, including interest, will be returned to the applicant within 90 days of Planning Board denial or plan registration to ensure that all outstanding consultant invoices have been paid.

Town of Pembroke - Site Plan Review Fees

Planning Board Fee Worksheet

NAME: _____

CASE #: _____

✓ APPLICATION & REVIEW FEES	FEE	PER UNIT	QUANTITY	TOTAL
Multifamily	100	per new or redeveloped unit	_____	_____
New Commercial/Business/Industrial	100	per 1,000sf gross floor area	_____	_____
New Developed Area (No Buildings)	25	per 1,000sf gross developed area	_____	_____
Reuse of Existing Commercial/Business/Industrial or Developed Area, including Change of Use applications	150	flat fee	_____	_____
Wireless Co-Location	100	per project	_____	_____
New Wireless Tower	500	per project	_____	_____
ADMINISTRATION FEES	FEE	PER UNIT	QUANTITY	TOTAL
Certified Notices of Hearing	10	per address	_____	_____
Certified Notice of Decision	10	per applicant	_____	_____
Recording Fee for Plans	50	per sheet	_____	_____
Recording Fee for Plans (for each additional attempt)	25	per sheet	_____	_____
Recording Fee for Documents	25	per document (includes Town easements, etc)	_____	_____
Newspaper Legal Notice	120	minimum per notice, subject to adjustment based upon actual cost via legal escrow account	_____	_____
CHECK #1 TOTAL:				_____

Check #1

ENGINEERING & LEGAL ESCROW FEES	FEE	PER UNIT	TOTAL
Minor Site Plan	200 *	per project (*Engineering estimate will determine remaining fee. Application will not be accepted as complete without entire fee.)	_____
Major Site Plan	500 *	per project (*Engineering estimate will determine remaining fee. Application will not be accepted as complete without entire fee.)	_____

Check #2

- Two separate checks must be paid to the Town. One is for application and administration fees and the other is for escrow fees.
- All fees, except State LCHIP fees, must be paid by the applicant at the time of filing the application with the designated agent of the Board. Failure to pay the expenses and fees as specified will be valid grounds for refusal to accept the application as complete or for disapproval of the application. State LCHIP fees shall be included with the submission of the final plans and Mylars. LCHIP checks shall be made out to Merrimack County Registry of Deeds.
- In the review of applications, the Planning Board may contract with consultants to review all or portions of any application. This review shall be at the applicant's expense. The Planning Board, at its discretion, may request an applicant to prepare special studies at the applicant's expense, or contract with a consultant to perform these studies at the applicant's expense.
- Regular escrow fees shall be placed in an account which will be used to pay for engineering and legal review and notification fees, if required. If at any time the account needs to be replenished, the applicant will do so by the date of the next public hearing or the application may be denied because of a negative balance. Any funds remaining in the account, including interest, will be returned to the applicant within 90 days of Planning Board denial or plan registration to ensure that all outstanding consultant invoices have been paid.

**Town of Pembroke - Special Use Permit Fees
Planning Board Fee Worksheet**

NAME: _____

CASE #: _____

APPLICATION & REVIEW FEES	FEES	PER UNIT	QUANTITY	TOTAL
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Special Use Permit 25 per permit

ADMINISTRATION FEES	FEES	PER UNIT	QUANTITY	TOTAL
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Certified Notices of
Hearing 10 per address

Certified Notice of
Decision 10 per applicant

Newspaper Legal Notice 120 minimum per notice, subject to
adjustment based upon actual cost via
legal escrow account

CHECK #1 TOTAL: _____

ENGINEERING & LEGAL ESCROW FEES	FEES	PER UNIT	QUANTITY	TOTAL
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Special Use Permit 100 * per project (*Engineering estimate will
determine remaining fee. Application
will not be accepted as complete
without entire fee.)

Check #1

Check #2

- Two separate checks must be paid to the Town. One is for application and administration fees and one is for escrow
- All fees must be paid by the applicant at the time of filing the application with the designated agent of the Board. Failure to pay all these expenses and fees as specified will be valid grounds for refusal to accept the application as complete or for disapproval of the application.
- In the review of applications, the Planning Board may contract with consultants to review all or portions of any application. This review shall be at the applicant's expense. The Planning Board, at its discretion, may request an applicant to prepare special studies at the applicant's expense, or contract with a consultant to perform these studies at the applicants expense.
- Regular escrow fees shall be placed in an account which will be used to pay for engineering and legal review and notification fees, if required. If at any time the account needs to be replenished, the applicant will do so by the date of the next public hearing or the application may be denied because of a negative balance. Any funds remaining in the account, including interest, will be returned to the applicant within 90 days of Planning Board denial or plan registration to ensure that all outstanding consultant invoices have been paid.