



TOWN OF HOLLIS

Building Department

7 Monument Square, Hollis, NH 03049

Tel: (603) 465-2209 ext. 501

After-the-Fact Permit Process

When work has commenced prior to obtaining the required permits, an after-the-fact permit(s) must be issued to verify code compliance and building safety. Even if previous owners did the work, the current property owner is responsible for permits and code compliance.

In lieu of having to expose all concealed work for inspection(s), The Building Department offers an alternative that requires NH licensed tradespeople be hired, at owners' expense, to view the work done, obtain the necessary sub-permit(s) if applicable (example: electrical, plumbing, mechanical) and verify, to the best of their ability, that the work is in compliance with current State adopted codes and Hollis ordinances. A signed and notarized affidavit from each licensed Tradesperson will be, required to be submitted to the Building Inspector for approval.

The following actions must be taken for after the fact work:

1. A completed Building Permit submitted, reviewed by the Zoning Department, Building Inspector, Fire Department and issued. The description must explain the work that has been done.
2. A drawn to scale plot plan submitted showing the location of the structure to verify Zoning compliance (if the structure is exterior). If it is not compliant, a Zoning coordinator will contact you to guide you through the variance or special exception process.
3. A floor plan submitted showing all rooms, dimensions, and uses. Any window or door locations and sizes must be shown on the plan.
4. Any construction documents related to the work, such as foundation/ footings plan, framing plan, and beam specifications must be submitted.
5. If in any case, the after-the-fact work is the replacement or expansion of a mechanical, plumbing or electrical system, a "stand-alone" permit will be required by a licensed tradesperson and the installation must be verified that it is code compliant. An affidavit by the license holder and an inspection by the Building Inspector must be completed.
6. Once the permit application and plan has been approved by the Building Inspector and any other required departments, you will receive a telephone call or an email to set up payment and issuance of the permit(s). Surcharges may apply for work conducted without permits.
7. To utilize the affidavit option, NH licensed tradespeople must be hired to view the work and verify current code compliance. If any work is deemed non-code compliant, the work must be brought up to code by the licensed tradesperson.
8. Sub-permits (Electrical, Mechanical or Plumbing) must be obtained by the NH licensed tradesperson from the Building Department.
9. A fully completed affidavit must be signed and notarized by the license holder and submitted to the Building Inspector for approval.
10. After approval of the affidavits, final inspections must be done by our department. Please contact the Building Department to schedule at least 24 Hours in advance by phone at (603) 465-2209 ext. 501.
11. After successful completion of final inspections, a Certificate of Occupancy (if required) will be issued or the permit will be closed.