

Town of Salem, New Hampshire
 Community Development Department
 Building & Code Enforcement
 33 Geremonty Drive, Salem, New Hampshire 03079
 (603) 890-2020 – Fax (603) 898-1223

APPLICATION FOR ACCESSORY APARTMENT PERMIT

Date _____ Eff.Date _____ Permit # _____
 Owner: _____ Phone _____
 Address: _____
 Map _____ Lot _____ Location: _____
 Setbacks from property lines: Front _____ Side _____ Rear _____
 Zone: _____
 Other Permits required:
 ___ Electrical ___ Plumbing ___ Chimney ___ Septic ___ Well ___ Fire ___ Building

The following must be completed for an Accessory Apartment:

Is structure a single family dwelling?	_____	_____
Will area be occupied by family member?	_____	_____
Same utility connections?	_____	_____
Apartment has less than 750 sf floor area?	_____	_____
Does septic system meet requirements for combined use?	_____	_____
Will structure's exterior appearance and entrances to dwelling be consistent with single family residence?	_____	_____
Do you understand the structure and lot cannot be converted to any other form of legal ownership distinct from the ownership of the existing single family?	_____	_____
Do you understand the requirements for deed addendum?	_____	_____
Will there be common access between units?	_____	_____
Has a plan been submitted?	_____	_____

Note: Building Department will draw up the deed addendum. You must sign it, have it notarized and pay recording fee at the same time building permit is issued.

Planner Signature _____ Engineer Signature: _____
 Estimated Cost: _____ Permit Fee: _____ \$10.00 _____

Additional information: Include square footage of accessory apartment area/list rooms.

Signature of Owner/Contractor **Building Official**

Accessory Apartment Criteria

To increase housing alternatives while maintaining neighborhood aesthetics and quality, one accessory apartment within a detached single family dwelling shall be permitted provided the following conditions are met:

- A.** Maximum of one (1) accessory apartment per property
- B.** The property owner must occupy one of the two units
- C.** The exterior appearance and entrances of the dwelling shall be consistent with a single family residence.
- D.** Only one (1) bedroom is permitted in the accessory apartment and to qualify as an accessory apartment under this section, the apartment may not exceed 750 sf of floor space. The 750 sf limit shall not apply to conversion of in-law apartments having a permit as of December 28, 1988, provided they meet all other requirements.
- E.** Where municipal sewer service is not provided, the septic system shall meet NH Water Supply & Pollution Control Division requirements for the combined use.
- F.** Off street parking shall be provided for at least four (4) vehicles. Garage and “piggy-back” parking is encouraged.
- G.** The structure and lot shall not be converted to a condominium or any other form of legal ownership distinct from the ownership of the existing single family. Accessory apartment use shall be recorded by Deed Addendum.
- H.** An accessory apartment shall not be permitted in conjunction with variances from any requirements of this article.
- I.** Variances from this section shall be contrary to the spirit and intent of this ordinance.