

Town of Salem, New Hampshire
INSPECTIONAL SERVICES – BUILDING SAFETY
Building & Code Enforcement
33 Geremonty Drive, Salem, New Hampshire 03079
(603) 890-2080 – Fax (603) 898-1223

Book _____

Page _____

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:		
	Yes	No
Is structure a single family dwelling?	_____	_____
You are aware this dwelling must be owner occupied?	_____	_____
Will area be occupied by family member?	_____	_____
Same utility connections? (not necessary)	_____	_____
Apartment has less than 950 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 to any other form of legal ownership distinct from the ownership of the existing single family?	_____	_____
Do you understand the requirements for deed addendum?	_____	_____
Do you understand the common access between units?	_____	_____
Has a plan been submitted?	_____	_____
You are aware of the impact fee due prior to occupancy?	_____	_____
You are aware of the Water and/or Sewer fee if applicable?	_____	_____
Do you understand the requirements for deed addendum?	_____	_____
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: _____ \$40.00 _____

Additional information: list all rooms in the accessory apartment Square Footage _____

Signature of Owner/Contractor

Building Official

ACCESSORY APARTMENT CRITERIA
Code of Salem, Chapter 490-801

Zoning allows a single family dwelling in Residential, Rural, and Recreational Districts to have an accessory apartment providing the following conditions are met:

1. Maximum of one (1) accessory apartment per property
2. The property owner must occupy one of the two units
3. The exterior appearance and entrances of the dwelling shall be consistent with a single family residence.
4. An interior door shall be provided between the principal dwelling unit and the accessory dwelling unit.
5. Only two (2) bedrooms are permitted in the accessory apartment and to qualify as an accessory apartment under this section, the apartment may not exceed 950 sf of floor space.
6. Where municipal sewer service is not provided, the septic system shall meet NH Water Supply & Pollution Control Division requirements for the combined use.
7. Off street parking shall be provided for at least four (4) vehicles. Garage and “piggy-back” parking is encouraged.
8. 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.
9. An accessory apartment shall not be permitted in conjunction with variances from any requirements of this article.
10. Variances from this section shall be contrary to the spirit and intent of this ordinance.
11. Impact Fee for new dwelling is due at time of Certificate of Occupancy application. Fee is \$5,884 (School, Recreation, Public Safety, Traffic – adopted 11/14/23)
12. Demand & Benefit Assessment (if applicable for water and/or sewer) is due at time of Certificate of Occupancy application. This fee can be paid in full or financed over 20 years.
13. Accessory use shall be recorded by Deed Addendum –this means your deed as recorded in the Rockingham County Registry of Deeds will have a supplement added to it. It will contain all the requirements of zoning. You will swear to the truthfulness of the statement. The addendum shall be signed by you. It will be notarized as true and accurate. The recordings fees are \$15.00 for one page, \$30.00 for two pages. Your deed addendum will be notarized by a notary in the Municipal Building and then mailed for recording at the Rockingham County Registry of Deeds. When it is recorded, it is returned to the Town of

Salem. We will mail the original recorded document to you for safe keeping along with your property deed.

ONCE IT IS DETERMINED YOU MEET THE CRITERIA FOR ACCESSORY USE, the property owner may make application. The application form must be completed and it will be necessary to obtain signatures of the Planning and Engineering Departments prior to seeing the Building Inspector. A diagram must be attached to application showing the area to be used with all measurements. You must submit a complete set of plans with your application. There will be a requirement to hard wire both units.

It will be necessary to secure 2 building permits -one for the alterations and/or addition and one for the Accessory Apartment requirements -as well as electrical and plumbing permits

Updated 7/21/25