

Application for Building Permit
RESIDENTIAL
(SINGLE & 2-FAMILY HOMES)

Town of Henniker
 18 Depot Hill Road
 Henniker, NH 03242
 Phone: (603) 428-3221
 Fax: (603) 428-4366
 www.henniker.org

Date of application: _____

Revision dates: Adopted by BOS 7/21/2009, Rev. 2/27/2012, 9/25/2014, 8/2015

1) DISCLOSURE STATEMENT

STATE BUILDING AND FIRE CODES: As of July 11, 2008, in accordance with RSA 674:51, "the state building code established in RSA 155-A shall be effective in all towns and cities in the state." RSA 155:A2 states ". . . all buildings, building components, and structures constructed in New Hampshire beginning one year after the effective date of the section, shall comply with the state building code and state fire code. The construction, design, structure, maintenance, and use of all buildings or structures to be erected and the alteration, renovation, rehabilitation, repair, maintenance, removal, or demolition of all buildings and structures previously erected shall be governed by the provisions of the state building code" and that "All new buildings shall conform to the requirements of the state fire code adopted pursuant to RSA 153:5 and to the extent that there is any conflict between the state building code and the state fire code, the state fire code shall take precedence unless otherwise determined by the board, subject to the review provisions contained in RSA 155-A:10." In addition, RSA 155-A:2.VIII states "the contractor of a building, building component, or structure shall be responsible for meeting the minimum requirements of the state building code. No municipality shall be held liable for any failure on the part of a contractor to comply with the provisions of the state building code."

EXEMPTIONS: In March 2002, the Town of Henniker residents adopted a local ordinance that allows "home improvements" using \$5,000 or less of building materials to be **exempt** from the Henniker building permit process and oversight (Ch. 133, Zoning Regulations, Article XIII Sect. 133-55). However, it is the recommendation of the Land Use office that a building permit be obtained regardless of the dollar-amount of building materials so that: 1) the plans may be reviewed for life safety, building code and local and state compliance; 2) you can be certain you have received legal permission to start construction; 3) you will have access to the inspection services of the town's building official; 4) an accurate record may be preserved indefinitely of changes to the structure; and 5) so that the homeowner may obtain an official Certificate of Occupancy, should they require one.

RESIDENTIAL BUILDINGS - Inspections Optional: For residential buildings (single and two-family homes) with construction materials over \$5,000.00 a building permit is required but the inspection process is strictly voluntary, unless you will need a Certificate of Occupancy.

Would you like inspections performed? Yes No

2) PROPERTY & CONTACT INFORMATION

Street Address (location of building project):	Zoning District:
	Tax Lot Number:
Property Owner's Name:	Contractor/Builder's Name:
Mailing Address:	Company
City/State/Zip:	Mailing Address:
Phone (days):	City/State/Zip:
Email:	Phone (days):
	Email:

3) DESCRIPTION OF WORK TO BE DONE

Please describe the work to be performed. Please include general dimensions, purpose of any new area, etc.

Estimated start date: ___/___/___ Estimated finish date: ___/___/___ Estimated cost of building project \$ _____

NOTE: It can take 2-4 weeks to fully process a complete application. Please plan accordingly.

Was any decision by the Planning or Zoning Board made in regards to this building project?

YES
 NO

If yes, please attach a copy of the board's Notice of Decision.

Attach one full set of Building Plans & Site Sketch

Plans typically are to the scale of 1/4"=1'0". Plans show important information such as dimensions and locations, type of materials used, framing style, insulation, windows, exits and egresses, stairwell elevations, location of electrical service components, and the location of life safety, heating and plumbing systems. A complete set of building plans should include the following **FOUR** components:

1. SITE SKETCH (this is required for all new buildings OR if there is any change to the exterior footprint of an existing building):

- a) Location of all buildings on lot
- b) Dimensions/measurements of proposed structures
- c) Measured distance between property lines and structures (both existing and proposed)
- d) Name of streets/roads abutting property
- e) Location of wetlands
- f) If septic is to be used, show layout and location
- g) Well or water supply location

2. FLOOR PLAN

3. ELEVATION PLAN - A two-dimensional view of the building as seen from the exterior

4. SECTIONAL VIEW - A sectional view is a vertical view of a building as if it were cut into two parts. The purpose of a Sectional View is to show the internal construction of each assembly.

3a) ELECTRICAL

Will any electric work be performed? YES
If yes, complete the appropriate section below: NO

Complete this section if you, as the homeowner, will be doing the electrical work: (owner-occupied single-family home only)

I, _____, certify that I will be performing electrical work as the owner and occupant of this single-family residence which is my bona fide abode, and that all electrical work will be performed in accordance with the standards and regulations of the state electrical and building codes. (Reference: RSA 319C:15II)

Signature: _____

Complete this section if you are hiring a Licensed Electrician to do the work:

Master Electrician's Name:

N.H.. Master Electrician's License Number:

Company:

Mailing Address:

City/State/Zip:

Phone (days):

3b) PLUMBING

Will any plumbing work be performed? YES
If yes, complete the appropriate section below: NO

Complete this section if you, as the homeowner, or your agent, will be doing the plumbing work: (owner-occupied single-family home or townhouse only)

I, _____, certify that I or my designated agent will be performing the plumbing work as the owner and occupant of this single-family home or townhouse which is my bona fide abode, and that all plumbing work will be performed in accordance with the standards and regulations of the state plumbing and building codes. (Reference: RSA 329-A:13 to 13.IV)

Signature: _____

Complete this section if you are hiring a Licensed Plumber to do the work:

Master Plumber's Name:

N.H.. Master Plumber's License Number:

Company:

Mailing Address:

City/State/Zip:

Phone (days):

4) NEW HAMPSHIRE ENERGY CODE COMPLIANCE

Attach copy of approved Energy Code compliance.

If you are building, renovating or adding to a residential home or commercial building, you may need to certify that you are complying with the New Hampshire Energy Code by attaching a copy of your approved NH Energy Code application. Applications are available at the New Hampshire Public Utilities Commission, Phone (603) 271-2431 or online at www.puc.nh.gov

5) DIGGING OR DISTURBING THE TOWN ROADS, SHOULERS, ETC.

Will the project involve any excavation or disturbance of the shoulders, ditches, embankments or surfaces of any highway within the town? Examples include setting of poles or underground conduits for water, sewer, electric, or telephone. (Per RSA 236:9) Yes No

If yes, a town Trench Permit is required.

6) DEMOLITION

Will any buildings or structures be demolished? Yes
 No

If yes, please describe (in detail) the location, size and type of structure to be demolished:

Individuals approved for demolition work shall ensure that at the end of each workday, the areas under demolition shall be secured so as not to constitute a hazard. Open cellar holes or foundations are to be fenced in such a fashion so as to adequately warn of danger. All rubble shall be removed from the property and disposed of properly (reference RSA 155-B:13). For information on asbestos concerns, contact the New Hampshire Asbestos Management and Control Program, Air Resources Division of the NH Dept. of Environmental Services at (603) 271-1370 or www.des.nh.gov

7) SETBACK REQUIREMENTS

Will the proposed structure meet the setback requirements? (see below) Yes
 No

The following are the Town's zoning setback requirements for all districts:

- > No building shall be constructed within thirty (30') feet of a public right of way.
- > No building shall be constructed within fifteen (15') feet of side and back lot boundaries.
- > No building shall be constructed more than three (3) stories above grade level.
- > Driveways must be 10' from side boundaries.
- > Parking spaces must be 10' from side and back boundaries and 10' from any public right of way.
- > Septic must be 75' from wetlands.
- > Pools must be 35' from septic and 10' from boundaries.

(Ref. Henniker Zoning Regulations Chapters 133-22, -24, -26, 28)

8) WETLANDS / SHORELANDS / FLOOD PLAINS

Is the land lot located in the any special flood hazard area? Yes
 No

Applications will be reviewed in accordance with Henniker Zoning Ordinance Article XXI, Floodplain Development. To verify if the land is in a "special flood hazard area", as defined by Henniker Zoning Regulations XXII.133-100, see the National Flood Insurance Program Map at Town Hall.

Will any activity be taking place within 250-300 feet of a pond, lake or river? Yes
 No

A Shoreland Permit may be required from NH Department of Environmental Services, Wetlands Bureau (603) 271-2147 www.des.nh.gov/cspa

Will the proposed building project impact a wetlands area? Yes
 No

If yes, applications will be reviewed in accordance with the Henniker Zoning Ordinance Article XXII Wetlands Conservation. A Wetlands Permit from NH Department of Environmental Services and a review by the Henniker Conservation Commission may be required.

9) CURRENT USE

Is the portion of the property to be developed under "Current Use" assessment? Yes
 No

Please note that a Land Use Change Tax will apply when Current Use status changes. A new Current Use Map will be required prior to assessing the Tax. See Assessing office for more information.

10) DRIVEWAYS & CLASS VI ROADS

Will a new driveway or access road be constructed, or will an existing driveway or access road be altered? Yes
 No

If yes, a Henniker Driveway Permit application may be required. Please note, if you are constructing or altering a driveway that connects to a STATE road, a permit from the State of NH Department of Transportation may be required.

Is the property located on a Class VI road? Yes
 No

Because Class VI roads are not maintained by the town, any new construction on a Class VI road requires that an agreement and release be signed by the property owner. This agreement will then be recorded at the Merrimack County Registry of Deeds at the expense of the property owner (usually \$25 per document).

11) INTENT TO CUT (TREES)

Will the proposed building project include any logging for resale? Yes
 No

If yes, an "Intent to Cut" form may be required in accordance with RSA 79:10. See the Henniker Assessing office for further information.

12) UTILITIES

Town tax-exemptions may be available for certain wood-heat, wind or solar systems. See Henniker Assessing office for information.

Will you be installing or replacing a sprinkler and/or extinguishment system? Yes No
If yes, please contact the Henniker Fire Department for additional requirements.

Will you be installing or replacing an oil-fired heater? Yes No
*If yes, a New Hampshire Oil Burner Permit is required through the Henniker Fire Department (603) 428-7552.
NOTE: Oil burners shall meet or exceed the requirements of NFPA 31, Standard for the Installation of Oil-Burning Equipment.*

Will you be installing or replacing LP (liquefied petroleum) gas burning equipment? Yes No
*If yes, a New Hampshire Gas Fitter License will be required. Name of Installer: _____
License #: _____ Exp. Date: _____
NOTE: Gas-fired appliances shall meet or exceed the requirements of NFPA 54, National Fuel Gas Code.*

Will you be installing or replacing a Solid Fuel-Burning Appliance (such as wood, coal, pellets)? Yes No
NOTE: Solid Fuel-Burning Appliances shall meet or exceed the requirements of NFPA 211, Standard for Chimneys, Fireplaces, Vents and Solid Fuel-Burning Appliances.

Will you be installing or replacing a private septic system? Yes No
If yes, we require an "Approval for Construction" and an "Approval for Operation" from the NH Dept. of Environmental Services, Division of Water Supply and Pollution Control [phone (603) 271-3503]. Please check with the Building Department, as the state may have already submitted copies of approvals to the town.

Will you be installing or replacing a private well-water system? Yes No

Will you be installing or replacing any other type of utility system not described above? Yes No
If yes, please describe:

TOWN SEWER: Will the proposed project impact the capacity of the town sewer system? Yes No
If yes, please discuss the project with the Wastewater Department Superintendent and have application signed.

Charles E. Damour Wastewater Treatment Facility (603) 428-7215, Ramsdell Road
The applicant has discussed the impact that this project may have on the town wastewater system with me and has agreed to take the necessary steps as discussed.

Wastewater Superintendent Signature: _____ Date: _____ Applicant Initials: _____

TOWN WATER: Will the proposed project impact the capacity of the town water system? Yes No
If yes, please discuss the project with the Water Department Superintendent and have application signed.

Cogswell Spring Waterworks (603) 428-3237, 146 Davison Road
The applicant has discussed the impact that this project may have on the town water system with me and has agreed to take the necessary steps as discussed.

Water Department Superintendent Signature: _____ Date: _____ Applicant Initials: _____

13) SIGNATURES

This is to certify that all plans and specifications of this application will be followed during construction and any change shall only be made after notifying the Building Department and receiving approval of change. In addition, this certifies that I am aware of the requirement to build in accordance with the State Building Code and State Fire Codes. This also certifies that I am aware that for residential buildings (single and two-family homes) with construction materials over \$5,000.00 a building permit is required but the inspection process is optional. However, a Certificate of Occupancy cannot be issued unless the required inspections are completed. I also understand a \$25 fee will be charged for withdrawing the application and that any construction started without a required permit is subject to a \$50 fine.

Signature of Property Owner

Printed name

14) FEES

Building Permit Violations & Penalties:

\$50 Any construction started without a required permit is subject to a fine of \$50.

\$25 If a permit is withdrawn after application, there will be a \$25.00 administrative fee.

Town Buildings - No fee for building permits

Driveway Permits - \$5 (no fee if filed with Building

Building Permit Additions (includes Residential, Commercial, Garages, Porches, Decks, Breezeways): Minimum fee \$25 under 600 square feet or \$0.08 per square foot.

Building Permit Residential (Single family or Two-Family, includes manufactured housing): Minimum fee \$75 under 1000 SF or \$0.08 per SF

Building Permit Other (Alterations, Demolition, Storage Sheds, Fences, Swimming Pools): \$25