

TOWN OF HAVERHILL, NH

Building Permit Application

Completed application must be returned to the Town Selectmen's Office for processing. The base fee for a Building Permit is \$25. The application must be accompanied by cash or check payable to the Town of Haverhill (see Fee Schedule for any other applicable fees). No refund will be made if the application is denied, and the application will not be processed until all required sections are complete. If a question does not apply, mark N/A. (Permits Must Be Posted On Site.)

SUBMISSION REVIEW CHECKLIST (Office Use)

Permit No.: _____

Application Received ____/____/____

By: _____ (initial)

Total Fees Paid: _____

PROPERTY INFORMATION

Street Address: _____

Tax Map No. _____ Tax Lot No. _____

Subdivision/Development Name: _____

Intended use: ____ Residential ____ Commercial ____ Industrial ____ Institutional ____ Accessory ____ Other

APPLICANT / OWNER INFORMATION

Applicant's Name: _____

Mailing Address: _____

City / State / Zip: _____

Phone: _____ Fax: _____

Email: _____

Owner's Name: _____

Mailing Address: _____

City / State / Zip: _____

Phone: _____ Fax: _____

Email: _____

CONTRACTOR INFORMATION – (NOT APPLICABLE TO SINGLE FAMILY OR TWO DWELLING RESIDENTIAL UNITS)

	Name of Contractor	Address / City / Zip	Telephone #	License #
Architect	_____	_____	_____	
Gen. Contractor	_____	_____	_____	
Electrical	_____	_____	_____	_____
Plumbing	_____	_____	_____	_____
Sewer/Septic	_____	_____	_____	
Mechanical	_____	_____	_____	
Sprinkler	_____	_____	_____	
Fire Alarm	_____	_____	_____	

DESCRIPTION OF WORK (Please provide plans)

Estimated Start ____ / ____ / ____ Estimated Finish ____ / ____ / ____ Estimated Value \$ _____

IMPROVEMENT TYPE (CHECK IF APPLICABLE)

_____ New Construction _____ Addition _____ Alteration
_____ Repair / Replacement _____ Demolition _____ Relocation

IS WORK ON THE FOLLOWING SYSTEMS BEING PERFORMED? – (EXCEPTION: NOT APPLICABLE TO SINGLE FAMILY OR TWO UNIT RESIDENTIAL UNITS)

Electrical	_____ Yes	_____ No	Size of Service	_____ AMPS
Plumbing	_____ Yes	_____ No	Heating	_____ Yes _____ No
Sprinklers	_____ Yes	_____ No		
Fire Alarm	_____ Yes	_____ No		

COMPLIANCE – STATE FIRE AND LIFE SAFETY CODES

(SINGLE FAMILY OR TWO DWELLING RESIDENTIAL UNITS MUST COMPLY ONLY WITH 911 PORTION OF THIS SECTION)

PLACE 'X' IN BOX IF LIFE SAFETY / FIRE CODES DO NOT APPLY OR WAIVER PROVIDED (COMMENT)

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Signature of Town Inspector: _____ Date: _____

Fee to be Collected: _____ If none, please explain: _____

Comments (if any):

FOR BUILDINGS SUBJECT TO LIFE SAFETY CODE, TOWN INSPECTOR'S REVIEW AND SIGNATURE required prior to application approval for new construction, additions, renovations, changes and/or expansion of uses and accessory structures (swimming pools, decks, and sheds). **The Town Inspector MUST receive and approve all plans for code compliance prior to applicant initiating construction and inspect newly constructed, renovations, additions, etc. prior to occupancy. This paragraph is applicable to all commercial, industrial and institutional buildings, foster homes, day care facilities and multi unit dwellings with more than two units.**

CERTIFICATE OF COMPLIANCE shall not be issued unless the Town Inspector has inspected and approved all new construction, including additions, garages, and other changes noted above for compliance with the State of New Hampshire Fire Codes, which includes the installation of hard-wired smoke detection system in accordance with NFPA Life Safety Codes and the installation of all new oil-fired furnaces in compliance with NH RSA 153:5. **This paragraph is applicable to all commercial, industrial and institutional buildings, foster homes, day care facilities and multi unit dwellings with more than two units.**

CERTIFICATE OF COMPLIANCE shall not be issued until the property owner/builder displays the 911 address as follows: (APPLIES TO STRUCTURES REQUIRING 911 ADDRESS; INCLUDES SINGLE / TWO DWELLING UNITS.)

- If the residence to be constructed can clearly be seen from the roadway, the house number shall be affixed to the front of the home with 3 inch numbers of contrasting color to the building.
- If the residence cannot be seen from the roadway the numbers shall be affixed to the mailbox, if warranted, on both sides of the mailbox and of contrasting color, and in accordance with Postal Service guidelines, or
- If no mailbox is necessary, the numbers shall be affixed to a post located at the end of the driveway with 3 inch numbers affixed on both sides.

PRIVATE OR CLASS VI ROAD

If this building permit application is for a building located on either a Private or Class VI Road, the application must have review and comment by the Haverhill Planning Board, and approval from the Selectboard or Agent of the Selectboard. Check the appropriate space below.

_____ Yes, this application is for a building on a Private or Class VI Road.
_____ No, this application is not for a building on a Private or Class VI Road.

DRIVEWAY PERMIT

Compliance with Town of Haverhill Subdivision Regulations necessary for all projects that require Driveway Permit connection to a town road. See Town's Driveway Regulations (Section 4.1.12) and Town Road Agent. Connection to a state maintained road requires the approval of the State of New Hampshire Department of Public Works and Highways. Driveway Permit must be obtained prior to issuance of Building Permit.

COMPLIANCE – STATE SEPTIC SYSTEM

If building is not hooked into district, precinct or town sewer, applicant must provide the following information from the New Hampshire Department of Environmental Services, Division of Water Supply and Pollution Control (271-3503).

Construction approval number: _____

Date: _____

Size and/or type of system: _____

COMPLIANCE WITH EXISTING ZONING REGULATIONS

(To be completed by Selectboard Agent – Town Office)

1. WETLAND AND AQUIFER PROTECTION ORDINANCE: Is property within the Aquifer or Wetland District? ____ Yes ____ No
Does the building or building use require Zoning Board approval? ____ Yes ____ No If yes, Date of Approval: _____
2. FLOOD PRONE AREA ORDINANCE: Is the property within a flood prone area? ____ Yes ____ No. If yes, applicant will be required to provide flood zone determination, building elevation and certification that construction will conform to the Ordinance.
3. PERSONAL WIRELESS SERVICE FACILITIES ORDINANCE: Is this project subject to the provisions of the PWSF Ordinance? ____ Yes ____ No. If yes, this application is subject to site plan review by the Haverhill Planning Board.
Date of site plan approval: _____
4. Does this project require Planning Board Subdivision approval? ____ Yes ____ No. If yes, provide the date that the subdivision was approved by the Planning Board. Approval Date: _____
5. Does this project comply with the Town Sludge Spreading Ordinance? ____ Yes ____ No ____ NA
6. Does this project comply with the Town Airport Zoning Ordinance? ____ Yes ____ No ____ NA
7. Does this project comply with all other state and federal requirements? ____ Yes ____ No

OTHER INFORMATION

1. INSPECTIONS: The contractor/builder must contact the Town Office at 787-6800 to schedule the necessary inspections. (Applies to buildings covered by Life Safety and Fire Codes)
2. CERTIFICATES OF COMPLIANCE: A Certificate of Compliance will be issued upon completion of new construction, addition, repair/replacement, alteration, demolition, or relocation. Inspections by the Town Inspector must be requested at least (2) weeks in advance. There is no fee for a COC; however, failure to comply may result in additional fees as noted on the Building Permit Application Fee Schedule. (Applies to buildings covered by Life Safety and Fire Codes.)
3. APPRECIABLE START: If you do not make an appreciable start, foundation complete, within 12 months, the applicant may request a 12-month extension at no additional cost. All work, foundation in and capped, must be completed within 2 years.
4. DEMOLITION of industrial, commercial, institutional and four or more residential units requires notice to the State of New Hampshire Environmental Protection Agency if asbestos is involved (attach copy of notification form).
5. FIRE RUINS: No owner or occupant of land in the town shall permit fire or other ruins to be left on a site. Within six (6) months he/she shall remove such ruins and fill or cap any excavation.
6. APPEALS: Denied applications may be appealed to the NH Court System regarding Life Safety and Fire Code issues within 45 days of denial, and to the Town Zoning Board of Adjustment or Airport Commission for the appropriate “Existing Town Zoning Regulation”.
7. Fees: Permit fees are established and may be amended from time to time by the Selectboard. (See Building Permit Fee Schedule to determine application fee.)

Process to be followed when contacting Precinct/District Commissioners for district/village approval.

Village District Or Precinct	Commissioner contact	Commissioners may consider
<i>Haverhill Corner</i>	Submit to Precinct Office located at Haverhill Corner Fire Station, Tuesday & Thursday, 9:00am to 1:00PM. Requires 2 Commissioner’s signatures.	Planning Board Regs. Zoning Requirements Water Hook-up
<i>Mountain Lakes</i>	Obtain Mountain Lakes Bldg. Permit Application from District Office. Return completed Town form with Mtn Lakes Clerk Signature and approved District application to the Town Office.	Planning Board Regs. Zoning Requirements Water Hook-up
<i>North Haverhill</i>	If addressing water system issue, submit application to District Commissioners at their monthly meeting, 3 rd Tuesday, at 6:30PM (Town Office). 1 Commissioner must sign all other non water system Bldg. Permit applications.	Water system issues, hook-up etc., must be brought to a Precinct Commissioner Mtg.
<i>Woodsville</i>	Submit to Commissioner Dick Guy, TV Guy, Woodsville, M-F.	Water and Sewer

None Precinct or Village District	If not living in a village / district, this section is not applicable.	
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VILLAGE DISTRICT/PRECINCT APPROVAL

The _____ officials have been notified of this project and by their signature below, provide approval of this project. (Haverhill Corner, Mountain Lakes, North Haverhill, or Woodsville)

Signature _____ Date _____ Title _____
WOODSVILLE FIRE DISTRICT DRIVEWAY APPROVAL (IF IN WOODSVILLE FIRE DISTRICT)

Woodsville Fire District applicants MUST receive driveway approval from the Woodsville Fire District Commissioners.

Signature _____ Date _____ Title _____

Contractor/Builder Certification

This is to certify that the information included in this application will be followed during construction and any changes shall be only after notifying the Selectmen's Office. That any permit issued based upon inaccurate information is subject to immediate withdrawal. That the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent and we agree to conform to all applicable laws of this jurisdiction. I further certify that I will comply with any regulations or conditions imposed by the Selectmen, Town Inspector, Zoning Board of Adjustment and/or Planning Board as it relates to this property and the proposed use. The Contractor/Builder certifies that he/she is aware of and will comply with the State Building Codes (RSA 155-A:2) as related to the property and proposed use.

Signature of Contractor/Builder _____ Print Name of Contractor/Builder _____ Date _____

APPLICANT SIGNATURE

This is to certify that the information included in this application will be followed during construction and any changes shall be only after notifying the Selectmen's Office. That any permit issued based upon inaccurate information is subject to immediate withdrawal. That the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent and we agree to conform to all applicable laws of this jurisdiction. I further certify that I will comply with any regulations or conditions imposed by the Selectmen, Town Inspector, Zoning Board of Adjustment and/or Planning Board as it relates to this property and the proposed use.

Signature of Applicant (Agent/Owner) _____ Print Name of Applicant _____ Date _____

APPLICATION APPROVAL

Application approval is contingent upon satisfactory completion of all sections in this form.

Application APPROVED / DENIED: _____

Agent of Selectboard

Date permit issued / rejected: _____ Permit expiration date: _____

Conditions of Approval:

Town of Haverhill
2975 Dartmouth College Hwy, Haverhill, NH 03774
Building Permit Application - Fee Schedule

The building permit application fee for single- or two-family residences is \$25.

The following fees apply to those structures covered by the Life Safety Code: Multi Unit Dwellings with More than Two (2) Units; Commercial, Industrial, and Institutional Buildings; Day Care Facilities and Foster Homes. A PERMIT is required prior to starting work.

New Construction, Additions, and Relocating Structures:

(Life safety and fire inspection to include: electrical, building egress, 911 identification, primary heating system, primary fuel storage, fireplace – wood or coal stove, oil burning equipment and storage, underground fuel storage tanks, gas piping and equipment to include tanks, chimney and flue, heating equipment replacement, fire alarm system, sprinkler system and all fire fighting apparatus/equipment, cooking exhaust and air systems.)

Multi Unit Dwelling with More than Two Units	\$150 + \$75/ DU	_____
Commercial/Industrial	\$150 min + \$0.10/sq ft	_____
Day Care Facilities (annual fee)	\$100	_____
Foster Homes (annual fee)	\$100	_____

Alterations, Remodeling, and Fire Damage Repairs:

Multi Unit Dwelling with More than Two Units	\$50 + (estimated hours X \$25/hr)	_____
Commercial/Industrial	\$50 + (estimated hours X \$25/hr)	_____
Day Care Facilities and Foster Homes	\$50 + (estimated hours X \$25/hr)	_____

(This charge is based upon fee and estimated inspection follow-up. Applicant will be reimbursed estimated hours not used.

If the total inspection time surpasses estimated hours, the applicant will pay the difference prior to the issuance of the Certificate of Compliance.)

Assembly and Institutional	\$50 + (estimated hours X \$25/hr)	_____
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Accessory Building (Sheds, Garages, Outbuildings, Decks, etc.)	\$50	_____
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Demolition

(Must show EPA Paperwork, including asbestos abatement and lead paint check)

Multi Unit Dwelling with More than Two Units	\$25/ Unit	_____
Commercial, Industrial, Institutional	\$50	_____

Hourly Rate / Re-Inspection and Other Contact, (Not final inspection)	\$25/ hour	_____
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Renewal and Change of Use Fee- Certificate of Compliance (all categories)	\$100	_____
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(Cost for expired inspection Certificate of Compliance. CoC not transferable. Change of use may require additional hour costs.)

Initial Inspection	No Hourly Charge	_____
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Final Inspection for All Categories	No Fee	_____
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Issuance of Certificate of Compliance	No Fee	_____
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(Certificate of Compliance will expire at (5) years or upon change of use.)

Failure to Comply

First Offense	\$75	_____
Second Offense	\$100	_____

(Each subsequent day following notice to comply is considered an offense.)

Total _____

THE FIRE DEPARTMENT ALSO RESERVES THE RIGHT TO CONTRACT WITH THIRD PARTIES; THE COSTS OF WHICH WILL BE BORNE BY THE APPLICANT. THE SELECTBOARD RESERVES THE RIGHT TO MODIFY THE FEE SCHEDULE AS NEEDED.

ADOPTED: DECEMBER 2013