

BUILDING PERMIT CHECKLISTS

Items Needed to Obtain a Residential/Commercial Building Permit:

Required: a thoroughly complete building permit application **AND** the payment of all appropriate fees.

The following items must be included with the application.

- The Number of a State Septic Approval for Construction of a system designed for the use that is being proposed. The town needs to approve septic designs before submission to NH DES for approval.
- Driveway permits as required. Driveway permits are required on State and Town roads. For Town Driveway permits contact the Shelburne Highway Department at 603-466-2957. For State Driveway Permits contact: District 1 at 603-788-4641.
- Renovation or Demolition projects: Evidence of required inspections for asbestos and lead. Information is available from the Department of Environmental Services at <http://www.des.nh.gov> . Evaluation of asbestos and lead containing materials is necessary prior to demolition or renovation of any structure.
- Certified approved Energy Code number from NH Public Utilities Commission as required. Information is available at <http://www.puc.state.nh.us>

Note: All plans, drawings and narratives submitted with the application or additionally required will be permanent records kept on file at the Shelburne Town Office.

Items Needed to Obtain a Residential Occupancy Permit:

- A town approved building permit.
- A State Approval to operate a septic system.
- A permit to install and operate new heating equipment to be in compliance with RSA 153:5 by contacting the Shelburne Fire Chief at 603-466-2262 or 603-707-1360.
- Required Town of Shelburne Building Inspections at the appropriate point(s) in the construction process and a final inspection. See below for a list of required inspections.

Inspections Required by the Town of Shelburne:

- **Frame & Mechanical Inspection:** After roof, masonry, all framing, fire stopping, draft stopping, and bracing are in place and after rough plumbing, mechanical, gas and electrical have been installed and before insulation and sheetrock, plaster or other interior finishes are installed.
- **Final Inspection:** After permitted work is complete and prior to occupancy.

In the event that additional visits are needed to re-inspect deficiencies or to make additional inspections, the property owner will be required to reimburse the Town of Shelburne at the rate of \$25.00 per additional visit.

It is the responsibility of the contractor to arrange for inspections at the appropriate stage(s) of the work with the Code Enforcement Officer.

Code Compliancy Requirements:

All construction must comply with the current State Building and Fire Codes and the Town of Shelburne Zoning Ordinances.

Please note:

- New electrical entrances must be completed by a licensed electrician per RSA 319-C:1.
- Any electrical or plumbing work must be completed or inspected by a licensed electrician or licensed plumber per RSA 319-C:1 and RSA 329-A.

Building Permit Fees:

Building Permit Fees: *See Building Permit Fee Schedule* – After the fact permits have a \$150.00 penalty fee in addition to original permit fee.

A building permit shall be VOID if:

- Operations are not begun within twelve (12) months from the date of issuance of the permit (Application for a renewal permit may be submitted. Permit renewal fees are \$50 for Commercial Projects and No charge for Residential.)
- Project is not complete within eighteen (18) months from the date of issuance of the permit. (Application for a renewal permit may be submitted. Permit renewal fees are \$50 for Commercial Projects and No charge for Residential.)
- At the termination of eighteen (18) months from the date of the permit, the exterior of the building remains in an uncompleted condition (The Board of Selectmen or duly authorized agent shall order completion or removal at the expense of the owner of such uncompleted buildings, unless an extension of the permit is granted by the Zoning Board of Adjustment.)

Note: RSA 676:7 provides that any individual failing to secure an approved building permit shall be subject to a civil penalty of \$275 to \$550 per day and may be guilty of a misdemeanor or a felony.

Questions and Answers

- **Do I need a building permit to replace my windows or repaint my house?**
 - Normal maintenance and repair, e.g., painting, wallpapering, floor-sanding, and in-kind replacement of windows, doors, roof shingles, or siding does not require a building permit.
- **Can a homeowner do their own electrical and plumbing work?**
 - Yes, if the following conditions are met and signed on the Homeowners Self-performing Electrical and Plumbing Form -
 - Owner must be living in or plan to move into the house on completion. The owner cannot perform this work on houses or Accessory Dwelling Units being built/repared for speculative sale or rent that the owner will not reside in.
 - *See Homeowners Self-Performing Electrical and Plumbing form.*

MAP NUMBER: _____
LOT NUMBER: _____
STREET: _____

For Office Use Only:
PERMIT APP NUMBER: _____
DATE RECEIVED: _____
IS LAND IN CURRENT USE: Y/N

TOWN OF SHELBURNE BUILDING PERMIT APPLICATION

Owner _____ Phone # _____

Address _____ Email _____

Applicant (if not owner) _____ Phone # _____

Address _____ Email _____

PERMIT REQUESTED FOR: New Bldg. _____ Addition _____ Change of Use _____ Major Alteration _____
No. of Stories _____ At (Location) _____
Lot Size: Frontage _____ Rear _____ Left Side _____ Right Side _____
Square Footage _____ Zoning District _____

WETLANDS:

Is the property in a flood hazard area as shown on the Flood Insurance Rate Map for Shelburne? Yes _____ No _____

As built elevation of the lowest floor for new construction in the flood plain: _____

Are any streams, drainage ditches or wetlands impacted? Yes _____ No _____

Is proposed construction within 250 feet of Public Waters?

(i.e. Androscoggin River: *must meet shoreland protection standards*) Yes _____ No _____

If you answered YES to either of the above two questions you must submit your approval from the NH Wetlands Bureau.

Type of Heating: Oil _____ Wood _____ Electric _____ Gas _____ Solar _____ Other _____

Size of Electric Service: _____

Type of Foundation: Concrete _____ Piers _____ Slab _____ Other _____

Roof Design for Snow Load: _____

Wells: Dug Well _____ Drilled Well _____

Well Radius: *For any lot, the entire well radius to the extent possible shall be located on this lot. If the well radius cannot be located entirely on the lot, it shall be located to the extent possible within the well radius of any abutting lot or within land which is non-buildable under state and local regulation. The purpose of this requirement is to protect water quality on all lots. An applicant shall be expected to release the town in connection with protective well radii in the same manner as the State of New Hampshire under RSA 485-A:30-b. This release shall be recorded at Coos County Registry of Deeds.*

Septic System Permit:

New or Current NHWSPCC Approval Number: _____ # of New Bedrooms: _____

PUC Energy Audit Permit #: _____ **Date:** _____

Driveway Permit Number: **State of NH #:** _____ **Town of Shelburne #:** _____

Electrical:

Contractor/Inspected by: _____ Phone #: _____

License#: _____ Email _____

Plumbing:

Contractor/Inspected by: _____ Phone #: _____

License#: _____ Email _____

Other Contractors – HVAC, Solar, Wind, Driveway (attach list if more than one):

(Contractor): _____ Phone #: _____

License#: _____ Email _____

Demolition: Permit #: (if required) _____

Estimated Cost of Construction \$ _____	Estimated Square Footage _____
Reference to Plans and Specification and/or Statement of Proposed Work	

CONSTRUCTION: Building is to be ____feet wide____ by feet long by ____feet in height, and shall conform in construction to all applicable codes as specified in the New Hampshire Building Code- RSA 155:A, and shall also meet all applicable requirements of the Town of Shelburne Zoning Ordinance.	
If the owner is doing the construction, they shall sign as the primary contractor.	
Primary Contractor's Name _____	Signature _____
Address _____	Phone _____ Email _____

NOTIFY CODE ENFORCEMENT OFFICER WHEN WORK IS READY FOR INSPECTION AND/OR TESTING BEFORE MATERIAL IS COVERED. ALSO GIVE IMMEDIATE NOTICE OF COMPLETED WORK.

Certificate for Occupancy: Required _____ Date Issued _____

**PERMIT IS VALID FOR WORK APPROVED ONLY. WORK MUST BEGIN WITHIN
12 MONTHS OF PERMIT ISSUE DATE AND PROJECT
MUST BE COMPLETED NO LATER THAN 18 MONTHS AFTER ISSUE DATE.**

I understand and accept that approval granted by the Town of Shelburne, based upon information supplied herein does not relieve me from having to comply with any Local Ordinances, State, or Federal Laws. The Town of Shelburne is not liable for any failure by the applicant or their contractors to comply with the provisions of the State Building Code RSA 155-A2,VII.

I hereby certify that the information herein is true, and the above project will be accomplished in accordance with the information submitted. I have read and understand the Town of Shelburne Zoning Ordinance as it applies to this project, and I understand the Board of Selectmen will act to enforce both the Zoning Ordinance and the State of New Hampshire Building Code RSA 155:A.

Date	Owner's Signature
Date	Code Enforcement Officers Approval
Date ORANGE Permit Issued	PERMIT EXPIRATION DATE

PERMIT FEE
\$ _____

Select Board Receipt:

_____	Date _____
_____	Date _____
_____	Date _____

PLOT PLAN TO ACCOMPANY AND FORM PART OF APPLICATION FOR BUILDING PERMIT.

- REQUIREMENTS** (use next page or attach technical drawings):
- (1) Draw as large as will conveniently fit on form;
 - (2) Dimensions of lot and buildings (figures);
 - (3) Show distance from buildings to property lines;
 - (4) Show existing buildings, give size and type;
 - (5) Show distance between proposed and existing buildings;
 - (6) Show street and setback from;
 - (7) Dimensional exterior elevation plans for new construction or remodeling that will change the roof elevation.

Information other than above shall be furnished upon request of the Code Enforcement Officer.

