

Permit Number: _____

TOWN OF HILLSBOROUGH, NH BUILDING PERMIT APPLICATION

INSTRUCTIONS

Please return the completed application form, supporting documentation, and application fee to:

Town of Hillsborough
27 School Street
P.O. Box 7
Hillsborough, NH 03244
Phone: (603) 464-3877 / Fax: (603) 464-4270
Email: buildingsec@hillsboroughnh.net

Applications must be complete and include all required items on the application checklist. Incomplete applications will not be accepted.

APPLICANT

Name: _____
Last First MI

Mailing Address: _____

Phone/Fax: _____ Email: _____

PROPERTY INFORMATION

Zone: _____ Map Number: _____ Lot Number: _____
Flood Plain (Y/N) _____ Wetland(Y/N) _____
Current Use (Y/N) _____ Waterfront/Shoreland (Y/N) _____ Town Water/Sewer _____

Location (include street address and directions): _____

OWNER OF RECORD

Name: _____
Last First MI

Mailing Address: _____

Phone/Fax: _____ Email: _____

Type of Permit:

_____ New Building _____ Alteration _____ Foundation _____ Electrical _____ Plumbing
_____ Addition _____ Repair Replace _____ Demolition _____ Gas/Mechanical _____ Fence

DESCRIPTION OF CONSTRUCTION (total gross square footage including all floors & basement level):

No permit will be issued for projects involving new construction, additions to existing buildings, or other work without this information. Site plan showing (if not scaled, drawing must be accurate) location and dimensions of the property, existing and proposed structures or construction, driveways, signage, or other special features.
Construction drawing showing the size and type of construction and materials to be used. _____

Principal Type of Frame: _____

Principal Type of Heating: _____

Septic Approval # _____

If adding bedrooms, you must provide approved septic design adequate for # of bedrooms.

Estimated Value of Proposed Construction: \$ _____

CONTRACTORS: Include name and phone numbers. **We also require photocopies of the electricians, plumbers and gas fitters trade license.**

General Contractor: _____ Telephone#: _____

Address: _____ Email: _____

Electrical: _____ License# _____ Telephone#: _____

Plumbing: _____ License# _____ Telephone#: _____

Gas/ Mechanical: _____ License# _____ Telephone#: _____

BUILDING PERMIT FEE SCHEDULE:

- Certificate of Business Occupancy: **\$75.00**,
- New Residences, Barns, Garages, Modular Home, Mobile Homes, Alterations, Additions, Breezeways, Porches, (Sheds over 200 sq. ft.), Decks, Ramps: **\$75.00 plus \$0.30 per sq. ft.**
- Commercial Buildings or Construction of a New Business: **\$125.00 plus \$0.35 per sq. ft.**
- **Residential:** Electrical, Plumbing or Gas/mechanical Permits: **\$75.00/ Commercial: \$125.00**
- Foundations Only: **\$75.00**,
- Swimming Pools, Chimney/Fireplace/Pellet/Gas Stoves: **\$75.00.**
- Demolition: **\$50.00**
- Fences over 6' (feet): **\$75.00**
- Permit renewal: **50% of original cost - \$75.00 minimum**
- Solar: **\$75.00 Permit Fee + \$75.00 Electric + .30 per square feet for each Array Panel**
- **Penalty equal to double the permit fee will be charged for work done without obtaining a building permit.**

Fee Paid: \$ _____ Receipt # _____ Check # _____ Charge _____ Cash _____

Owner / Applicant Release: By signing this application, I understand that the Building Inspector, Code Officer, or other designee of the Board of Selectmen will enter my property as many times as necessary prior to issuance of a Certificate of Occupancy to conduct both announced and unannounced inspections of the property. I also understand that this permit is being issued based on the number of bedrooms stated on this application. I understand that if the number of bedrooms is changed through converted use of a room, I am responsible for obtaining a State approved septic approval (design) for the actual number of bedrooms being used.

Owner / Applicant Release: By signing the Building Permit Application, I certify the following: That all construction will be in compliance with the Town of Hillsborough's Building Code (and all codes adopted by reference) and **all Ordinances (Zoning, Wireless Telecommunications, Floodplain)**. That all alterations in construction plans, such as changes to proposed footprint or location of structure shall be approved by the Board of Selectmen, Building Inspector and/or all other necessary parties prior to the start of construction of any changes, and I understand that any violation of the Town of Hillsborough Building Code (and all codes adopted by reference) and/or Ordinances may result in a Stop Work Order, Court Action, or Civil Penalty (or any combination thereof).

Signature of Property Owner / Applicant

Date

Print Property Owner / Applicant

_____ Approved
_____ Denied

Conditions: _____
Reason: _____

Date: _____

TOWN OF HILLSBOROUGH
OFFICE OF THE SELECTMEN/BUILDING INSPECTOR
P. O. BOX 7, HILLSBOROUGH, NH 03244

INFORMATION FOR BUILDING PERMIT APPLICANTS:

- 1) If approved, your building permit is valid for twelve (12) months from the date of Selectmen’s approval.
- 2) Construction inspections, which are required, are checked on the attached construction schedule. **It is your responsibility to arrange for inspections. A 48 hour notice for inspection is required.**
- 3) Upon satisfactory completion of all inspections, a Certificate of Occupancy (if required) will be issued by the Building Inspector.

THE APPLICANT MUST:

- 1) Show Town of Hillsborough tax map identification on ALL permit applications and attachments. Attach Town of Hillsborough tax map to permit (available at the Selectmen’s office or call 464-3877 ext.221 for assistance)
- 2) Complete the application. The application must be signed by the current property owner.
- 3) Application for a permit and payment of the permit fee does not grant approval to proceed.

TOWN OF HILLSBOROUGH - REQUIRED CONSTRUCTION INSPECTION SCHEDULE

| DESCRIPTION | WHEN | INSPECTOR |
|--|--|---|
| Driveway Permits | Before beginning construction and after installation Highway Foreman | Ernest Butler 464-3877 ext. 253 |
| Proposed oil burning Furnace for heat | Permits are issued by the Fire Department | Kenneth Stafford, Jr. 464-3477 |
| Footings with steel in place | Prior to pouring | Michael Borden 464-3877 x 259 Building Inspector |
| Foundation wall when they are formed and the steel is in place | Prior to pouring | Michael Borden 464-3877 x 259 Building Inspector |
| Foundation, Waterproofing and drains in place | Prior to backfilling | Michael Borden 464-3877 x 259 Building Inspector |
| Rough Framing, Electrical, Plumbing, Chimney, Fireplaces and Fire Stopping | Prior to closing walls | Michael Borden 464-3877 x 259 Building Inspector |
| Insulation with vapor barriers installed | Prior to closing walls | Michael Borden 464-3877 x 259 Building Inspector |
| Final Inspection | After completion of wiring, plumbing, heating system and receipt of septic use approval | Michael Borden 464-3877 x 259 Building Inspector |
| Occupancy Permit | Issued after full compliance with this schedule. Before moving in, you are required to have hardwired smoke detectors installed on each floor, two (2) safe means of egress and street number installed. | Michael Borden 464-3877 x 259 Building Inspector |

*****It is your responsibility to arrange for inspections. To arrange for an inspection, at least two days in advance, call the Building Department 464-3877 ext. 223*****

**APPLICANT
CHECKLIST**

****Building Application; Applications must be complete and include all required items on the application checklist. Incomplete applications will not be accepted. A complete description of construction including floor plans and materials must accompany the application.***

Not

Provide

Applicable

Obtain State approval for construction of a Septic System and provide WSPCC approval number.

Obtain a driveway permit from the Director of Public Works and the State highway Department.

A 911 Address Application must be completed upon approval of Driveway Permit.

Include a reasonable facsimile of the plot, building and driveway with the permit application.

This site plan must include the location of all existing and proposed structures and show distances from the abutting lot line and town road frontage.

Floor plans must be submitted for the proposed work. Rooms must be identified on the plans.

If land is in Current-use a Current Use/Change of Use must be submitted with the Assessing Clerk.

All applicable State or Federal permits (i.e. Site Specific, Wetlands, Shoreland Water Quality Protection Act, etc.)

Flood Plain determination map - indicate approximate location of your property. Attach Elevation Certificate, if applicable.

PUC approved Energy Permit or Compliance Letter in accordance with RSA 155-D.

Application for water and or sewer connection (Town of Hillsborough or Emerald Lake Village District)

Site Plan Approval - attached decision letter

Zoning Board of Adjustment Action - attached decision letter