

# Requirements for Obtaining a Permit

\*\*\* Building Permits are required for all structures \*\*\*

1. Apply for a driveway permit (*If there is already a primary permitted structure on the property, skip step one*)
  - a. State owned road: apply to State of New Hampshire Department of Transportation
  - b. Town road: apply at the Town Offices, Selectmen's Office, Land Use window
  - c. Private roads in the Sawyer Lake Distract: contact the Sawyer Lake Association
  - d. Other private roads: see town office for Recorded Notice of Limits of Municipal Responsibility
2. Apply for septic system construction approval for:
  - a. New construction (adding bedrooms, foundation, or converting to year-round use). You will need both:
    - i. State of New Hampshire Department of Environment Services approved plans (full size copy)
    - ii. Approval for construction or operation sheet from NH DES dated less than 20 years old, that supports both existing and new loading.
  - b. Existing structures (adding bedrooms, foundation, or converting to year-round):
    - i. A certified septic system evaluation that supports both existing and new loading.

## When applying for a building permit, the following documents are required:

1. \_\_\_\_\_ Proof of Ownership
2. \_\_\_\_\_ Building Permit Fees (see table)
3. \_\_\_\_\_ Application completed and signed by the property owner and contractor
4. \_\_\_\_\_ Signed driveway permit or recorded notice of limits of municipal responsibility and liability
5. \_\_\_\_\_ 11" x 17" septic plan and NH DES approval for construction
6. \_\_\_\_\_ Completed site plan evaluation available at:  
[https://www.gilmantonnh.org/sites/g/files/vyhlf4451/f/pages/2021\\_site\\_eval\\_application\\_0.pdf](https://www.gilmantonnh.org/sites/g/files/vyhlf4451/f/pages/2021_site_eval_application_0.pdf)
7. \_\_\_\_\_ A site plan of the lot, drawn to scale with the scale shown. (Must be big enough to easily read all measurements). A lot map may be printed from <https://www.axisgis.com/GilmantonNH/>.

### **The site plan is required to indicate the following:**

- a. \_\_\_\_\_ Dimensions and location of all new & existing structures
- b. \_\_\_\_\_ A north arrow
- c. \_\_\_\_\_ Distances from all four lot lines
- d. \_\_\_\_\_ Distances from rights-of-way
- e. \_\_\_\_\_ Distances from any water bodies, wetlands and streams in accordance with Zoning.
- f. \_\_\_\_\_ Regulations setback reference-see Zoning Article IV Table 2.
8. \_\_\_\_\_ Building plans, drawn to scale and no smaller than 11" x 17", with details of all proposed construction (inclusive of scale depiction and north arrow indicated).
9. \_\_\_\_\_ Foundation plans, including steel in the footings and walls.
10. \_\_\_\_\_ Framing plans including all evaluation of framing, floors, halls, and roof structures (90 lb. ground snow load).
11. \_\_\_\_\_ Specification of materials.
12. \_\_\_\_\_ Detailed floor plans for each floor with all dimensions and identifying all rooms.
13. \_\_\_\_\_ All dimensions of windows in bedrooms showing 5.7 sq. ft. minimum clear opening.
14. \_\_\_\_\_ NH Residential Energy Code Compliance Form EC-1

If the building permit is for outbuildings or dwelling units, the following information is also required:

15. \_\_\_\_\_ Plumbing permit, with submission of unexpired NH License
16. \_\_\_\_\_ Gas fitting permit, with submission of unexpired NH License
17. \_\_\_\_\_ Electrical permit, with submission of unexpired NH License
18. \_\_\_\_\_ Lot and Building Compliance with all Town Ordinances

The following approvals must also be obtained before submitting application, if applicable:

19. \_\_\_\_\_ HDC certificate of approval
20. \_\_\_\_\_ Approved recorded subdivision (if subdivision took place within the last 12 months)
21. \_\_\_\_\_ Approved Planning Board site plan review or conditional use permit
22. \_\_\_\_\_ Recorded Notice of Limits of Municipal Responsibility & Liability

|                       | LENGTH | X                                | WIDTH | = | SQUARE FOOTAGE |
|-----------------------|--------|----------------------------------|-------|---|----------------|
| First Floor           |        | X                                |       | = | sq. ft.        |
| Second Floor          |        | X                                |       | = | sq. ft.        |
| Basement Area         |        | X                                |       | = | sq. ft.        |
| Deck                  |        | X                                |       | = | sq. ft.        |
| Porch                 |        | X                                |       | = | sq. ft.        |
| Garage                |        | X                                |       | = | sq. ft.        |
| Finished Attic        |        | X                                |       | = | sq. ft.        |
| Other                 |        | X                                |       | = | sq. ft.        |
| Total square footage: |        | X .10 = \$                       |       |   |                |
|                       |        | Building Permit Fee: \$          |       |   |                |
|                       |        | Each fireplace (\$50.00 fee): \$ |       |   |                |
|                       |        | Total Fees: \$                   |       |   |                |

**Fees are Non-Refundable**

\*All paperwork must be submitted before any application will be considered complete.

\*A certificate of occupancy must be issued prior to the structure being inhabited

**Inspections are required for the following:**

To schedule inspections: (603) 267-6700  
ext 111 or 122

1. \_\_\_\_\_ Footings with steel in place before they are poured with provision for grounding.
2. \_\_\_\_\_ Foundation walls where the steel is in place before they are poured.
3. \_\_\_\_\_ Foundation, waterproofing and drains in place (with run to daylight or pump with filter fabric) before backfilling.
4. \_\_\_\_\_ Rough framing
5. \_\_\_\_\_ Plumbing (with lines pressurized) work
6. \_\_\_\_\_ Electrical work
7. \_\_\_\_\_ Fire stopping
8. \_\_\_\_\_ Insulation with vapor barriers installed
9. \_\_\_\_\_ Driveway final approval by road agent (as necessary)
10. \_\_\_\_\_ 911 street numbers must be posted for final before certificate of occupancy