

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
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) 235-6469

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