

TAX MAP & LOT # \_\_\_\_\_

Paid: \_\_\_\_\_ Checked: \_\_\_\_\_

**APPLICATION FOR A BUILDING PERMIT OR APPEAL**

**Town of Washington, New Hampshire**

**Revised January 1, 2018 :**

APPLICANT:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_

SEND COPY TO ( ) OWNER ( ) CONTRACTOR ( ) BOTH

Address of building site: \_\_\_\_\_

(If not known or has not been established, please call the Selectmen's Office)

Proposed construction is: NEW ( ) ADDITION ( ) STRUCTURE ALTERATION ( ) OUTBUILDING ( )

Detailed description of proposed construction and measurements: \_\_\_\_\_

Is any of the property in "current use" as defined in RSA 40:16? \_\_\_ YES \_\_\_ NO

If "Yes" provide a map that shows the land that has been changed and no longer qualifies for current use. It may be helpful to speak with the Assessors prior to submitting the permit so that the new map provided could be reviewed or if you need assistance with the map. The Assessors are in on Thursdays and can be reached at 495-3074

By signing this application you are giving authority to all necessary Town of Washington official(s) to inspect the premises for the building permit process.

Construction must begin within one year of approval date and must be completed within two years of the approval date, this is when the building permit expires and no further construction will be allowed without a new permit. The Selectmen may grant a one-year extension, at the cost of half of the original permit, if requested by the property owner prior to the permit expiration. After approval, a building permit may be amended by a request to the Board of Selectmen. (Please be advised that if your original permit was granted by a Board of Adjustment approved variance the Selectmen may require any amendment request go through the Board of Adjustment). Property owners please be advised that as of October 1, 2011 any phase of construction started before all of the necessary permits have been approved by the Board of Selectmen **will** result in a \$100.00 fee to be added to your permit application fee. Property owners if your contractor is filing applications on your behalf; please be aware that you are responsible to ensure that all of your permit have been approved before construction starts. All new residences must file for an occupancy permit upon completion of construction, prior to moving in. Contractor/builder will be responsible for construction in accordance with New Hampshire State Building Code.

NOTE: If your application is denied by the Board of Selectmen it will automatically be referred to the Board of Adjustment. A hearing will be scheduled at which you may appeal the Selectmen's decision and request relief from the Land Use Ordinance. The Selectmen's secretary will assist you with this process.

As a Washington property owner you are of course entitled to the use of the Transfer Station. Please note, however, that out-of-town contractors are not, without authorization. If you plan to use a contractor who is not resident, and if your project will create waste to be disposed of at the Transfer Station, please give him a letter authorizing this, which he can give to the attendant.

WARNING: It is possible that the restrictions in your deed may be more or less liberal than those in the Land Use Ordinance. The Town does not control these covenants. We advise you to check your deed or, if relevant, to inquire of your lake or other association.

PROPERTY OWNER'S SIGNATURE: \_\_\_\_\_

**SIGNED UNDER PENALTY OF PERJURY**

(Signature also required on page two)

**INSTRUCTIONS**

Done N/A

- ( ) ( ) **SUBMIT A DRAWING OF YOUR PROPERTY AND DRIVEWAY ENTRANCES**  
(See page 3) show where the proposed construction is to be located on your property and include all of the pre-existing structures. They must be clearly marked, with the name of the structure, and the total square feet of the footprint for each. The total square feet of the property should be on the drawing as well. New dwellings please show the well(s) and septic system and any that are within 75-feet.
- ( ) ( ) **BE SURE THAT YOUR PROPERTY HAS BEEN CLEARLY MARKED:** Mark the corners the proposed structure and relevant property lines
- ( ) ( ) **DRIVEWAY PERMIT:** Required for access to Town or State Roads (Obtain from Planning Board) STATE ( ) TOWN ( ) EXISTING ( ). No permit is needed for a private road.
- ( ) ( ) **ENERGY PERMIT:** Required for new living units, newly heated space or 50% or more increase is assessed value, requirement does not apply on manufactured housing. An Energy Permit may be obtained from the P.U.C. Concord, New Hampshire (603) 271-2431. PERMIT OR WAIVER # \_\_\_\_\_
- ( ) ( ) **STATE OF NH SEPTIC APPROVAL:** Required for new construction for increasing the loading on existing systems. This permit will not be approved without the septic approval number. APPROVAL# \_\_\_\_\_ DATE APPROVED \_\_\_\_\_  
Type of existing septic system: \_\_\_\_\_  
Will the proposed construction increase the number of bedrooms? YES ( ) NO ( )
- ( ) ( ) **SHORELAND PERMIT/WETLAND PERMIT:** Either of these permits are required if you are planning to build within 250' of the water or if your construction will impact a wetland. These permits are through the State and may be obtained from their website <http://des.nh.gov>
- ( ) ( ) **FLOOD HAZARD CERTIFICATIONS:** Is any of the property in a flood zone? If so refer to the floodplain management ordinance. FEMA maps are in the Selectmen's Office
- ( ) ( ) **PERMIT FROM FIRE CHIEF:** Required to install or replace oil or gas fired heating system (Per NH RSA)
- ( ) ( ) **PLUMBING:** Must be installed by a State Licensed Plumber (RSA 153:27 / 153.36)  
NAME OF PLUMBING CONTRACTOR: \_\_\_\_\_  
PLUMBING LICENSE # \_\_\_\_\_ PHONE # \_\_\_\_\_
- ( ) ( ) **ELECTRICAL:** Provide electrician information or if intending to do yourself please check appropriate box.  
NAME OF ELECTRICIAN: \_\_\_\_\_  
ELECTRICIAN LICENSE # \_\_\_\_\_ PHONE # \_\_\_\_\_  
SELF ( )
- ( ) ( ) **HAVE YOU RECEIVED AN OCCUPANCY PERMIT CHECKLIST?**
- ( ) ( ) **STORMWATER RUNOFF FACT SHEET:** I have received and reviewed the Stormwater Fact sheet that describes stormwater runoff management issues and best management practices during and after construction. In signing this permit application you are certifying that you will take all necessary steps to prevent and/or remediate stormwater problems resulting from this construction project in compliance with LUO section 206.

A schedule of the building permit fees is attached (There will be a \$15.00 fee for any necessary revisit due to your property not properly staked for inspection)

**NOTE:** Failure to supply any of the required information or giving incorrect information will result in the rejection of your application and payment of a fee for refilling. This permit will not be approved without a septic system approval number.

**I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT**

**PROPERTY OWNER(s) SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_ **Date:** \_\_\_\_\_

## INSTRUCTIONS FOR SKETCH

Please DRAW A PLOT PLAN OF YOUR LAND in the on a separate sheet of paper, locate and label all existing buildings and impervious surfaces (a surface that is non-porous and water does not soak through quickly, include patios, decks, walkways driveways, etc.), indicate the square footage of each. Locate the building or structure you plan to construct. Indicate all setback distances from the right-of-way/road, lot sidelines, lot rear line, and lakefront or riverfront. All distances must be shown at the **closest points**. Failure to include **all** setbacks required above will result in rejection of this application and will delay your permit. Please indicate the areas of land disturbance and tree clearing due to proposed construction. Note: Excessive clearing, slope, proximity to water and other factors may create the need for a stormwater management plan.

### **SKETCHES DO NOT NEED TO BE TO SCALE, BUT ALL DIMENSIONS MUST BE SHOWN**

**Totals:**

Basement \_\_\_\_\_ sq ft

1st Floor \_\_\_\_\_ sq ft

2nd Floor \_\_\_\_\_ sq ft

3rd Floor \_\_\_\_\_ sq ft

Garage \_\_\_\_\_ sq ft

Deck \_\_\_\_\_ sq ft

Other Impervious surfaces:

Patios/walkways/driveway, etc. \_\_\_\_\_ sq ft

Total sq ft of your property \_\_\_\_\_ or # of acres \_\_\_\_\_

Total \_\_\_\_\_ sq ft of structures (pre-existing and proposed)

Note: This must be 10% or less of the lot size or a variance will be needed

Total: \_\_\_\_\_ sq ft of all impervious surfaces (including structures)

Note: This total must be less than 20% of the lot size or a variance will be needed

OFFICIAL USE ONLY

APPLICANT'S FULL NAME: \_\_\_\_\_

Tax Map # \_\_\_\_\_ Permit # \_\_\_\_\_

CONFORMING LOT ( ) NON-CONFORMING LOT ( )

Is right-of-way identifiable? \_\_\_\_\_

INSPECTOR'S REPORT:

Information supplied was essentially correct YES ( ) NO ( )

Information has been corrected YES ( ) NO ( )

Information now conforms to ordinance YES ( ) NO ( )

Date: \_\_\_\_\_

LUO INSPECTOR'S SIGNATURE

Comments: \_\_\_\_\_

INSPECTION AFTER START OF CONSTRUCTION YES ( ) NO ( )

CONSTRUCTION CONFORMS TO PERMIT YES ( ) NO ( )

Date: \_\_\_\_\_

LUO INSPECTOR'S SIGNATURE

IS ADDITION MORE THAN 50% OF ASSESSED VALUE YES ( ) NO ( )

PRIVY COMPLIES WITH STATE REGULATIONN/A ( ) YES ( ) NO ( )

Date: \_\_\_\_\_

HEALTH OFFICER'S SIGNATURE

ORIGINAL ACTION BY SELECTMEN: \_\_\_\_\_

APPROVED: YES ( ) NO ( ) \_\_\_\_\_

Date: \_\_\_\_\_

BOARD OF SELECTMEN

Reason(s) for disapproval: \_\_\_\_\_

BOARD OF ADJUSTMENT CASE # \_\_\_\_\_

Variance: GRANTED ( ) DENIED ( )

SUBSEQUENT ACTION BY SELECTMEN:

PERMIT APPROVED: YES ( ) NO ( )

EXTENSION: GRANTED YES ( ) NO ( ) UNTIL: \_\_\_\_\_

Date: \_\_\_\_\_

BOARD OF SELECTMEN

**Town of Washington  
Cost Schedule for Building Permit**

**Dwelling Permit:** (2,000sqft or under)  
\$305.00

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**(Any dwelling over 2,000sqft add \$0.25/sqft)**

**Addition Permit:**  
\$130.00

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**Garage/outbuilding:** (400sqft or under)  
\$80.00

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**(Any garage/outbuilding over 400sqft add \$0.25/sqft)**

**Decks/Sheds/Etc.:** (120sqft or under)  
\$60.00

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**(Any Deck/Shed/Etc.: over 120sqft add \$0.25/sqft)**

**Possible related fees/fines:**

Land Use Change administration fee \$100.00

Building Permit extension ½ the cost of the original permit

A fee of \$500.00 will be added to any building permit application if the property owner was caught building without a permit.



