Town of Hampton

Application for Building Permit

BUILDING ADDRESS_____ UNIT # _____ Map/Lot Number____-____Zone _____

BUILDING OWNER_____ **Phone**_____

STREET_____**City** _____ **State**_____ **Zip**_____

CONTRACTOR _____ **Phone**_____

STREET_____**City** _____ **State**_____ **Zip**_____

DESCRIPTION / USE OF PROPERTY:

☐ **Commercial** ☐ **Single Dwelling Unit** ☐ **Duplex (Two dwelling units in one or more buildings)** ☐ **Multi-family (Three or more dwelling units in one or more buildings)** ☐ **Vacant Lot**

LEASED LAND: Is this property now or was this property ever leased land? ☐ **Yes** ☐ **No (if yes, attach a copy of the original Deed from the Town**

WETLANDS: Does the proposed project fall within the Town's 50-foot wetland buffer or the 100-foot State wetland buffer? ☐ **Yes** ☐ **No**

FLOOD ZONE: Does this property fall within a flood zone? ☐ **Yes** ☐ **No If yes, indicate what zone** _____

TYPE OF CONSTRUCTION: **NEW** _____ **REMODEL** _____ **ADDITION** _____ **ALTERATIONS** _____

DESCRIPTION OF PROPOSED PROJECT: _____

_____

_____

WHERE THE PERMIT SHOULD BE MAILED? ____Owner ____Contractor

Processing Fee $35 plus $5 per thousand (or any part of a thousand) of value of construction to be submitted with application.

Value of Construction:

I hereby certify, under penalty of perjury, that all statements given hereon are truthful and accurate, and that the cost of construction, alteration or remodeling (**including labor and materials**) is: **$**_____

I agree to comply with the Town of Hampton's Building and Zoning Ordinance and all work will be constructed in accordance with the New Hampshire State Building Code, and related Codes as adopted, and in accordance with the plans submitted.

I, the Applicant, do also hereby certify that the above project shall not in any way violate any deed restrictions, rights of way, or easements applicable to the property and that, I the Applicant, for myself and my heirs, successors and assigns, do hereby agree to indemnify and hold the Town of Hampton harmless in the event any such restrictions, rights of way, or easements are violated by this project.

SIGNATURE OF APPLICANT: _____ DATE: ____/_____/_____

Note: ***To schedule inspections, a minimum of 24 hour notice prior to requested date and time is required.***

FOR DEPARTMENTAL USE ONLY

FEE $_____ ☐ Cash _____ ☐ Check # _____

Zoning Board Approval Required:	Yes ☐ _____	No ☐ _____	Received ☐ _____
Planning Board Approval Required:	Yes ☐ _____	No ☐ _____	Received ☐ _____
Fire Department Approval Required:	Yes ☐ _____	No ☐ _____	Received ☐ _____
Conservation Board Approval Required:	Yes ☐ _____	No ☐ _____	Received ☐ _____
Deed Restrictions:	Yes ☐ _____	No ☐ _____	Received ☐ _____

APPLICATION APPROVED (Building Official) _____ DATE____/_____/_____

Revised 4/2014

Town of Hampton

ITEMS REQUIRED FOR SUBMISSION WITH A GENERAL BUILDING PERMIT APPLICATION

(Detach from application and submit information as applicable)

Permit Application must be filled out in its entirety

Processing Fee $35 plus $5 for every thousand (or portion thereof) of the value of construction to be submitted with application. The permit expires one year from issue date. Permit shall become invalid if work has not commenced within six months after issuance of permit (IBC Section 105.5) and no refunds will be given. If work is not completed with one year from issue date, the permit must be renewed.

Additions – Decks/Porches – Accessory Buildings

1. Minimum 8 ½ x 11 plot plan showing all existing structures, their locations and distances from all property lines, as well as distances from other structures on the property
2. Minimum 8 ½ x 11 plot plan showing proposed addition, expansion and/or accessory building location, which shows the proposed setbacks from all property lines, as well as distances from other structures.
3. Drawings of proposed construction (must be to scale) and include:
    a. Detailed footing and foundation plans
    b. Detailed structural drawings (Framing, Cross-Sectionals, Roof Frame details, specification sheets on any engineered lumber, such as LVLs, BCIs, TGIs, Designed roof trusses, etc. to be used)
    c. Detailed floor plans of all floors, room designations, window sizes and locations.
    d. Four elevations (north, south, east, west) of the existing and proposed building.
    e. Flood Elevation Certificate (pre and post construction, where applicable)

NOTE: Any and all wetlands and wetland buffer delineated areas must be shown on all plot plans submitted, and must show distances from these areas to the proposed work as well.

Remodeling (*Interior Only*)

1. Existing and proposed detailed floor plans of all floors, room designations, window and doorway sizes and locations.
2. Detailed structural drawings (Framing, Cross-Sectionals, Roof Frame details and specification sheets on any engineered lumber, such as LVLs, BCIs, TGIs, Designed Roof Trusses, etc.)

Fences

1. Minimum 8 ½ x 11 plot plan showing the existing structure on the lot and indicating where the proposed fence is to be installed.
    a. Description of fence, style and proposed fence height
    b. Not to exceed 6 feet in height
    c. Pictures, brochures and spec sheet are acceptable.

NOTE: Any and all wetlands and wetland buffer delineated areas must be shown on all plot plans submitted, and must show distances from these areas to the proposed work as well.

Siding/Roofing/Replacement Windows or Doors

1. A licensed New Hampshire Master Electrician must do all electrical work in connection with the siding project after obtaining the proper permit.

Pools

1. Minimum 8 ½ x 11 plot plan showing the existing structure and proposed location of pool, indicating setback distances from all lot lines to the pool and patio areas, as well as all wetlands and wetland buffer areas.
    a. All electrical wiring for the pool to be done by a N.H. licensed Master Electrician after obtaining a permit.
    b. Above ground pools must be a minimum of 48" high with a removable or lockable ladder. Pools less than 48" in height, or in-ground swimming pools are required to have a minimum 48" high fence or barrier with lockable gate surrounding the pool. The fence/barrier location should be shown on the plot plan submitted as well.
    c. All inflatable and soft sided pools 24" in depth or greater require a barrier.

NOTE: Any and all wetlands and wetland buffer delineated areas must be shown on all plot plans submitted, and must show distances from these areas to the proposed work as well.

Signs

In order to help control excessive signage, please provide information on all existing signs at your property location. Indicate the location, type and size of all existing signs.

Freestanding

1. Minimum 8 ½ x 11 plot plan showing existing building and proposed location of new sign showing setbacks from all property lines, as well as any and all wetlands and wetland buffer area.
2. Detailed design drawing of the proposed sign showing dimensional measurements (height and width) and the total square footage of sign itself.

All Other Signs and Banners

1. Drawing and/or photo of proposed sign and/or banner showing dimensional measurements (height and width) and total square footage.
2. Description of where sign/banner is to be mounted.

Town of Hampton

Required Inspections

To schedule inspections, a minimum of 24 hour notice prior to requested date and time.

Note: Some of the following inspections may not apply to your specific project but proper scheduling of inspections that are applicable, are required. Final inspections for all permitted projects, regardless of the scope of work, are required in order to process and close the Permit File upon completion.

SOILS/FOOTINGS – after excavation but before any foundation wall forms are placed

FOUNDATION and **COATING** before backfill

FIREPLACE – when fire box and smoke chamber is completed and after first flue is placed

LEACH FIELD – stripped, including extensions, before fill is placed

FRAME – all structural components and partitions are in place
**structure should be swept clean*

ELECTRICAL – when all electric wiring is roughed in

PLUMBING – when all the plumbing is roughed in and in test mode
**either pneumatic or hydraulic*

GAS PIPING – when complete and pressurized
Note: FRAME, ELECTRICAL, PLUMBING AND GAS INSPECTIONS MAY BE DONE TOGETHER, IF INDIVIDUAL INSPECTIONS ARE PERFORMED, FRAMING SHALL BE THE LAST OF THESE FOUR.

FIRESAFE – all plate penetrations from electric, plumbing, gas, etc. filled or sealed with a fire rated material

INSULATION – structure to comply with all State of New Hampshire Energy Code Regulations *Note: Fire safe and Insulations inspections should be done together*

FINAL (Before Occupancy) – all interior finish complete – all appliances and fixtures in place – all hand rails and guard rails permanently in place – all other trades, i.e. plumbing, electrical, etc. complete and signed off

Note: A $25 Re-Inspection Fee will be required after two failures on any required inspections.

The Building Inspector's hours are 8:00 am to 12 and 1:00 to 5:00 pm Monday through Friday
Phone: 603-929-5826 for appointments