



TOWN OF GRANTHAM
 OFFICE OF THE SELECTMEN
 300 Route 10 South
 Grantham, NH 03753
 Phone: 603-863-6021
 www.granthamnh.gov

TOWN USE ONLY	
DATE APPLICATION REC'D:	
AMOUNT PAID:	
METHOD OF PAYMENT:	
REC'D BY:	
PERMIT NUMBER	

BUILDING PERMIT APPLICATION

The Building Permit Application must be completed in its entirety. Incomplete and/or vague answers, may cause a delay in reviewing your application. If there is information requested that is not applicable, please indicate so and explain further. If you need assistance or have questions, please contact the Selectmen's Office at 603 863-6021; or email at info@granthamnh.gov

Property OWNER(s) NAME(s):	
PROPERTY STREET ADDRESS:	MAP/LOT #
MAILING ADDRESS:	
TELEPHONE HOME:	TELEPHONE CELL:
EMAIL:	ZONING DISTRICT:

APPLICANT INFORMATION – if not homeowner their signature is required	
Applicant Name:	
Mailing Address:	
Phone:	Email:

WRITTEN DESCRIPTION OF PROPOSED PROJECT:			
Estimated value:		Start Date: / /	Finish Date: / /

1. PROPERTY REVIEW CHECKLIST. ALL QUESTIONS MUST BE ANSWERED BY PROPERTY OWNER OR APPLICANT.		
• DOES THE PROJECT INVOLVE INTERIOR OR EXTERIOR RENOVATIONS WHICH INCLUDES RELOCATION OR ADDITION OF PLUMBING, ELECTRICAL OR MECHANICAL FIXTURES? (SINKS, TOILETS, CEILING LIGHT/FAN, GENERATOR, PROPANE TANK, POOL ETC.)	Yes	No
• DOES THE PROJECT INVOLVE INTERIOR OR EXTERIOR RENOVATIONS WHICH INCLUDE RELOCATION OR ADDITION OF DOORS, WINDOWS, OR WALLS?	Yes	No
• WILL A NEW STRUCTURE BE CONSTRUCTED OR INSTALLED? (HOUSE, GARAGE, SHED, DECK, PORCH, POOL, STAIRS ETC.) IF YES, SEE BULLETS "a. – d." BELOW	Yes	No
a. DOES YOUR PROJECT MEET SETBACK REQUIREMENTS FOR YOUR ZONING DISTRICT? SEE PAGE3 IF NO, YOU NEED TO FILE A VARIANCE WITH THE ZONING BOARD OF ADJUSTMENT PRIOR TO SUBMITTING A BUILDING PERMIT.	Yes	No
b. HAVE YOU STAKED OUT THE NEW STRUCTURES?	Yes	No
c. ARE THE PROPERTY BOUNDARIES CLEARLY MARKED?	Yes	No
d. WILL THE NEW STRUCTURE BE ATTACHED TO AN EXISTING HOUSE?	Yes	No
• WILL AN ACCESSORY DWELLING UNIT BE ADDED TO AN EXISTING STRUCTURE? INDEPENDENT COOKING, SLEEPING OR SANITARY FACILITIES. (SEE ZONING ORDINANCE ARTICLE VII)	Yes	No
• ARE YOU INSTALLING A SOLAR ARRAY? ____ ROOF MOUNTED ____ GROUND MOUNTED	Yes	No
• IF YES, PLEASE PROVIDE A COPY OF YOUR ZBA SPECIAL EXCEPTION APPROVAL		
• DOES YOUR PROJECT INCLUDE DEMOLITION OF AN EXISTING STRUCTURE?	Yes	No
IF YES, YOU MUST PROVIDE A COPY OF YOUR APPROVED DEMOLITION PERMIT.		
• DID YOUR PROJECT REQUIRE PRIOR APPROVAL OF THE PLANNING BOARD OR ZONING BOARD?	Yes	No
a. IF YES, YOU MUST PROVIDE A COPY OF THE DECISION.	Yes	No
• DOES YOUR PROJECT INCLUDE POURING CONCRETE SLAB OR FOUNDATION?	Yes	No
2. WATER AND SEWER		
• IF YOU ARE BUILDING A NEW HOME, HAVE YOU RECEIVED APPROVAL FOR YOUR SEPTIC SYSTEM FROM THE NH DEPARTMENT OF ENVIRONMENTAL SERVICES? IF YES ATTACH COPY OF DES SEPTIC APPROVAL.	Yes	No
• DOES THE PROPERTY HAVE A SEPTIC SYSTEM?	Yes	No
a. IF YES, WHAT YEAR WAS IT INSTALLED? _____		
b. HOW MANY BEDROOMS IS THE SEPTIC SYSTEM APPROVED FOR? _____		
3. WETLANDS, SHORE LAND AND RIVER OVERLAY DISTRICT OR FLOODPLAIN		
WETLANDS: CONTACT STATE OF NH DEPARTMENT OF ENVIRONMENTAL SERVICES WITH ANY QUESTIONS (603) 271-2147		
• ARE THERE WETLANDS ON THIS PROPERTY?	Yes	No
a. IF YES, DOES THE PROPOSED PROJECT IMPACT THEM?	b. Yes	c. No
b. IF YES, YOU MUST PROVIDE A COPY OF THE DES PERMIT.		
• DOES YOUR PROJECT INVOLVE CONSTRUCTION OR RELOCATION OF A HABITABLE STRUCTURE WITHIN 75' OF A WATER COURSE OR WATERBODY?	Yes	No
IF YES, A VARIANCE MUST BE FILED WITH THE ZONING BOARD OF ADJUSTMENT PRIOR TO SUBMITTING A BUILDING PERMIT.		

SHORELAND IS THE PROPERTY LOCATED ON SHORELAND?		Yes	No
<ul style="list-style-type: none"> IF YES WHICH? 			
Is the project within 250' of shoreland? (If yes see Zoning Ordinance Article XI-C)		Yes	No
a. IF YES, A VARIANCE MUST BE FILED WITH THE ZONING BOARD OF ADJUSTMENT PRIOR TO SUBMITTING A BUILDING PERMIT.			
FLOODPLAIN - IS ANY PORTION OF THIS PROPERTY LOCATED IN THE 100 YEAR FLOODPLAIN?		N/A	Yes
a. If yes see Zoning Ordinance Article XI-A and SEE BULLETS "a. – b" BELOW			
If flood plain on property, are they impacted ?		Yes	No
a. If yes, attach a copy of DES permits.			
Will any land disturbance, construction, filling, grading, or dredging occur within 250-feet of any designated Shoreland and River Overlay District?		Yes	No
a. If yes, attach a copy of DES permits.			

Application **deadline is 2:00 PM on the first and third Wednesday** of each month unless otherwise posted. Approved permits are available after 12pm following the Selectmen’s meeting. Building Permits must be dropped off at the Selectmen’s Office by the owner or contractor familiar with the project and can answer staff’s questions during review of the application. Only completed applications will be accepted. The application must be accompanied by a check payable to the Town of Grantham. **No refund will be made if the application is denied.**

A Building Permit (BP) is required for most construction in Grantham. Your application will be reviewed for completeness only when submitted to the Selectmen’s Office.

- The application will then be presented to the Board of Selectmen for approval.
- All approved BP will be ready for pick-up the afternoon after the Board of Selectmen meeting. Staff will call applicants/homeowners to inform them when their BP Placard is ready to be picked up.
- An appreciable start must be made within 4 months of approval date for construction of new homes (foundation and capped). All other BP need to have an appreciable start within 6 months of approval date. **(See Town of Grantham Building Code Article VI, Paragraph H.)**
- All BP’s expire 2 years from the date of approval.
- ALL 9 PAGES OF THE Building Permit Application are to be submitted for approval.

SIGNATURE OF INDIVIDUAL (S) COMPLETING/ ACKNOWLEDGING SECTION ABOVE

DATE

CONTRACTOR AND SUB-CONTRACTORS INFORMATION			
Contractor:			
Address:			
Phone:		Email:	
Electrician:			License No.
Address:			
Phone:		Email:	
Plumber:			License No.
Address:			
Phone:		Email:	
Mechanical:			License No.
Address:			
Phone:		Email:	
ENERGY CODE APPROVAL			IF NOT APPLICABLE CHECK HERE _____
New Hampshire Energy Code approval is required for all new home construction, additions as well as any-related improvements which would involve increase to livable square footage. Applications are available at www.puc.state.nh.us .			
All architects or engineers registered and practicing in New Hampshire shall be responsible for certifying their construction plans and must submit a letter to the town stating that the structure meets or exceeds the requirements of the energy code, Pursuant to RSA 155-D:4, VI, and VII.			
• Have you attached a completed Energy Code application with this document?			Yes
			No

SURVEY: If you have a Survey of the property, please attach a copy.
SETBACK REQUIREMENTS: See Zoning Ordinance for the Zoning District for the property work is being completed. List the setbacks from the furthest edge of the new or expansion of existing structure to the property line. Lots which front on two, or more highways, streets, or roadway rights-of-way (i.e., corner lots) shall be set back the minimum for that Zoning District from both such rights-of-way.

SETBACK ASSISTANCE www.granthamnh.gov from the home page click on the "DEPARTMENTS" tab. In the drop-down list select "ASSESSING/GIS/TAX MAP INFORMATION" a little more than 1/2 way down page select the link "TAX MAPS ONLINE" Click on the "SEARCH BUTTON" enter your property information and click on the property when you see the list populate below the search area. The property will be shown in the map shaded in yellow.

On the top right side of the page, you will click on the 2nd Icon "MEASURE". then click the "RULER" move the mouse and you will see the "+" click then release and move the mouse to measure from the edge of the structure to the edge of the property, the measurement result can be found in the blue box on the top right. Repeat for all necessary setbacks.

Disclaimer: The information on this map is from a digital database accessed using the Town of Grantham Geographic Information System (GIS). Town of Grantham cannot guarantee the accuracy of the information contained on this map. The maps and associated data at this website do not represent a survey. Each user of this map is responsible for determining its suitability for his or her intended use or purpose. The burden for determining accuracy, completeness, timeliness, merchantability, and fitness for or the appropriateness for use rests solely on the user accessing this information. Town of Grantham departments will not necessarily approve applications based solely on GIS data.

SETBACKS - From Structure to property line	# OF FEET	SETBACKS - From Structure to:	# OF FEET
Front Setback:		Shoreland Setback:	
Rear Setback:		Wetland Setback:	
Side Setback (left):		Septic Setback:	
Side Setback (right):		WATER BODY OR WATER COURSE SETBACK:	

NEW STRUCTURE OR ADDITION INFORMATION:		NUMBER	FEATURES	SPECIFY TYPE	
UNITS			HEATING		
STORIES			FLOORING		
BEDROOMS			CABINETS		
FULL BATHROOMS			BATH/SHOWER		
HALF BATHROOMS			COUNTERTOPS		
FIREPLACE			SIDING		
BUILDING HEIGHT			DECKING		
STRUCTURE	DIMENSION	SQUARE FEET (SEE PAGE 9)	STRUCTURE	DIMENSION	SQUARE FEET (SEE PAGE 9)
1 ST FLOOR AREA			GARAGE 2 ND FLOOR OR LOFT		
2 ND FLOOR AREA			BREEZEWAY OR MUDROOM		
BASEMENT (FULL, PARTIAL, CRAWL SPACE)			SHED		
GARAGE (ATTACHED OR DETACHED)			DECK OR STAIRS		
GENERATOR PAD			IN-GROUND POOL		
SOLAR PANELS PAD (GROUND MOUNTED)			OTHER		
			TOTAL SQUARE FEET		
REMODEL/RENOVATION INFORMATION					
WILL PLUMBING OR ELECTRICAL BE RELOCATED OR UPDATED IN ANY WAY?			Yes	No	
PLEASE NOTE THE REMODEL/RENOVATION CHANGES BELOW, I.E. FORMICA (OLD) COUNTERTOP TO (NEW) QUARTZ					
	KITCHEN OLD	KITCHEN NEW	BATH OLD	BATH NEW	
COUNTERTOP					
FLOORING					
CABINETS					
BATH/TUB/SURROUND					
ATTACH A SITE SKETCH/PLOT PLAN DRAWING.					
<u>Include a Scaled Drawing showing (if not scaled, drawing must be accurate):</u>					
<ul style="list-style-type: none"> a. The dimensions of the lot (including road frontage) b. Location and dimensions of proposed new construction c. Location and dimensions of existing building(s) with proposed addition(s) d. Location and dimension of proposed and/or existing driveway and parking e. Clearly designated front, sides, and rear setbacks to all existing and proposed structures, with all dimensions shown 					
No permit will be issued for projects involving new construction, additions to existing buildings, or other work without this information.					
One complete set of construction building plans and specifications. <u>Maximum plan size is 11" x 17"</u>					
Attach a copy of drawings, floor plans, or elevations showing dimensions and measurements.					

Acknowledgement and Certification of Homeowner and or Applicant

Pursuant to RSA 674:33, the **Zoning Board of Adjustment may hear and decide appeals** if it is alleged there is an error in any order, requirement, decision, or determination made by an Administrative Official (Selectmen) in the enforcement of the Zoning Ordinance adopted pursuant to RSA 674:16.

If issuance of this permit authorizes construction pursuant to a decision of the **Zoning Board of Adjustment**, such decision is subject to appeal within twenty (20) days of the Zoning Board of Adjustment decision; therefore, implementation during this time period is at the owner's risk.

BY SIGNING BELOW:

1. **I CERTIFY THAT** the representations included with this application are true and accurate to the best of my knowledge and
2. **I hereby acknowledge** that the town is relying on my representations contained within this application to evaluate whether to issue the building permit.
3. **I CERTIFY THAT** I must have approval of the Selectmen's Office prior to any changes to the representations included with this application. That any permit issued based on inaccurate information is subject to immediate withdrawal.
4. **I CERTIFY THAT** I am aware of and will comply with any deed restrictions or covenants, and any regulations or conditions imposed by the Selectmen, Zoning Board of Adjustment and or Planning Board as it relates to this property and the proposed use.
5. **I CERTIFY THAT** in evaluating this request, the town is not independently verifying or certifying any representations made by the applicant.
6. **I HEREBY GRANT PERMISSION** for site visits and inspections by the Building Inspector and that I have the express responsibility to contact the Building Inspector for all necessary inspections indicated on my Building Permit Placard.
7. **I HEREBY UNDERSTAND** Failure to comply with obtaining the required inspections will result in a \$75 fine per occurrence and may delay issuance of your Certificate of Occupancy.

Signature of Property Owner

Print Name of Property Owner

Date

Signature of Property Owner

Print Name of Property Owner

Date

Signature of Contractor/Applicant

Print Name of Contractor/Applicant

Date

FOR OFFICE USE ONLY

DOCUMENT REVIEW

Document	Received by Office Staff			By TOG Designee			By Building Inspector		
	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
Plot plan of the site?	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
Is Planning Board approval required?	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
Is this a commercial project? If yes, has Planning Board given approval?	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
Is ZBA approval required?	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
Are setbacks in accordance with Zoning? If no ZBA approval needed.	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
Is this a ADU on the property? See zoning ordinance.	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
Height of building in accordance with Zoning?	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
Is property on shoreland? (250' setback)	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
Is property in flood plain?	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
If flood plain on property, are they impacted ?	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
If yes to flood plain, do we have the proper state permits?	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
Are there wetlands on property?	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
If yes to wetlands, are they impacted ?	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
If yes to wetlands, do we have the proper state permits?	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
Floor plans submitted?	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
Energy Code approved/attached?	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
Is property in Current Use?	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
Septic system approval?	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
Is Septic older than 20 years?	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
If adding bedrooms does the current septic system allow for it?	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
Driveway permit approval?	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
Is building taking place on a Class VI road? If yes, refer to building on a Class VI road document.	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
Signature and date of Town Staff									

FOR OFFICE USE ONLY - APPROVAL/DENIAL

FIRE DEPARTMENT			BUILDING INSPECTOR			SELECTMEN		
Approved	Denied	N/A	Approved	Denied	N/A	Approved	Denied	N/A
Date:			Date:			Date:		

Conditions/Comments if any:

Date: _____ **Signature** _____

Inspections Required

Footer	Insulation	Final
Foundation	Plumbing	Electrical
Rough Framing	Chimney/Fireplace (Fire Chief)	Mechanical
		Generator Trench

Building Permit Fees

Residential Projects (single family and two-family dwellings):

• New Residential Structures (including manufactured housing and prefabricated housing, Accessory Dwelling Unit etc.):	\$150 + \$0.30/SF
• Residential Additions and Accessory Buildings	\$100 + \$0.30/SF
• Structural alterations that do not involve a change of footprint (SF will only apply to any additional floor area created by or occupied as a result of the alteration):	\$75 + \$0.30/SF
• After-the-fact building permit fee shall result in double the amount of the building permit plus the additional \$200 fee.	\$200 + double the amount of original building permit.

Commercial Projects:

• New Structures, Accessory Building, and Additions or Alterations that involve a change of footprint:	\$200 + \$0.30/SF
• Structural alterations that do not involve a change of footprint (SF will only apply to any additional floor area created by or occupied as a result of the alteration)	\$150 + \$0.30/SF
• After-the-fact building permit fee shall result in double the amount of the building permit plus the additional \$400 fee.	\$400 + double the amount of original building permit.

Other fees (for projects not associated with above building permits):

• Amendment to a building permit (involving additional square footage)	\$50 + \$0.30/SF
• Generator, Solar Panels-Ground Mounted	\$50 + \$0.30/SF
• Solar Panels-Roof Mounted	\$75
• Other (swimming pool, home radio antenna mast, non- typical structures, etc.):	Commercial: \$300 Residential: \$150
• Telecommunications Towers: • Accessory Structures for Telecommunications Use:	\$30/vertical foot + \$750/co-locator \$150 + \$0.30/SF
• Temporary structures, such as trailers and containers:	\$50 + \$0.30/SF

Sq. Ft. = Square Foot. The Sq. Ft. cost will be calculated on the basis of the total floor area of all levels (basement, crawl space, loft, attic, stairs, etc.) of all new structures included in the building permit. SF is calculated by measuring from the exterior dimensions of a structure's walls. The measurement for decks and stairs shall be from the exterior of the structure's walls to the outer edge of the deck or stairs.