

# 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 or 100-foot wetland buffer  Yes  No or the NHDES 250-foot wetland buffer?  Yes  No - Questions? Contact Conservation Coordinator - 603-929-5808

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 Fec \$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 \$ _____	<input type="checkbox"/> Cash _____	<input type="checkbox"/> Check # _____	
Zoning Board Approval Required:	Yes <input type="checkbox"/> _____	No <input type="checkbox"/> _____	Received <input type="checkbox"/> _____
Planning Board Approval Required:	Yes <input type="checkbox"/> _____	No <input type="checkbox"/> _____	Received <input type="checkbox"/> _____
Fire Department Approval Required:	Yes <input type="checkbox"/> _____	No <input type="checkbox"/> _____	Received <input type="checkbox"/> _____
Conservation Board Approval Required:	Yes <input type="checkbox"/> _____	No <input type="checkbox"/> _____	Received <input type="checkbox"/> _____
Deed Restrictions:	Yes <input type="checkbox"/> _____	No <input type="checkbox"/> _____	Received <input type="checkbox"/> _____
APPLICATION APPROVED (Building Official) _____	DATE ____/____/____		

# 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 within 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.

# Town of Hampton

---

## 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 request 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.

**AFTER EXCAVATION SOILS/FOOTINGS FORMS AND RE-BAR PRIOR TO POURING FOOTINGS**

**FOUNDATION WALL FORMS AND RE-BAR PRIOR TO POURING WALLS**

**FOUNDATION WALLS AND COATING PRIOR TO BACKFILL**

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

**LEACH FIELD** - bed bottom excavated and stripped, including extensions, before fill is placed

**ELECTRICAL** – when all electric wiring is roughed in, including any underground installations prior to backfill

**PLUMBING** – when all the plumbing is roughed in and in test mode, including any underground installations prior to backfill (*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.*

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

**FIRESAFE** – all penetrations, chases, voids, etc. from electric, plumbing, gas, HVAC etc. filled or sealed with a fire rated material prior to insulation

**INSULATION** – structure to comply with all State of New Hampshire Energy Code Regulations

**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. C/O sign-off sheet by all other departments turned in.

**Note:** *A \$30 Re-Inspection Fee will be required after two failures on any required inspections.*

The Building Department Office hours are 8:00 am to 12 and 1:00 to 5:00 pm Monday thru Friday

Phone: 603-929-5826 for appointments