

# **Town of Barrington, New Hampshire**

## **APPLICATION FOR MINOR BUILDING PERMIT**

It shall be unlawful to construct, enlarge, alter or demolish a structure; or change the occupancy of a building or structure requiring greater strength, exit or sanitary provisions; or to change to another use; or to install or alter any equipment for which provision is made or the installation of which is regulated by this code, without first filing an application with the code official in writing and obtaining the required permit.

Application for a permit shall be made by the owner or lessee of the building or structure, or agent of either, or by the licensed engineer or architect employed in connection with the proposed work. If the application is made by a person other than the owner in fee, it shall be accompanied by an affidavit of the owner or the qualified applicant or a signed statement of the qualified applicant witnessed by the code official or his designee to the effect that the proposed work is authorized by the owner in fee and that the applicant is authorized to make such application. The full names and addresses of the owner, lessee, applicant, and of the responsible officers, if the owner or lessee is a corporate body, shall be stated in the application.

The application shall contain a general description of the proposed work, the location of the proposed work, the use and occupancy of all parts of the building or structure and of all portions of the site or lot not covered by the building or structure.

The application for the permit shall be accompanied by two copies of specifications and of plans drawn to scale, with sufficient clarity and detail dimensions to show the nature and character of the work to be performed. When quality of materials is essential for conformity to this code, specific information shall be given to establish such quality; and this code shall not be cited, or the term "legal" or its equivalent be used, as a substitute for specific information. The code official is permitted to waive the requirement for filing plans when the work involved is of a minor nature.

There shall also be a site plan showing to scale the size and location of all new construction and all existing structures on the site, distances from the lot lines, the established street grades and proposed finished grades; and it shall be drawn in accordance with an accurate boundary line survey. In the case of demolition, the plot plan shall show all construction to be demolished and the location and size of all existing structures and construction that are to remain on the site or plot.

Plans for placement of structure must consider that any portion of the structure including decks, landings, stairways, overhangs, bay or bow windows, etc., must meet the required setback and be included on the Foundation Certification Plan.

The site plan shall indicate the location of a private sewage disposal system when a public sewer is not available.

## **FOUNDATION CERTIFICATION PLAN REQUIRED**

Before the Town's Code Enforcement Officer may certify that a foundation inspection has been properly completed, the owner of the lot on which the foundation to be inspected is located, or the owner's designee, shall have prepared and submitted to the Code Enforcement Officer a Foundation Certification Plan bearing the stamp of a New Hampshire Licensed Land Surveyor and showing the exact setbacks of the foundation from all property lines and from the high-water mark of any pond, lake or year round stream as defined in Section 406.00 (Shoreland Setback Overlay Zone), of the Barrington Zoning Ordinance which may be located on or in proximity to said lot. The Foundation Certification Plan shall also contain a statement by the New Hampshire Licensed Land Surveyor to the effect that no portion of the new construction is located within any of the setback areas required by law. The requirement for this Foundation Certification Plan may be waived by the Code Enforcement Officer if, in the Code Enforcement Officer's discretion, there is reasonable cause to conclude that preparation of the Foundation Certification Plan would be unnecessary to insure that the new construction does not violate any required setbacks.

***\*\* DO NOT ASSUME WAIVERS ARE AUTOMATIC. WAIVERS WILL ONLY BE GRANTED IN EXCEPTIONAL CASES.***

**We request original stamp and signature on the foundation certification plan. (Photocopies or fax not acceptable).**

An application for a permit for any proposed work shall be deemed to have been abandoned six months after the date of filing, unless such application has been diligently prosecuted or a permit shall have been issued; except that the code official shall grant one or more extensions of time for additional periods not exceeding 90 days each if there is reasonable cause.



# Minor Building Permit Application

Town of Barrington, New Hampshire  
Building Department  
P.O. Box 660, Barrington, NH  
Telephone: (603) 664-5183

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

Permit #: \_\_\_\_\_

(This area for office use only)

Map # \_\_\_\_\_

Lot # \_\_\_\_\_

Block # \_\_\_\_\_

Zoning \_\_\_\_\_

Location of Construction (Address): \_\_\_\_\_

Property Owner: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

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

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

Mailing Address: \_\_\_\_\_ Cell #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

Cost of Construction: \_\_\_\_\_ Building Inspectors Estimated Cost of Construction: \_\_\_\_\_

Permit Fee: \_\_\_\_\_ Permit fee is based on \$10.00 per \$1,000.00 of Construction Cost (\$50.00 Minimum)

AND \$25 flat application fee, \$50 electric permit fee, \$50 plumbing permit fee, \$50 mechanical permit fee.

Primary Use of Property Is: ☐ Residential ☐ Commercial ☐ Mixed Use (both Res. & Com)

Proposed Construction is for: ☐ Deck ☐ Door ☐ Garage ☐ Exterior Renovations  
(Please Check all that Apply) ☐ Enclose Deck/Porch ☐ Shed ☐ Siding ☐ Interior Renovations  
☐ Pool / Hot Tub ☐ Roof ☐ Windows ☐ Residential Addition  
☐ Other \_\_\_\_\_

Description of work to be performed: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

## Property & Setback Information

|   |        |  |  |
|---|--------|--|--|
| Setbacks from Lot Line to Construction: |        | Subsurface Disposal Information:   | Total Square Footage of Proposed Building:                           |
| Front:                                  | Right: | Septic System Design: More Than 20 Years Old   | Site Located In "Special Flood Hazard Area":<br><b>Yes</b> <b>No</b> |
| Rear:                                   | Left:  | <b>Circle One:</b><br><b>Yes</b> <b>No</b> <b>Unknown</b>                              | Site Located In Shoreland Protection Zone:<br><b>Yes</b> <b>No</b>   |
| Lot Size:                               |        | Shoreland Water Quality Protection Zone:<br><b>Circle One:</b><br><b>Yes</b> <b>No</b> | Subdivision Approval<br># _____<br>Subdivision Name:<br>_____        |

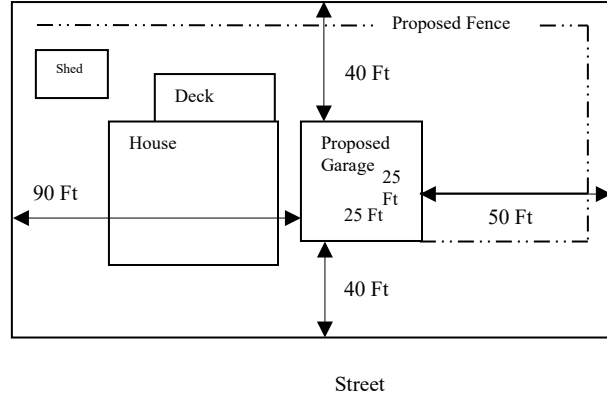
Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Plot Plan

## Instructions:

- 1) Show the Property lines and road(s).
- 2) Show the proposed Structure and all existing structures.
- 3) Show the Measurements from the proposed structure to all lot lines, measure straight through existing structures if needed.
- 4) Include the dimensions of the proposed structure.
- 5) Show Location of Septic Tank & Leach Field.
- 6) Show Location of all Wetlands, Rivers, Streams, Lakes and Ponds

## Sample Plan:



**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

It is the responsibility of the property owner and all contractors to obtain and post the necessary permits in a conspicuous location prior to commencement of any construction related activity.

Electrical, mechanical and plumbing work requires submission of a separate permit applications.

Permits are non-transferable. If this is an "After the Fact" permit, it may be subject to a fee two times the normal permit fee.

**It is the responsibility of the contractor / property owner to obtain all required inspections. This signed application constitutes consent of the owner / applicant to provide access for inspections related to this permit at the subject property. Any work that is concealed prior to the inspection may be required to be removed for inspection.**

Inspections are required for:

- 1) Reinforcing steel prior to pouring
- 2) Foundation & drainage prior to backfilling
- 3) Rough-In: Framing
- 4) Insulation & penetration firestop
- 5) Drywall Installation (fire rated assemblies only)
- 6) Final Inspection

***Required inspections for electrical, plumbing and mechanical installations are provided on the applicable permit application(s).***

PLEASE BE ADVISED: Any deviation from the specifications submitted will require an amendment to this permit or additional permits. Permits expire one (1) year from the issue date. The Building Inspector/Code Officer may grant an extension of time if a written request is submitted prior to the expiration date. Permits become invalid if work is not started within 180 days or if work is abandoned/suspended for a period of 180 days.

The STATE OF NEW HAMPSHIRE requires that ENERGY CODE COMPLIANCE CERTIFICATION be obtained for any heated building, structure or addition thereto. Certification may be required prior to altering, renovating or winterizing an existing structure. More information can be found at the web site: <https://www.energy.nh.gov/sites/g/files/ehbemt551/files/inline-documents/sonh/nh-energy-codes-form-iecc-2018.pdf>

\*\*\* I hereby certify that the building site is/is not (choose one) located in a "Special Flood Hazard Area" as designated by the Federal Emergency Management Agency and its flood insurance rate maps.

**Applicant signature:** \_\_\_\_\_

\*\*\* I hereby certify that all necessary permits have been received from those governmental agencies from which approval is required by Federal or State law, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334, Barrington Flood Plain Development Ordinance.

**Applicant signature:** \_\_\_\_\_

\*\*\* All work must be performed in accordance with International Building Code/2018, International Residential Code for One & Two Family Dwelling/2018, 2020 NEC National Electrical Code, 2020 International Plumbing Code, NFPA 101 Life Safety Code/2020, NH Energy Code, International Mechanical Code/ 2020 and State of NH Subdivision & Individual Sewage Disposal System Design Rules.

\*\*\* I certify that the information that I have given is accurate to the best of my knowledge. No change from the above information will be made without the approval of the Code Enforcement Officer. I understand that this is NOT A PERMIT and that work CANNOT COMMENCE until a PERMIT is issued. It is my responsibility to contact the Code Enforcement Officer for the appropriate inspections.

\*\*\* I hereby certify that the boundary lines shown on the accompanying plot plan are the property lines of my property and that the acreage and setbacks are correctly shown.

\*\*\* I further acknowledge that the proposed structure or improvements shall not be occupied or utilized without a Certificate of Occupancy and only after all necessary inspections have been requested and completed.

**Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Contractor Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*\*\* DO NOT WRITE IN THIS SPACE \*\*\*

Paid By: \_\_\_\_\_ ☐ CASH ☐ CHECK # \_\_\_\_\_

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

PERMIT # \_\_\_\_\_

THIS PERMIT IS ☐ ISSUED with the following conditions: ☐ DENIED for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Inspector Notes:

# MINIMUM APPLICATION REQUIREMENTS

## **BUILDING CODE INFORMATION**

*Every building is different in terms of layout and framing details. Therefore, it is imperative that a set of construction plans or sketches be submitted with each application. The plans/sketches must show a dimensioned layout of all new rooms and spaces, in enough detail to determine building code compliance for the proposed construction. In the case of additions, it will be necessary to show the existing (room) layout. The following is a list of specific items to be included with the plans/sketches and specifications:*

- ☐ Foundation plan/cross section showing anchor bolt/strap locations and location of required reinforcing steel.
- ☐ Dimensioned floor plan of each story (Show attic access location)
- ☐ Framing plan of each story including direction, sizes & spacing of joints and beams, location of support columns and sheathing material.
- ☐ Roof framing plan including: direction, sizes & spacing of rafters, sheathing material and roofing materials.
- ☐ Sizing documentation must be provided for all engineered beams/girders, joists, etc.
- ☐ If cathedral ceiling or if rafters are not connect to the floor/ceiling joist or connected with a rafter tie located in the lower third of the rafter, provide ridge support details.
- ☐ Framing cross section.
- ☐ Wall section(s) or window & door schedule indicating header sizes and required number of jack studs.
- ☐ Wall bracing methods, locations and length of braced wall panels, include foundation details as applicable.
- ☐ Label all emergency escape openings (“egress windows”) in sleeping areas, basements (bulkheads are suitable) and habitable attics (even when unfinished) (5.7 S.F. minimum based on NFPA 101).
- ☐ Stair details showing tread depth, riser height, handrail and guard rail details ... (may sign a “stair handout” to indicate compliance).
- ☐ Location of hard wired smoke and CO detectors.
- ☐ Door and window schedule.
- ☐ Completed NH Energy Compliance Application.

Note: IRC references are applicable to one and two family dwellings and townhouses..

- ☐ Need an approved driveway permit. Inspected by Highway Department prior to C/O
- ☐ Need an approved construction entrance.
- ☐ Provide approved NH-DES septic design.
- ☐ Provide NH-DES shoreland permit (when applicable).
- ☐ Plot plan complies with front, side and rear setback, shoreland setback and wetland buffer requirements.
- ☐ Permit application is complete.