



# Town of Belmont, NH

## BUILDING PERMIT APPLICATION

Applications and Assistance are available in the Town Hall Land Use office (267-8300x19). Completed applications in compliance with the Ordinances and Regulations are usually processed within 14 business days. Application must be printed or typed, complete and legible. Building Plans are required and all plans and construction must be in compliance with all State of NH Codes and Regulations as well as those adopted by the Town of Belmont which include, but are not limited to, IBC, NFPA, and all Land Use Ordinances and Regulations. New or upgraded driveways, including (re)paving an existing driveway require a permit. Applicant is responsible to assure all information correct. Permits expire if not substantially acted upon within 6 months or if construction activity ceases. **INSPECTIONS REQUIRED:** Applicant is required to call the Building Inspector for all required inspections (setback, foundation, framing, rough plumbing, rough electrical, insulation and final). Failure to obtain a "certificates of occupancy" for ALL completed construction can/will delay the issuance of this/future permits. Fees are due with application, checks made payable to "Town of Belmont". Fees for approved applications are non-refundable. See "Frequently Asked Questions" at <http://www.belmontnh.org/docs/ords&apps/FAQs%20Bldg.htm>.

1. Land Owner's Name: \_\_\_\_\_ Tele: \_\_\_\_\_ Fax: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ e-mail: \_\_\_\_\_
2. Building Owner's Name (If different): \_\_\_\_\_ Tele: \_\_\_\_\_ Fax: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ e-mail: \_\_\_\_\_
3. Applicant's Name (If different): \_\_\_\_\_ Tele: \_\_\_\_\_ Fax: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ e-mail: \_\_\_\_\_
4. Contractor: \_\_\_\_\_ Tele: \_\_\_\_\_ Fax: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ e-mail: \_\_\_\_\_
5. Plumber: \_\_\_\_\_ Lic.#: \_\_\_\_\_ Tele: \_\_\_\_\_ Fax: \_\_\_\_\_
6. Electrician: \_\_\_\_\_ Lic.#: \_\_\_\_\_ Tele: \_\_\_\_\_ Fax: \_\_\_\_\_
7. Mechanical Installer: \_\_\_\_\_ Lic.#: \_\_\_\_\_ Tele: \_\_\_\_\_ Fax: \_\_\_\_\_
8. Location of work: Street # & Name: \_\_\_\_\_ Tax Map #: \_\_\_\_\_ Tax Lot #: \_\_\_\_\_
9. Total lot acreage: \_\_\_\_\_ Total lot frontage on Class V Road or better: \_\_\_\_\_ Zoning District: \_\_\_\_\_ Is this a condominium?  YES  NO
10. Is lot located:
  - a.  YES  NO Under a Current Land Use (CLU) Assessment (portion to be developed)? If "YES" an existing CLU map must be on file with town and **a revised copy must accompany this application.**
  - b.  YES  NO In 100 year Flood Plain (check maps in Town Hall)?
  - c.  YES  NO Within 250' of a public water body? (Attach copy of NH DES Shoreland Permit)
  - d.  YES  NO Within Belmont Aquifer Protection Zone?
11. List all uses and structures currently on property: \_\_\_\_\_
12. Explain any work proposed for driveway(s): \_\_\_\_\_
13. Briefly explain current proposal(s): \_\_\_\_\_
14. Type of Proposed Improvement (Check all that apply)
 

<input type="checkbox"/> New structure	<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration/Repair	<input type="checkbox"/> Moving
<input type="checkbox"/> Demolition/Removal*	<input type="checkbox"/> Foundation only	<input type="checkbox"/> Other(specify): _____	

\*Demolition/Removal applications must be signed by land and unit owner and attach copy of Tax Collector's removal permit.
15. Is this: \_\_\_ **proposed** construction; or \_\_\_ an **after-the-fact** application (work already started)?

**Removals and Demolitions:** Type of Structure: \_\_\_\_\_ Size: \_\_\_\_\_  
 For Manufactured (Mobile) Homes: Mfg Name: \_\_\_\_\_ Mfg Year: \_\_\_\_\_  
 Method:  Demo on site Method of material disposal \_\_\_\_\_  
 Remove off site By (name) \_\_\_\_\_ To (Location) \_\_\_\_\_

Applications for removals must be signed by Structure Owner and Land Owner and must be accompanied by a Statement of real estate taxes paid & Town Clerk's Permit to move. Structures cannot be moved until all permits are approved.

**#1** First Proposed Structure/Addition: \_\_\_\_\_

**Proposed Use:** Residential & Residential Accessory Projects Commercial, Industrial & Institutional Projects

Single Family Dwelling  Two-Family  
 Shed/Storage Building  Garage  
 Accessory Apt (Requires questionnaire)  
 Multi-family: No. of Units \_\_\_\_\_  
 Pool ( Seasonal or  Permanent)  
 (Seasonal limited to 5/1-10/1 annually)  
 Addition (Type) \_\_\_\_\_  
 Other: \_\_\_\_\_

Describe Use & Structure: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Manufactured (Mobile) Home:** H.U.D. #: \_\_\_\_\_ Mfg name: \_\_\_\_\_ Mfg year\*: \_\_\_\_\_  
 Was there previously a unit on this site:  Yes  No  
 If so: Owner's Name: \_\_\_\_\_ Date removed \_\_\_\_\_  
 \*Applications for used units must be accompanied by Town Clerk's Permit to remove unit from prior location (issued by Town where unit was previously located).

**Total Value of Improvement:** \$ \_\_\_\_\_

**Foundation Information:**  Concrete **and**  Full  Crawl Space  
 Block  Slab  SonaTube  
 Other  Other: \_\_\_\_\_

**NH Residential Energy Code:** For all Residential New Construction, Additions or Renovations involving Living Space, Applicant must submit a Certificate of Compliance Application (www.belmontnh.org/data\_forms.asp) to the NH Public Utilities Commission prior to submitting a building permit application to the Town.

Date you submitted Energy Application to PUC: \_\_\_\_\_

**Principal Type of Frame:**  Wood frame  Masonry (wall bearing)  Structural steel  
 Reinforced concrete  Other: \_\_\_\_\_

**Principal Type of Heating:**  Gas  Solar  Electric  Coal\*  Oil\*  Interior Wood/Pellet\*  
 \*Requires Fire Department permit

**Sewage Disposal:**  Town or community system (New Connection-attach copy of permit )  
 Private (septic tank, etc) (NH DES Septic Approval #: \_\_\_\_\_)

**Water Supply:**  Town or community system (New Connection-attach copy of permit )  
 Private (well, cistern)

**Dimensions:**

	Existing Structure Info	Proposed Structure/Addition Only
Number of stories	_____	_____
Total building height	_____	_____
Total square footage (exterior dimensions)	_____	_____
Bldg width (include on sketch)	_____	_____
Bldg length (include on sketch)	_____	_____
Does upper story overhang lower story?	_____	_____
Number of bedrooms	_____	_____

**Complete SEPARATE sheet on each proposed structure or addition included on this application (Use Additional Sheets as Necessary)**



Next Proposed Structure/Addition: \_\_\_\_\_

**Proposed Use: Residential & Residential Accessory Projects**

- Single Family Dwelling  Two-Family
- Shed/Storage Building  Garage
- Accessory Apt (Requires questionnaire)
- Multi-family: No. of Units \_\_\_\_\_
- Pool ( Seasonal or  Permanent)  
(Seasonal limited to 5/1-10/1 annually)
- Addition (Type) \_\_\_\_\_
- Other: \_\_\_\_\_

**Commercial, Industrial & Institutional Projects**

Describe Use & Structure: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Manufactured (Mobile) Home:** H.U.D. #: \_\_\_\_\_ Mfg name: \_\_\_\_\_ Mfg year\*: \_\_\_\_\_

Was there previously a unit on this site:  Yes  No

If so: Owner's Name: \_\_\_\_\_ Date removed \_\_\_\_\_

\*Applications for used units must be accompanied by Town Clerk's Permit to remove unit from prior location (issued by Town where unit was previously located).

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Reinforced concrete  Other: \_\_\_\_\_

**Principal Type of Heating:**

Gas  Solar  Electric  Coal\*  Oil\*  Interior Wood/Pellet\*

**\*Requires Fire Department permit**

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Total square footage (exterior dimensions)	_____	_____
Bldg width (include on sketch)	_____	_____
Bldg length (include on sketch)	_____	_____
Does upper story overhang lower story?	_____	_____
Number of bedrooms	_____	_____

**Complete SEPARATE sheet on each proposed structure or addition included on this application (Use Additional Sheets as Necessary)**

**MUST BE SIGNED BY LAND OWNER AND BUILDING OWNER**

**LAND OWNER:** I authorize this application and Town staff to enter onto my property for the purposes of this review.

Land Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (For Campground, Condominium or other non-individual form of ownership, signature of representative of Association required)

**BUILDING OWNER:** I hereby certify that the proposed work will conform to all applicable laws of this jurisdiction. In addition, all site work shall conform to NH Department of Environmental Services Regulations, and Best Management Practices shall be implemented to restrict any erosion or sedimentation. I authorize Town staff to enter onto my property for the purposes of this review.

Building Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please: Mail me the permit: OR Call me when ready and I will pick up: \_\_\_\_\_ (Name/Tele. No to call: \_\_\_\_\_)

**PERMIT MUST BE IN-HAND PRIOR TO BEGINNING PROJECT AND ON-SITE DURING PROJECT**

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**OFFICE USE ONLY**

Proposal complies with applicable Land Use Regulations.

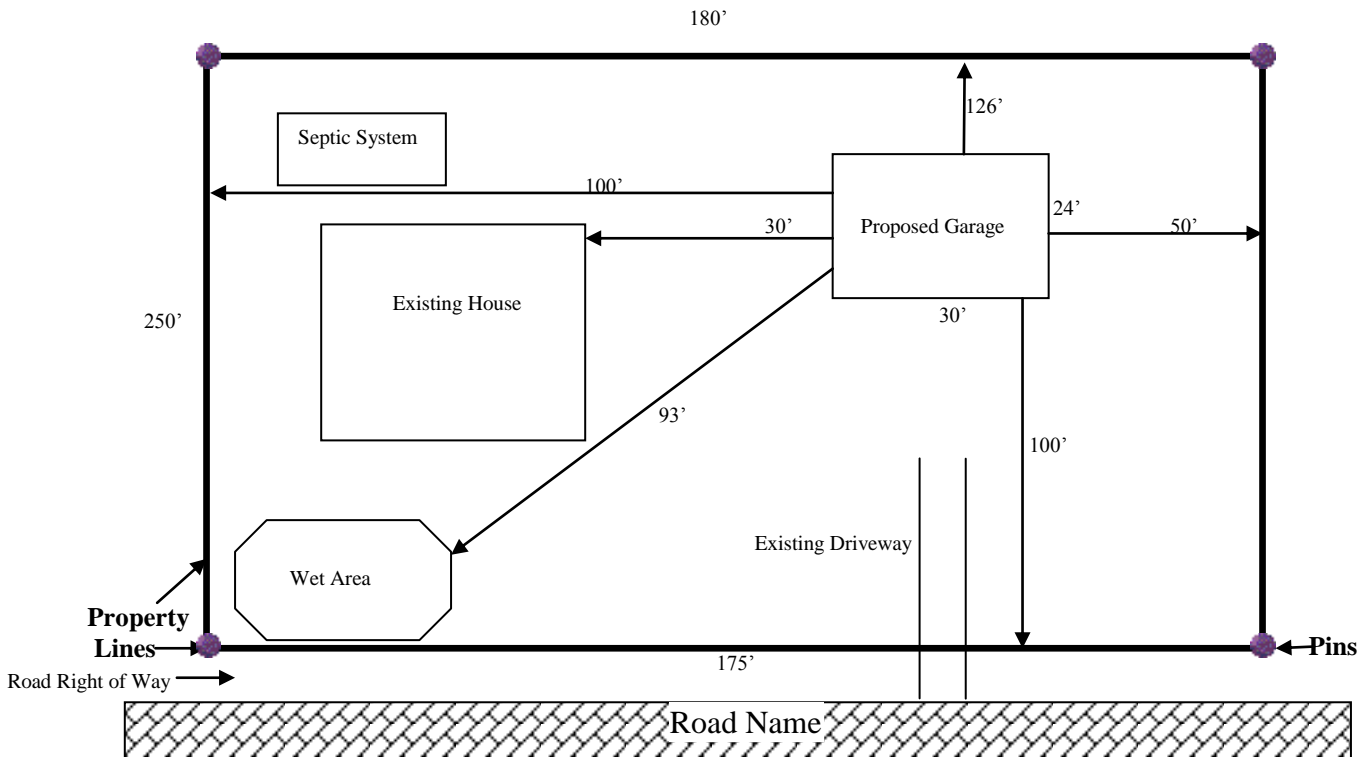
Planning Board Chairman (or authorized signor) \_\_\_\_\_ Date: \_\_\_\_\_

Conditions: \_\_\_\_\_

Date Variance/Special Exception Granted: \_\_\_\_\_ Purpose/Conditions: \_\_\_\_\_

\*\*\*\*\*

Example Only - See Other Instructions on Reverse



**PLOT PLAN INSTRUCTIONS**

A Plot Plan to be provided below. Include the following information on each proposed structure/addition. A sample sketch is shown above.

North arrow	All proposed structures and additions showing overall dimensions
Boundaries of lot with dimensions in feet	Location of any wetlands, floodplain, streams, etc. on site
Include all proposed decks, landings, exterior stairs, porches and overhangs	Existing structures on lot: include septic system, drainage structures, wells and utilities
Names & locations of roads adjacent to lot	Location of any on-site or adjacent cemeteries or burial sites
Setback (distance from structure) in all directions to: All property lines (front setback is measured from property line, not from the road) All waterbodies and wetlands Location of existing & proposed driveways (Driveway application required for new/expanded/paving existing/change of use)	
Measuring Setbacks in campgrounds and manufactured home parks – Add the following: Nearest structure on adjacent sites (identify type of structure), roads, and exterior property lines of the park or campground	
Any additional information that will adequately describe the proposed work	
Additional Information required for Accessory Apartment and Home Occupation Applications	

**COMPLETE PLOT PLAN**

**REFER TO INSTRUCTIONS AND EXAMPLE ABOVE – INCOMPLETE PLOT PLAN WILL DELAY PERMIT**

## Belmont Building Fee Schedule - Calculation Form

Calculation and Fee to be Submitted with Application

After-the-fact building permit amounts doubled for first offense; tripled thereafter. Fees are refundable only if application is withdrawn prior to review or upon denial of a building permit application only. Fees due upon application. No fee for structures =<16sf.

		Fees	Multiplier	Due
<b>Building Permits</b>				
A.	<b>Single and Two-Family Dwellings</b> (per sf of footprint)	0.20		
B.	<b>Multi-Family Dwellings</b> (per sf of footprint)	0.20		
C.	<b>Apartment Conversion</b> (of existing space w/in an existing dwelling)	75.00		
D.	<b>Manufactured Home</b>	100.00		
E.	<b>Recreational Vehicles</b> (=>320 sf) placed on a lot or site for use (per sf)	0.10		
<b>F. Residential:</b>				
	<b>Open Deck (any size) &amp; Accessory Structure (&lt; 300 sf)</b>			
1.	Permit Fee	25.00		
2.	Per sf over first 100sf	0.03		
<b>G. Enclosed Addition (any size) &amp; Accessory Structure (=&gt; 300 sf)</b>				
1.	Permit Fee	50.00		
2.	Per sf over first 100sf	0.05		
<b>H. Alterations/Renovations w/in existing footprint/useable space</b>				
	Permit fee	25.00		
<b>I. Commercial, Industrial, Institutional (Primary, Accessory &amp; Additions)</b>				
	Per square foot	0.40		
<b>J. Alterations/Renovations w/in existing footprint/useable space</b>				
1.	Permit fee	25.00		
2.	Per square foot	0.20		
<b>K. Cell Tower</b>				
		150.00		
<b>K. Pool (1-time fee, Permanent or Seasonal Pools)</b>				
		25.00		
<b>L. Demolition* (No fee for #1 Membrane Structure below)</b>				
		25.00		
<b>M. Membrane Structure</b>				
1.	With no utilities, floor/slab, constructed ends, or piers; can be on paveme	25.00		
2.	All other - permit fee:	25.00		
	per cent/per sf fee over first 100sf	0.03		
<b>N. Sign (1-Time Fee for Seasonal/Temporary Sign Location. No fee for Home Occupation Sign)</b>				
		25.00		
<b>O. Driveway</b>				
		20.00		
<b>P. Retaining Walls (&lt;100sf)</b>				
1.	<100sf	25.00		
2.	>100sf	50.00		
<b>P. Change of Use/Tenant Permit</b>				
		25.00		
<b>Q. Home Occupation Review</b>				
		0.00		
<b>R. Electrical Permit*</b>				
		20.00		
<b>S. Mechanical Permit*</b>				
		20.00		
<b>T. Plumbing Permit*</b>				
		20.00		
<b>SUB TOTAL</b>				
<b>AFTER THE FACT MULTIPLIER</b>			x2	
<b>TOTAL DUE</b>				
*No charge for a Demolition, Electrical, Mechanical or Plumbing permit obtained as part of a Building Permit				
<b>Office Use Only:</b>				
Received:				
Amount: _____				
Date: _____				
Payment Method: Check__ Cash__ Other_____				
				7/15/2009