



# Town of Northfield

## BUILDING PERMIT APPLICATION

Permit #: \_\_\_\_\_  
Issue Date: \_\_\_\_\_  
Fee Paid: \_\_\_\_\_  
Check #: \_\_\_\_\_

### NEW HOME

#### PROPERTY OWNER(S)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Tel.#: \_\_\_\_\_ Email: \_\_\_\_\_

#### APPLICATION INFORMATION

Same as Owner \_\_\_\_\_ Yes \_\_\_\_\_ No

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Tel.#: \_\_\_\_\_ Email: \_\_\_\_\_

#### PROPERTY INFORMATION

911 address: \_\_\_\_\_  
Tax Map and Lot Number: \_\_\_\_\_ Size: \_\_\_\_\_ acres  
Is the property on a public road? \_\_\_\_\_ Yes \_\_\_\_\_ No If not, how is it accessed? \_\_\_\_\_

Zoning District \_\_\_\_\_ R1 \_\_\_\_\_ R2 \_\_\_\_\_ Conservation \_\_\_\_\_ Commercial/Industrial

Driveway access permit number (if needed): \_\_\_\_\_

Is the property in the Groundwater Protection District? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Is any proposed work within 50 feet of a Wetland area? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Is any proposed work within a Flood Hazard Area? \_\_\_\_\_ Yes \_\_\_\_\_ No

#### PROJECT DESCRIPTION: *Please describe the work you want to do:*

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

#### PROPOSED USE

**What is the property used for now?**

\_\_\_\_\_ Vacant \_\_\_\_\_ Business \_\_\_\_\_ Single Family \_\_\_\_\_ Residence and Business  
\_\_\_\_\_ Duplex \_\_\_\_\_ Agricultural \_\_\_\_\_ Multi Family \_\_\_\_\_ Other \_\_\_\_\_

**Are you proposing that the use of the property be changed?**

\_\_\_\_\_ No, we are not seeking to change the use of the property  
\_\_\_\_\_ Yes, if approved this construction will change the use of the property:  
\_\_\_\_\_ We want to build on vacant land  
\_\_\_\_\_ We want to add a new residence  
\_\_\_\_\_ Other \_\_\_\_\_

## CODE & PERMIT INFORMATION

**Applicable Building Codes:** IRC Building Code as adopted by the State of NH  
National Electric Code  
International Plumbing Code  
NFPA 101 Life Safety Code

➤ **BUILDING CONTRACTOR:**

Business Name: \_\_\_\_\_

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

- **ELECTRICAL/PLUMBING:** State law requires a master plumber and electrician for all work unless you own and live in the structure. Multifamily and rental housing requires master electrician and plumber for all work

**Electrical Contractor**

**Separate Form Required**

None: \_\_\_\_\_

*Your Electrical Contractor is required to file an application form with the Town of Northfield for this project, applications are available at Town Hall or at [www.northfieldnh.org](http://www.northfieldnh.org) A copy of your electrical contractor's approved application must be filed with your building permit application.*

**Plumbing Contractor**

**Separate Form Required**

None: \_\_\_\_\_

*Your plumbing contractor is required to file an application form with the Town of Northfield for this project, applications are available at Town Hall or at [www.northfieldnh.org](http://www.northfieldnh.org) A copy of your plumbing contractor's approved application must be filed with your building permit application.*

- **SEPTIC SYSTEM:** Approvals must be obtained from the NH Dept. of Environmental Services. If you are adding bedrooms to your home you may have to enlarge your septic system if it was not built to accommodate the additional bedrooms.

**Septic Design Approval #:** \_\_\_\_\_

None: \_\_\_\_\_

- **SMOKE (HEAT) DETECTORS:** Shall be installed in each bedroom, outside each separate sleeping area and on every level of the dwelling, including basements.

➤ **NH ENERGY CODE APPROVAL:** **Separate Form Required**

Required for all new homes and "Living Space Additions". Approval form (EC-1) can be obtained from the Northfield Building Inspector.

➤ **NATURAL GAS/PROPANE CONTRACTOR** **Separate Permit Required**

None: \_\_\_\_\_

*A permit from the Tilton Northfield Fire Department is required for gas or oil burners. **A copy of your approved permit to install a gas/oil burner must be filed with your building permit application.***

➤ **OIL CONTRACTOR** **Separate Permit Required**

None: \_\_\_\_\_

*A permit from the Tilton Northfield Fire Department is required for gas or oil burners. **A copy of your approved permit to install a gas/oil burner must be filed with your building permit application.***

➤ **DRIVEWAY/ROAD ACCESS** **Separate Permit Required**

Will you be building a new driveway or improving an existing driveway? \_\_\_\_ Yes \_\_\_\_ No

***A copy of your road access permit application must be filed with your building permit application.***

Estimated cost of project: \$ \_\_\_\_\_

Estimated completion date: \_\_\_\_\_

**SETBACKS**

How far back is the construction from the **front** property line  
How far back is the construction from the **rear** property line  
How far back is the construction from the **side** property line  
How far back is the construction from the **side** property line

<i>Existing</i>		<i>Proposed</i>	
_____	ft	_____	ft
_____	ft	_____	ft
_____	ft	_____	ft
_____	ft	_____	F
_____	ft	_____	t

The footprint of my existing building will not change, nor am I adding a new building \_\_\_\_\_

**SKETCH**

- If your proposal includes any new construction your application needs to include a sketch that shows the following:
- a. Boundaries of your lot

b. Names of streets or roads abutting the property

c. Location of all buildings on the lot

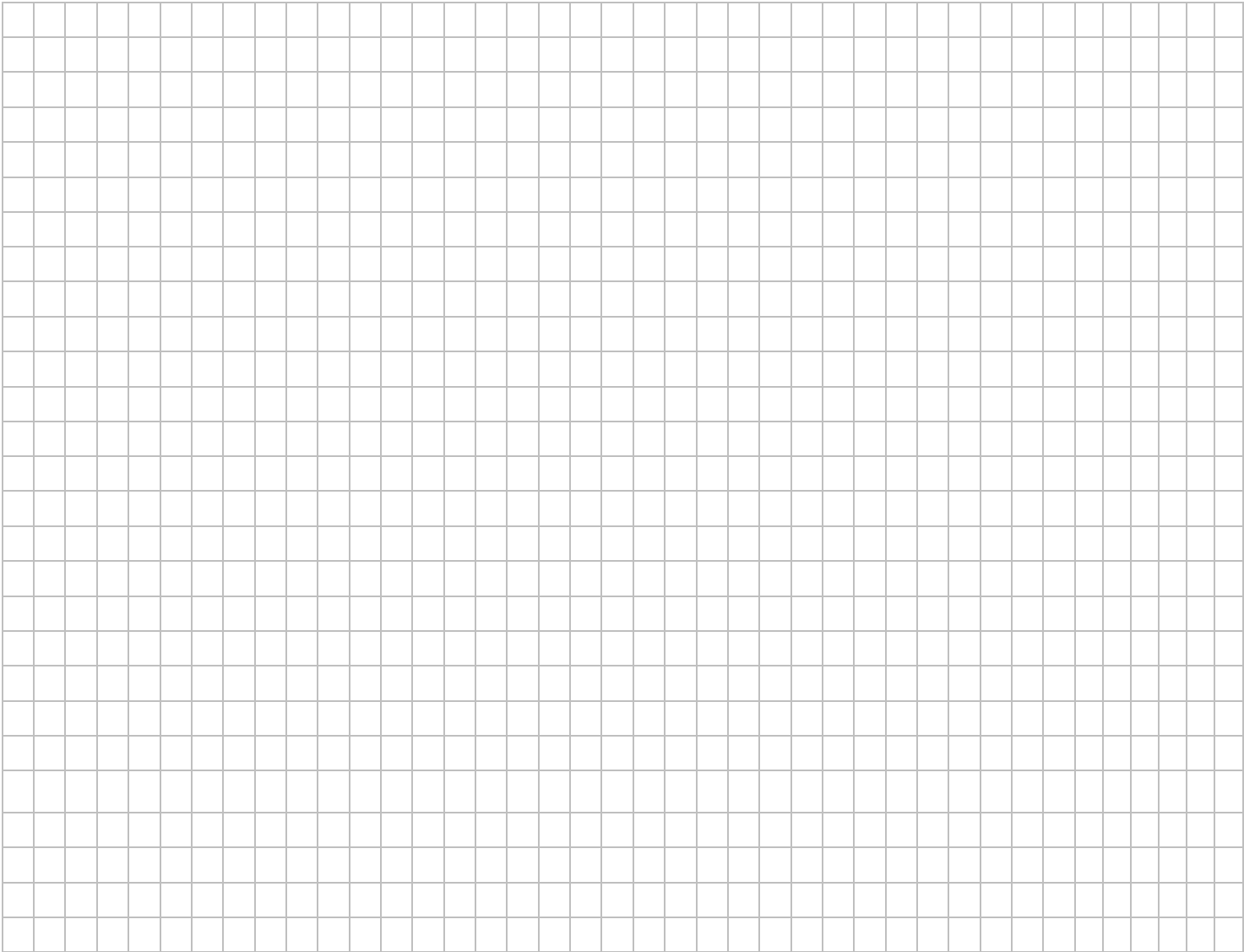
d. Dimensions of existing and proposed structures

e. Distance between existing and proposed structures and property lines

f. Location of wetlands

g. Location of septic tank and leach field

h. Location of well or water supply





**- Before you sign your application:**

- Have you answered all the questions?
- Does your sketch include all requested information?
- Do you have all necessary attachments? *(If Applicable)*
  - Plumbing Contractor Application*
  - Electrical Contractor Application*
  - Driveway Permit*
  - Natural Gas/Propane/Oil Permit from TNFD*
  - Energy Code Application*
- Have you included the Building Design Plans i.e: foundation elevations, framing, floor plans, dimensions, roof trusses (truss layout and package)?

I request a permit for the project described in this application and grant town official's permission to access my property for inspection purposes related to this project. I understand that any misrepresentation in this application, intentional or not, will invalidate approval. I understand that the project must meet all applicable state and federal codes and town requirements.

I am aware that my building permit will expire if work has not begun within six months or if construction activity ceases.

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

Land Owner Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Application Fees:**

New Single-Family Home      \$300+ .10 per square foot      x \_\_\_\_\_ Sq. Ft.      = Total \_\_\_\_\_  
New Multi Family Home      \$350 for 1st unit, \$200 for each add. Unit      x \_\_\_\_\_ Units      = Total \_\_\_\_\_

- Fees are due when application is filed
- Alterations/Additions made during construction will be reviewed and may be subject to additional fees.
- After the fact building permit fees doubled.

**Office Use Only**

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_ Amount paid: \_\_\_\_\_ Check No.: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_ Approved as submitted      \_\_\_ Denied      Permit Number: \_\_\_\_\_

\_\_\_ Approved with conditions: \_\_\_\_\_

Code Enforcement Officer: \_\_\_\_\_ Date: \_\_\_\_\_

**Inspections:**

Date: \_\_\_\_\_ What was inspected: \_\_\_\_\_

Notes: \_\_\_\_\_

Date: \_\_\_\_\_ What was inspected: \_\_\_\_\_

Notes: \_\_\_\_\_

Date: \_\_\_\_\_ What was inspected: \_\_\_\_\_

Notes: \_\_\_\_\_

Final Inspection Date: \_\_\_\_\_ Occupancy Permit Issued Date: \_\_\_\_\_