

# NOTICE

1. Building permit application must be completely filled out. Any omissions may cause the permit to be delayed.
2. Applications must be submitted with the following, as applicable:
  - A. Prior to submitting a Building Permit Application the applicant is required to submit (3) three sets of plans to the Fire Department for their review and approval. One set of plans will remain at the Fire Department, one set will remain with the applicant and the final set will be submitted with the Building Permit Application. Any addendums to the drawings through the course of the construction will need to be submitted for approval by the Fire Department and the Building Department.
  - B. Building permits are issued in two phases; foundation permit and building permit. After installation of the foundation, inspection and approval, the applicant will be required to submit a certified foundation plan, by a licensed Land Surveyor in the State of New Hampshire, showing the setbacks to the property lines and a sustained yield report from your well driller. After review and approval by the Planning Director, a building permit will be issued for the remainder of construction. Prior to issuance of an occupancy permit, a certified plot plan, by a licensed Land Surveyor in the State of N.H., shall be submitted showing the location of the building, well, septic tank and leach field. After review and approval by the Planning Director, a certificate of occupancy will be issued. This requirement may be waived for an addition to an existing structure if, in the opinion of the Planning Director, the setbacks could be met.
  - C. Sewage or waste disposal system approval and plan for new construction, bedroom additions, and septic system repairs. See Article K of Town Health Ordinances for requirements.
  - D. Blueprint drawings of proposed work reduced to 8 ½" x 11", 8 ½" x 14" or 11" x 17".
  - E. Lot Number



**Town of Pelham**  
**6 Village Green**  
**Pelham, NH 03076-3723**  
**APPLICATION FOR BUILDING PERMIT**  
**(603) 635-7811**

**1. LOCATION OF BUILDING**

Street Location \_\_\_\_\_

Subdivision \_\_\_\_\_

Map \_\_\_\_\_

Lot \_\_\_\_\_

**2. TYPE OF IMPROVEMENT**

- 1  New Building
- 2  Addition
- 3  Alteration, renovation
- 4  Repair, replacement
- 5  Wrecking, demolition
- 6  Moving, relocation
- 7  Foundation ONLY

**3. PROPOSED USE**

**Residential**

- 1  Single Family
- 2  Two or more family  
# of units \_\_\_\_\_
- 3  Garage
- 4  Carport
- 5  Shed
- 6  Deck
- 7  Pool
- 8  Wood/Pellet Stove
- 9  Certificate of Occupancy
- 10  Other (specify in section 5)

**Non-Residential**

- 1  Amusement, recreational
- 2  Church, other religious
- 3  Industrial
- 4  Parking garage
- 5  Service station, repair garage
- 6  Hospital, institutional
- 7  Office, bank, professional
- 8  Public utility
- 9  School, library, other educational
- 10  Stores, merchantile
- 11  Towers

**4. ESTIMATED COST**

- 1 Electrical \$ \_\_\_\_\_
- 2 Plumbing \$ \_\_\_\_\_
- 3 Mechanical \$ \_\_\_\_\_
- 4 Other \$ \_\_\_\_\_
- Total Cost \$ \_\_\_\_\_**

**5. DESCRIPTION**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**6. PRINCIPAL TYPE OF FRAME**

- 1  Masonry (wall bearing)
- 2  Wood frame
- 3  Structural steel
- 4  Reinforced concrete
- 5  Other – Specify \_\_\_\_\_

**7. Will the proposed structure meet current set back & lot size requirements?**  Yes  No

Frontage \_\_\_\_\_ Lot Size \_\_\_\_\_ Front Setback \_\_\_\_\_  
 Rear Setback \_\_\_\_\_ Left Setback \_\_\_\_\_ Right Setback \_\_\_\_\_

**8. WCD (Wetland Conservation District)**

- 1 Is the property located in a WCD area?  Yes  No
- 2 Is the proposed structure located within the WCD area?  Yes  No

**9. Is a variance required?**  Yes  No

Has a variance been approved?  Yes  No  
 Date of Hearing: \_\_\_\_\_

**10. PRINCIPAL TYPE OF HEATING FUEL**

- 1  Gas
- 2  Oil
- 3  Electricity
- 4  Coal
- 5  Other – Specify \_\_\_\_\_

**11. DIMENSIONS**

- 1 Number of Stories \_\_\_\_\_
- 2 Total Living Area SF \_\_\_\_\_
- 3 Foundation Size \_\_\_\_\_

**12. NUMBER OF OFF-STREET PARKING SPACES**

- 1 Enclosed \_\_\_\_\_
- 2 Outdoors \_\_\_\_\_

**13. RESIDENTIAL BUILDINGS ONLY**

- 1 Total Bedrooms: Finished \_\_\_\_\_ Unfinished \_\_\_\_\_
- 2 Total Bathrooms: Full \_\_\_\_\_ ½ \_\_\_\_\_ ¾ \_\_\_\_\_

**14. Is the proposed work within 250 ft. of Beaver Brook, Little Island, Gumpas, Long or Harris Ponds:**  Yes  No

If yes, has approval been sought from NHDES?  Yes  No  
 (Evidence of approved DES Shoreline Application OR written exemption by DES must be provided with this application)

15. IDENTIFICATION			
	NAME	MAILING ADDRESS	PHONE NUMBER
1. Owner			
2. General Contractor			
3. Electrician**			
4. Plumber**			
SIGNATURE OF OWNER		APPLICATION DATE:	
<b>**ELECTRICAL &amp; PLUMBING WORK REQUIRE SEPARATE PERMITS – THEY ARE NOT INCLUDED IN THE BUILDING PERMIT**</b>			

**NOTE: CONSTRUCTION PLANS ARE NOT TO EXCEED 11"X 17"**

\*\*\*\*\*PLANNING DEPARMTENT USE ONLY – DO NOT WRITE BELOW THIS POINT\*\*\*\*\*

**Zoning/Planning Compliance**

APPROVED

Conditions of Approval to be noted on Building Permit: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

DENIED

Reasons for Denial: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Jeff Gowan, Planning Director	Date
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**Building Code Compliance**

APPROVED

Conditions of Approval to be noted on Building Permit: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

BUILDING PERMIT FEE: \_\_\_\_\_

Roland Soucy, Building Inspector	Date
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## APPLICATION FOR DRIVEWAY PERMIT

Pursuant to the provisions of RSA 249:17 and the Subdivision Regulations of the Town of Pelham, New Hampshire, permission is requested to install a driveway entrance to my property at a location which will meet the requirements for safety specified in said statutes and regulations.

### Proposed Location:

Tax Map Number of Property: \_\_\_\_\_

Street Name: \_\_\_\_\_

House # \_\_\_\_\_

Number of nearest telephone pole: \_\_\_\_\_

Side of Street: \_\_\_\_\_

(North, East, South, West)

**Note:** The Planning Department must be provided with a plan showing the proposed location and design of the driveway prior to construction.

**The Highway Safety Committee recommendation & Fire Chief approval must be granted prior to issuance of Certificate of Occupancy.**

<b>Driveway to Serve</b>	Single Family Dwelling..... <input type="checkbox"/>	Industry ..... <input type="checkbox"/>	Business	<input type="checkbox"/>	Apartment
	House..... <input type="checkbox"/>	Subdivision ..... <input type="checkbox"/>			
	Duplex..... <input type="checkbox"/>	Other ..... <input type="checkbox"/>			
	Senior Complex ..... <input type="checkbox"/>				

As the landowner applicant, I hereby agree:

- To construct the driveway entrance only for the bona fide purpose of securing access to private property such that the highway right-of-way is used for no purpose other than travel.
- To construct the driveway entrance at the location determined by the Pelham Planning Board or its duly authorized agent to be the safest and according to the conditions imposed by the aforesaid statutes and regulations.
- To furnish and install, at the applicants expense, drainage structures that are necessary to maintain existing highway drainage and adequately handle increased runoff resulting from present and future development.
- To hold harmless the Pelham Planning Board and its duly authorized agents and employees against any action for personal injury and/or property damaged sustained by reason of the exercise of any driveway permit issued by the Pelham Planning Board or it's duly authorized agents and employees.

### Conditions:

- This permit requires the lot frontage area adjacent to the street be graded so that the elevation of the frontage, including driveway, will slope away from the edge of the street no less than a distance of 6 feet in width and not less than 6 inches in depth below the elevation of the edge of the street.
- A culvert not less than 6 inches in diameter shall be installed under the driveway no less than 18 inches below the surface and in line with the drainage gutter referred to in Condition #1. The soil at each end of the culvert shall be stabilized by a header of adequate design.
- The driveway entrance may be flared as it approaches the highway.
- Other access to the highway from the premises is to be prevented by construction of a barrier or barriers, such as a grass plot, low hedge, curbed island, etc. The front face of this barrier shall be 25 feet from the centerline of the pavement.
- The highway right-of-way line is located 25 feet from the parallel to the centerline of the highway.

6. No structures, including buildings, permanent or portable signs, lights, displays, fences, walls, sports equipment, sprinkler systems, etc. shall be permitted on, over, under or in the highway right-of-way.
7. No parking, catering or servicing shall be conducted within the highway right-of-way.
8. No curbing shall be cut. Where there is curbing, the driveway shall be butted up against the curbing.
9. Failure (a) to adhere to the standards and engineering drawings, if any, previously submitted; (b) to adhere to the terms and conditions of the Driveway Permit Application; (c) to adhere to the terms of this permit; (d) to adhere to RSA 249:17 and the Driveway Permit Regulations of the Town of Pelham; and (e) to complete the driveway facility within one year, shall render this permit null and void.

Signature of Landowner \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

**ALL REQUESTS FOR DRIVEWAY INSPECTIONS SHOULD BE CALLED IN TO 603-635-7811 EXT.4. PLEASE ALLOW UP TO ONE WEEK FOR INSPECTION.**

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**\*\*DO NOT WRITE BELOW THIS LINE/ FOR OFFICE USE ONLY\*\***

**HIGHWAY SAFETY COMMITTEE INSPECTION/ COMMENTS**

Road Agent: \_\_\_\_\_

Planning Director: \_\_\_\_\_

Police Chief or Designee: \_\_\_\_\_

Fire Chief or Designee: \_\_\_\_\_

Final Approval: \_\_\_\_\_

**Fire Chief (NFPA Authority Having Jurisdiction)**

The following driveway specifications are excerpted from the Town of Pelham Subdivision Regulations and are provided for your reference:

#### **L. Driveways and Other Accesses for Single Family and Duplex lots**

Driveways and other accesses to the local street network or proposed streets shall be constructed in accordance with the relevant provisions of the Pelham Subdivision Regulations, and the most recent version of the document entitled "State of New Hampshire Department of Transportation Policy and Procedure for Driveways and Other Accesses to the State Highway System". Driveways shall be defined in accordance with the definitions given in the most recent version of the Institute of Transportation Engineers Guidelines for Driveway Design and Location. Both of these documents are hereby incorporated into these regulations by reference. The more stringent requirements of the Pelham Subdivision regulations shall apply where different. The Planning Board shall retain approval authority for all wetland or WCD crossings or other lot access where steep slopes or other special features are present.

All driveways and other lot accesses shall be constructed as permitted then approved by the Fire Chief as the Authority Having Jurisdiction (AHJ) in accordance with NFPA I and in conjunction with Highway Safety Committee review and guidance prior to issuance of a building permit. The Fire Chief or his agent shall have jurisdiction for the design and location of all dry hydrants, fire cisterns or other water access.

A Special Permit will be required by the Planning Board before a driveway approved under these regulations is relocated with review and comment by the Highway Safety Committee and approval by the Fire Chief or his agent prior to the issuance of a building permit.

#### **Driveway Specifications:**

1. Driveways shall meet the roadway at a perpendicular angle and shall be flared 2 feet on each side where it meets the roadway. The driveway shall have a maximum slope of +/- 5% for the first 20 feet and any curves in the driveway shall have a minimum radius of 25' at the inside of the curve and 50' at the outside curb line.
2. Driveways of 150' or less in length shall be a minimum of 12' in width with a maximum slope of +/- 10% after the first 20' and the alignment shall permit a WB-50 Vehicle to pass (standard fire truck).
3. All driveways between 150' and 300' shall be a minimum of 14' in width with a maximum slope of +/- 10% after the first 20'.
4. All driveways exceeding 300' in length shall be a minimum of 14' in width after the first 20' with a maximum slope of +/- 10% and must be terminated with a paved turn-around area adequate for a WB/50 vehicle with a maximum slope of +/- 5% within the turn-around area.
5. All driveways 500' or more in length shall be a minimum of 14' in width, with a maximum slope of +/- 10% after the first 20' and shall include a pull over at the midpoint to accommodate a WB/50 vehicle allowing another WB/50 vehicle to safely pass. Driveways of this length shall be terminated with a paved turn-around area adequate for a WB/50 vehicle with a maximum slope of +/- 5% within the turn-around area.
6. All New subdivisions shall submit plans showing proposed driveways conforming to these minimum standards of this section in order to be approved.
7. Whenever a building permit is pulled the applicant shall submit a driveway application with a certified driveway plan that either conforms to the subdivision plan approved under these standards, or they must seek a special permit from the Planning Board and prove a new location of their choosing meets these minimum standards. Verification that the driveway complies with this section shall be made in writing by the Planning Board's review engineering firm.
8. All private driveways serving Senior and Elderly Housing projects shall be constructed to Town Road Specifications as defined within this document in addition to meeting all the requirements of the Fire Chief under NFPA I as described in this section.



## WAIVER OF INTENT TO CUT WOOD OR TIMBER NOTICE

Effective January 1, 1999 Pursuant to changes in RSA 79:1 II b Owners cutting for land conversion purposes are subject to the following condition:

*(b) The following persons **shall not** be required to file an intent to cut or be subject to the tax imposed by this Chapter:*

*(5) A person who cuts or causes to be cut, within the tax year, up to 10,000 board feet of logs and 20 cords of wood or the equivalent in whole tree chips, from the person's own land within a municipality, for land forest uses, provided that those persons intending to convert the use of the land have secured all required permits, including, but not limited to, building permits, subdivision or zoning permits, excavation permits or site plan approvals, as necessary for the use to which the land will be converted, and are able to furnish proof of such permits.*

I, \_\_\_\_\_ (Owner/Builder) do hereby certify that I have refused an Intent to Cut for the property located at \_\_\_\_\_  
(address)

also known as Map \_\_\_\_\_ Lot \_\_\_\_\_ on the Pelham tax maps. I understand that by signing this form, I am certifying that no standing timber will be cut on this property except as defined in RSA 79: 1 II (b) (2) (see above) in preparation for building a house. I also understand that "starting a cutting operation before the appropriate notice of intent has been filed with the Town and signed by the appropriate notice of intent has been filed with the Town and signed by the appropriate municipal officials shall constitute a violation by the owner or any other person doing the cutting or both. Failure to post the certificate on the job in a conspicuous place upon receipt shall constitute a violation."

I certify that I have read and understand the above form. If I am in need of further information concerning Intent to Cut Statutes, I understand that I may receive any requested information from the Pelham Assessor's Office upon request.

\_\_\_\_\_  
Owner / Builder

\_\_\_\_\_  
Date

\_\_\_\_\_ I certify that there is no wood being cut on this property

\_\_\_\_\_ I certify that there is wood being cut, but it is exempt per the above mentioned RSA (wood being used for personal use).

I \_\_\_\_\_ representing  
(Signature of Building Contractor)

\_\_\_\_\_ do hereby certify

on this date \_\_\_\_\_ that all energy related components and  
(Month, Day, Year)

systems installed in the structure located at:

\_\_\_\_\_  
(Location of Property)

meet or exceed the standards of the New Hampshire Energy Code with

amendments effective June 1, 1986. Any person who violates the

provisions of the Energy Code shall be guilty of a misdemeanor.

# ENERGY CODE COMPLIANCE CERTIFICATION

Energy Code Compliance Certification will now be required for the construction of new structures and the renovation of existing structures as required by the Public Utilities Commission.

There are several methods of applying for this certification:

Complete Performance package;

Rescheck software method available online at [www.puc.nh.gov](http://www.puc.nh.gov);

Express NH Energy Code Compliance package.

If you should need any assistance in completing these applications you can contact the Public Utilities Commission Office at the above website address or at 603-271-6306.

**\*\*This is required before all approvals of Building Permits\*\***

Effective 4/13/2007

**How to Obtain Permits to Install**

## Oil or Gas Burning Equipment

1. Applicant must fill out an application for permit to install oil burning equipment or gas burning equipment through the Fire Department.
2. Application fee is \$15.00 which is paid to the Fire Department.
3. The completed application will be held until the Fire Department is informed by the applicant that the burner is ready for inspection. At that time, an appointment will be made for the fire inspector to inspect the burner.
4. At the time of inspection, the fire inspector will also be checking your smoke alarms (hard-wired for new construction; battery operated for older homes), your battery operated or plug-in carbon monoxide detector alarms and making sure the number of your house is visible from the road.
5. Once inspected and approved, the applicant will be given (or mailed) a signed copy of the Permit,
6. Signed permit should be given to the Planning Department

Laws and regulations governing the installation of oil burners, gas burners, tanks, piping, etc. may be found in the National Fire Protection Association (NFPA) Standards and Town of Pelham guidelines.

If you have any further questions on the above procedures, please contact the Fire Department secretary at 635-2703, Monday thru Friday, 8:30 am to 4:30 pm.

**TOWN OF PELHAM FIRE DEPARTMENT**

P.O. BOX 321, PELHAM, NHY 03076  
(603) 635-2703

**PERMIT TO INSTALL AND OPERATE GAS BURNING EQUIPMENT**

The undersigned hereby applies for a permit to install and operate gas burning equipment in compliance with RDA 153:5 and NFPA Standard #58.

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

Type of Occupancy: \_\_\_\_\_ Stories \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Occupant's Name: \_\_\_\_\_

Make, Model and/or Serial # of Appliance: \_\_\_\_\_

Size and Location of Tank(s): \_\_\_\_\_

Name of Installer: \_\_\_\_\_

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

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

Telephone: (    ) \_\_\_\_\_

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

When signed below by the Chief of the Fire Dept. this application may be used as a TEMPORARY PERMIT authorizing the installation of gas burning

Permit No: \_\_\_\_\_ Chief or Designee

\_\_\_\_\_ Fire Department

\_\_\_\_\_ Date

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Permission is hereby granted to operate gas burning equipment described above which has been inspected and found to be in compliance with State Fire Code SAF-C 6009 as adopted by the State Fire Marshal.

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

\_\_\_\_\_ Signature of Fire Chief or Designee

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**STATE OF NEW HAMPSHIRE  
DEPARTMENT OF SAFETY  
DIVISION OF FIRE SAFETY  
OFFICE OF STATE FIRE MARSHAL**

**PERMIT TO INSTALL AND OPERATE OIL BURNING EQUIPMENT**

To the Chief of the Fire Department:

The undersigned hereby applies for a permit to install and operate oil burning equipment in compliance with R.S.A. 153:5 and N.F.P.A. Standard #31 as follows:

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

Type of Occupancy: \_\_\_\_\_ Stories: \_\_\_\_\_

Owner: \_\_\_\_\_

Address: \_\_\_\_\_ Town: \_\_\_\_\_ State: \_\_\_\_\_

Occupant(s) Name: \_\_\_\_\_

Make and Serial Number of oil burner: \_\_\_\_\_

Size and Location of Tank: \_\_\_\_\_

Name of Installer: \_\_\_\_\_ Business Name: \_\_\_\_\_

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

Telephone: (     ) \_\_\_\_\_

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

\_\_\_\_\_  
Signature of Owner or Installer

**When signed below by the Chief of the Fire Department this application may be used as a TEMPORARY PERMIT authorizing the installation of oil burning equipment.**

Permit No: \_\_\_\_\_ Chief or Designee

\_\_\_\_\_  
Fire Department

\_\_\_\_\_  
(Date)

Permission is hereby granted to operate the oil burning equipment described above which has been inspected and found to be in compliance with the State Fire Code (Fir 602) as adopted by the State Fire Marshal.

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

\_\_\_\_\_  
Signature of Fire Chief or Designee

*PART Env-Ws 1021 RAISED EFFLUENT DISPOSAL SYSTEMS*

*Env-Ws 1021.02 Site Preparation. After the plans have been approved, the site shall be staked out in accordance with the plans. All trees, topsoil, roots and organic matter shall be removed from the area to be filled, including the area under the 3:1 slope.*

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**\*\* OCCUPANCY PERMIT CHECKLIST\*\***

\*\*\*\*\* LOCATION \_\_\_\_\_ MAP & LOT \_\_\_\_\_

Any permit to occupy a residential or commercial building requires the following departments to signify to the Planning Department that all requirements applicable to the occupancy of the above cited building are in compliance.

- 1. **Final Electrical Inspection**
- 2. **Final Plumbing Inspection**
- 3. **Final Building Inspection**
- 4. **Final Driveway Inspection (Highway Safety Committee 635-7811 ext. 4)**
- 5. **Bed-bottom Inspection from Health Agent**
- 6. **Septic As- Built Plan**

The following information must accompany this form or be on file at the Planning Dept.:

- Certified Plot Plan** showing location of building, well and septic system. All lot markers shall be installed (granite bounds; iron pipes) certified by letter or located on plot plan.
- Copy of **Operation Approval** from New Hampshire Water Supply and Pollution Control Commission must accompany this form.
- Letter stating **WCD Signs** are up and photo's in available (in there are wetlands on the property).
- Oil/Gas Burning Permit** (from the Fire Department 635-2703)
- Copy of **Well Test** to be done by a **NH Certified Well Testing Lab** in accordance with Section 5 of the Board of Health Water Supply Regulations – Well Ordinance.
- A completed **Well Data Report** submitted by the well driller or his agent.
- A COPY OF THIS BUILDING PERMIT INCLUDING ALL SIGNATURES & DATES OF INSPECTIONS WILL BE REQUIRED BEFORE ANY CERTIFICATE OF OCCUPANCY IS ISSUED.**

All necessary approvals **must be submitted** to the Planning Department at least **3 business days in advance** of requesting an occupancy permit. **NO EXCEPTIONS!!!!**

*I hereby certify that all the above approvals have been submitted to the Planning Department in accordance with above.*

Signature of Builder/Owner: \_\_\_\_\_ Date: \_\_\_\_\_

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