

Instructions for Applying for Building Permits:

The Town of Pelham is now under the 2021 International Building Code.

Your application for Building Permit should include the following:

- 1.) Building Permit Application filled out in its entirety. Anything that is not applicable should be filled in with "N/A". The application must be signed by the owner of the property, or the contractor must have a signed agreement with the homeowner authorizing them to pull permits on their behalf.
- 2.) Drawings of proposed work reduced to 8 ½" x 11", 8 ½" x 14" or 11" x 17", but no larger than 11" x 17". Plans for additions, Accessory Dwellings, etc. with a lot of details should be 11" x 17". **Additions and Accessory Dwelling units must be reviewed and stamped by John Hodge, Fire Inspector, prior to submitting an application.** Four (4) sets of drawings must be submitted to John Hodge. One (1) stamped set will remain at the Fire Department, three (3) sets will be returned to the applicant, of which he/she will keep one. Two (2) sets must accompany the application for the Building Inspector's review, and comments / mark-ups, if applicable. One (1) set will be returned to the applicant at the time the permit is issued, paid for and picked up. That set should remain on site for the duration of the project, until final inspection. One (1) set remains in the file at the Planning Department.
- 3.) In the case of New Buildings, Additions, Renovations, or Thermally Isolated Sunrooms, you will need to fill out a New Hampshire Residential Energy Code Application and submit it with your Building Permit Application.
- 4.) A copy of the Plot Plan of the property, showing the location of the proposed construction, drawn to scale. You will need to know the setbacks of the proposed structure to the property lines to submit your application. (Residential setbacks are 30' from the front property line, 15' from the side property lines and 15' from the rear property line). The setbacks need to be from the proposed structure to the property lines, please DO NOT write in the setback minimums or your project might be delayed.
- 5.) A NH DES approved septic plan **at 22" x 34"** with Approval for Construction must be submitted for additions that include an increase in number of bedrooms.
- 6.) Per RSA 674:75 Advanced Pipeline Notification, any new residential development that is located in whole or in part within 1000' of the center point of a natural gas transmission pipeline shall notify the operator of the pipeline of their planned development. Go to pelhamweb.com, then go to the Planning Department and click on the link: Property-Nashua Regional Planning Commission-MapGeo. Put your property address in the search bar, if it shows a red and blue dotted line and you are within the blue dotted line the best way to comply with this new rule is to send an email along with the address and screen shot of your search from MapGeo to: KMEncroachmentsNorth@kindermorgan.com they will respond with guidance for your project. Submit their response with your application.



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

☐ Conventional Subdivision

☐ Conservation Subdivision

☐ Senior Housing Project

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 <input type="checkbox"/> Single Family | 6 <input type="checkbox"/> Deck |
| 2 <input type="checkbox"/> Two or more family
of units _____ | 7 <input type="checkbox"/> Pool |
| 3 <input type="checkbox"/> Garage | 8 <input type="checkbox"/> Wood/Pellet Stove |
| 4 <input type="checkbox"/> Carport | 9 <input type="checkbox"/> Certificate of Occupancy |
| 5 <input type="checkbox"/> Shed | 10 <input type="checkbox"/> Other (specify in section 5) |

4. ESTIMATED COST

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

5. DESCRIPTION

****Is your property located within 1000' of the pipeline, (see item #6/front page)?** ☐ Yes ☐ No

**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 _____

****SETBACKS NEED TO BE FROM PROPOSED STRUCTURE TO PROPERTY LINES****

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: _____ Case # _____

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			
Email			
2. General Contractor			
3. Electrician**			
4. Plumber**			
SIGNATURE OF OWNER		APPLICATION DATE:	
OWNER NAME (PLEASE PRINT):			
ELECTRICAL & PLUMBING WORK REQUIRE SEPARATE PERMITS – THEY ARE NOT INCLUDED IN THE BUILDING PERMIT			

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: See ADMINISTRATIVE DECISION DATED: _____

_____	_____
Jenn Beauregard, Planning Director / Zoning Administrator	Date

Building Code Compliance

APPROVED ☐

Conditions of Approval to be noted on Building Permit: _____

BUILDING PERMIT FEE: _____

_____	_____
Roland Soucy, Building Inspector	Date