

# **NOTICE**

**The Town of Pelham is now under the 2018 International Building Code.**

Your application for Building Permit should include the following:

- 1.) Building Permit Application filled out in its entirety. Anything that is non 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 owner authorizing them to pull permits on behalf of the owner.
- 2.) Blueprint drawings of proposed work reduced to 8 ½" x 11", 8 ½" x 14" or 11" x 17". (NO LARGER PLANS WILL BE ACCEPTED unless requested by the Building Inspector)
- 3.) A COPY OF THE Plot Plan for 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 when filing in the application. (Commercial setbacks are 40' from the front of the property line, 30' from the sides of the property line and 30' from the rear of the property line. The setbacks need to be from proposed structure to the property lines, please DO NOT write in the setback minimum's or you project might be delayed.
- 4.) Septic System approval and plan for new construction or septic repairs. See Article K of the Town Health Ordinances for requirements.

**NOTE: All new buildings require an Occupancy Permit **PRIOR** to occupying the building. You **MUST** complete the "**Occupancy Permit Checklist**" and submit it to the Planning Department. An Occupancy Permit will be issued within three business days provided all items are complete.**

- 5.) 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](mailto: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 COMMERCIAL BUILDING PERMIT**  
**(603) 635-7811**

**1. LOCATION  
OF  
BUILDING**

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

**Subdivision** \_\_\_\_\_

**Map** \_\_\_\_\_

**Lot** \_\_\_\_\_

**District:** Business 1-4 ☐ / Business 5 ☐ / Industrial ☐ / MUZD ☐ / Rural ☐

**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**

- |   |   |
|---|---|
| 1 <input type="checkbox"/> Amusement, recreational    | 8 <input type="checkbox"/> Service station, repair garage     |
| 2 <input type="checkbox"/> Church, other religious    | 9 <input type="checkbox"/> School, library, other educational |
| 3 <input type="checkbox"/> Industrial                 | 10 <input type="checkbox"/> Stores, mercantile                |
| 4 <input type="checkbox"/> Hospital, institutional    | 11 <input type="checkbox"/> Towers                            |
| 5 <input type="checkbox"/> Office, bank, professional | 12 <input type="checkbox"/> Certificate of occupancy          |
| 6 <input type="checkbox"/> Parking garage             | 13 <input type="checkbox"/> Other (specify in section 5)      |
| 7 <input type="checkbox"/> Public utility             |   |

**Proposed Use is:** ☐ New ☐ Continuation of Previous use ☐ Expansion of Previous use ☐ Other

**4. ESTIMATED COST**

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

**5. DESCRIPTION**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NAME OF BUSINESS:** \_\_\_\_\_

**\*\*Is your property located within 1000' of the pipeline, (see item #5/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. Is a site plan required?** ☐ Yes ☐ No

Has a site plan been approved? ☐ Yes ☐ No

Date of Hearing: \_\_\_\_\_

Case # \_\_\_\_\_

**12. DIMENSIONS**

- 1 # of Existing Stories \_\_\_\_\_
- 2 # of Proposed Stories \_\_\_\_\_
- 3 Foundation Size \_\_\_\_\_

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

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

**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. Property Owner			
2. Tenant			
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" UNLESS REQUESTED BY THE BUILDING INSPECTOR**

\*\*\*\*\*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: \_\_\_\_\_

_____ Jennifer Beauregard, Planning Director / Zoning Administrator	_____ 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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# 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\*\***