

# NOTICE

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. (Residential 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.
- 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.**



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

<b>1. LOCATION OF BUILDING</b>	Street Location _____
	Subdivision _____ Map _____ Lot _____
	District: Business 1-4 <input type="checkbox"/> / Business 5 <input type="checkbox"/> / Industrial <input type="checkbox"/> / MUZD <input type="checkbox"/> / Rural <input type="checkbox"/>

<b>2. TYPE OF IMPROVEMENT</b> 1 <input type="checkbox"/> New Building 2 <input type="checkbox"/> Addition 3 <input type="checkbox"/> Alteration, renovation 4 <input type="checkbox"/> Repair, replacement 5 <input type="checkbox"/> Wrecking, demolition 6 <input type="checkbox"/> Moving, relocation 7 <input type="checkbox"/> Foundation ONLY	<b>3. PROPOSED USE</b> <table style="width: 100%;"> <tr> <td>1 <input type="checkbox"/> Amusement, recreational</td> <td>8 <input type="checkbox"/> Service station, repair garage</td> </tr> <tr> <td>2 <input type="checkbox"/> Church, other religious</td> <td>9 <input type="checkbox"/> School, library, other educational</td> </tr> <tr> <td>3 <input type="checkbox"/> Industrial</td> <td>10 <input type="checkbox"/> Stores, merchantile</td> </tr> <tr> <td>4 <input type="checkbox"/> Hospital, institutional</td> <td>11 <input type="checkbox"/> Towers</td> </tr> <tr> <td>5 <input type="checkbox"/> Office, bank, professional</td> <td>12 <input type="checkbox"/> Certificate of occupancy</td> </tr> <tr> <td>6 <input type="checkbox"/> Parking garage</td> <td>13 <input type="checkbox"/> Other (specify in section 5)</td> </tr> <tr> <td>7 <input type="checkbox"/> Public utility</td> <td></td> </tr> </table> <p>Proposed Use is: <input type="checkbox"/> New <input type="checkbox"/> Continuation of Previous use <input type="checkbox"/> Expansion of Previous use <input type="checkbox"/> Other</p>	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, merchantile	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	
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<b>4. ESTIMATED COST</b>  1 Electrical \$ _____  2 Plumbing \$ _____  3 Mechanical \$ _____  4 Other \$ _____  Total Cost \$ _____	<b>5. DESCRIPTION</b>  _____ _____ _____ _____ _____ _____ <b>NAME OF BUSINESS:</b> _____
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<b>6. PRINCIPAL TYPE OF FRAME</b>  1 <input type="checkbox"/> Masonry (wall bearing) 2 <input type="checkbox"/> Wood frame 3 <input type="checkbox"/> Structural steel 4 <input type="checkbox"/> Reinforced concrete 5 <input type="checkbox"/> Other – Specify _____	<b>7. Will the proposed structure meet current set back &amp; lot size requirements?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No Frontage _____ Lot Size _____ Front Setback _____ Rear Setback _____ Left Setback _____ Right Setback _____
	<b>8. WCD (Wetland Conservation District)</b> 1 Is the property located in a WCD area? <input type="checkbox"/> Yes <input type="checkbox"/> No 2 Is the proposed structure located within the WCD area? <input type="checkbox"/> Yes <input type="checkbox"/> No
	<b>9. Is a variance required?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No Has a variance been approved? <input type="checkbox"/> Yes <input type="checkbox"/> No Date of Hearing: _____ Case # _____

<b>10. PRINCIPAL TYPE OF HEATING FUEL</b> 1 <input type="checkbox"/> Gas 2 <input type="checkbox"/> Oil 3 <input type="checkbox"/> Electricity 4 <input type="checkbox"/> Coal 5 <input type="checkbox"/> Other – Specify _____	<b>11. Is a site plan required?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No  Has a site plan been approved? <input type="checkbox"/> Yes <input type="checkbox"/> No Date of Hearing: _____ Case # _____	<b>12. DIMENSIONS</b>  1 # of Existing Stories _____  2 # of Proposed Stories _____  3 Foundation Size _____
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<b>13. NUMBER OF OFF-STREET PARKING SPACES</b>  1 Enclosed _____  2 Outdoors _____	<b>14. Is the proposed work within 250 ft. of Beaver Brook, Little Island, Gumpas, Long or Harris Ponds:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, has approval been sought from NHDES? <input type="checkbox"/> Yes <input type="checkbox"/> No (Evidence of approved DES Shoreline Application OR written exemption by DES must be provided with this application)
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**15. IDENTIFICATION**

	NAME	MAILING ADDRESS	PHONE NUMBER
1. Property Owner			
2. Tenant			
3. Electrician**			
4. Plumber**			

SIGNATURE OF OWNER \_\_\_\_\_ APPLICATION DATE: \_\_\_\_\_

**\*\*ELECTRICAL & PLUMBING WORK REQUIRE SEPARATE PERMITS - THEY ARE NOT INCLUDED IN THE BUILDING PERMIT\*\***

**NOTE: CONSTRUCTION PLANS ARE NOT TO EXCEED 11"X 17" UNLESS REQUESTED BY THE BUILDING INSPECTOR**

\*\*\*\*\*PLANNING DEPARTMENT 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, Planner / Zoning Administrator	Date
_____	_____
Jeff Gowan, Planning Director (if applicable)	Date

**Building Code Compliance**

APPROVED

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

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

_____	_____
Roland Soucy, Building Inspector	Date

# 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\*\***