

NOTICE

EFFECTIVE IMMEDIATELY:

FOOTING, FOUNDATION REBAR INSPECTIONS WILL BE REQUIRED ON ALL ONE-FAMILY AND TWO-FAMILY HOMES

Prior to submitting a Building Permit application, the applicant is required to submit (4) four sets of plans to the **Fire Department** for their review and approval stamp. One stamped set of plans will remain at the Fire Department, one stamped set will remain with the applicant, **TWO** stamped sets shall be submitted with the Building Permit application for the Building Inspector's notes, if any. When the permit is approved and the applicant comes in to pick it up, one of the stamped sets will be returned to the applicant and **that set is to stay on site for the Building Inspector to review during inspections.** 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.

A State approved septic design with Construction Approval must be submitted for new dwellings.

*** Building permits are issued in two phases, Foundation Permit & Building Permit*

Foundation Permit . After the permit is issued and after installation, inspections and final approval, the applicant will be required to submit the following 2 in order to obtain the 2nd phase Building Permit:

- a. Certified Plot Plan, stamped by a NH Licensed Land Surveyor, that shows the existing foundation with the setbacks to the property lines (does not need to show monuments set at this time).
- b. Sustained Yield Report from the well driller.

Building Permit: Once the 2 criteria above are received and deemed acceptable, and all permit and impact fees are paid, the building permit will be issued for the remainder of construction.

Prior to the issuance of a Certificate of Occupancy, a Certified Plot Plan showing monuments set is required, in addition to the items listed in this packet.

1. Owner			
2. General Contractor			
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"
 *****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, Planner/Zoning Administrator Date

Review of Driveway Location:

 Jeff Gowan, Planning Director Date

Building Code Compliance

APPROVED

Conditions of Approval to be noted on Building Permit: _____

BUILDING PERMIT FEE: _____

 Roland Soucy, Building Inspector Date

New Hampshire Residential Energy Code Application
for Certification of Compliance for New Construction, Additions and/or Renovations of
Detached One- and Two-family dwellings and multi-family dwellings (townhouses) not over 3
stories

EC-1 Form

Minimum Provisions from 2015 IRC Chapter 11

Effective Date: September 15, 2019

Owner/Owner Builder: Company Name: (if applicable)			General Contractor: Company Name:		
Name:			Name:		
Mail Address:			Mail Address:		
Town/City:	State:	Zip:	Town/City:	State:	Zip:
Phone:	Cell:		Phone:	Cell:	
E-Mail:			E-Mail:		
Location of Proposed Structure:			Type of Construction:		
Tax Map #:		Lot #:	<input type="radio"/> Residential <input type="radio"/> Small Commercial <input type="radio"/> New Building <input type="radio"/> Renovation <input type="radio"/> Addition <input type="radio"/> Thermally Isolated Sunroom <input type="radio"/> Modular Home: the site contractor must submit this form detailing supplementary rooms and Floor and/or Basement insulation unless the floor insulation is installed or provided by the manufacturer and no heated space is added.		
Street:					
Town/City:		County:			
Zone 5 <input type="radio"/> Cheshire, Hillsborough, Rockingham Strafford Zone 6 <input type="radio"/> All other NH counties and town of Durham			Total New Conditioned* Floor Area: <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px auto;"></div> ft ²		
			Basement or Crawl Space type: (*a conditioned space is one being heated/cooled, containing uninsulated ducts or w/ a fixed opening into conditioned space. Walls must be insulated) Conditioned? <input type="radio"/> Yes (Walls must be insulated) <input type="radio"/> No <input type="checkbox"/> Full Basement <input type="checkbox"/> Walk Out Basement <input type="checkbox"/> Slab on Grade <input type="checkbox"/> Other _____		
Structure is EXEMPT because: <input type="checkbox"/> Mobile Home <input type="checkbox"/> On an historic register			Form Submitted by: <input type="checkbox"/> Owner <input type="checkbox"/> Builder <input type="checkbox"/> Other _____		

I hereby certify that all the information contained in this application is true and correct, and construction shall comply in all respects with the terms and specifications of the approval given by the local municipal code official or New Hampshire Public Utilities Commission.

Signature _____ **Print Name** _____ **Date** _____

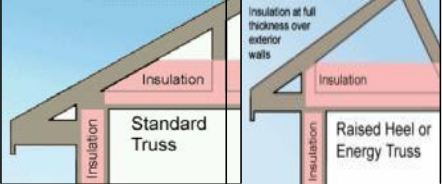
Official Use Only	
Date Complete Application Received:	Approved by: _____ Date: _____
Approval Number:	Stamp: _____

New Hampshire Energy Code EC-1

Certification No.:

Directions: Complete the "Your Proposed Structure" columns. No measurements or calculations are needed. Copies of plans are NOT needed. If you at least meet the Energy Code requirements, your project will be approved. Write N/A in any section that does not apply to your project. If your planned structure does meet these requirements, consider downloading REScheck <http://www.energycodes.gov/rescheck> to explore energy modelling options. **Please submit pages 1 and 2 only.**

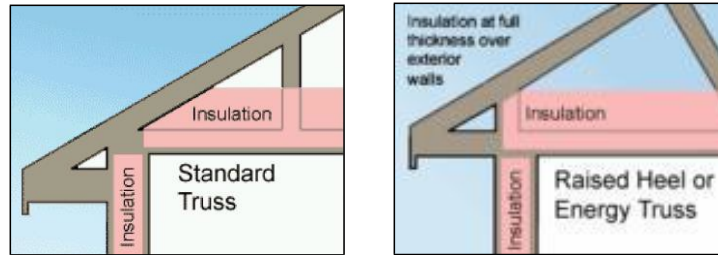
YOUR PROPOSED STRUCTURE

Building Section	Required R or U Values	YOUR PROPOSED STRUCTURE	
		Write Planned R and U Values	Brands / Models / insulation type and thickness (if known)
Window U Factor (lower U is better)	U .32 (maximum) U-.32 (if log walls in Zone 5) U-.30 (if log walls in Zone 6) U .50 (Thermally Isolated Sunrooms only)	Write in U-Value	Check if <input type="checkbox"/> Sunroom <input type="checkbox"/> Log Walls
Skylights	U .55 (or less)		
Flat Ceilingⁱ <i>or</i> Flat Ceiling with Raised or Energy Trusses R-value	 R-49 (Zone 5 or 6) if using the above construction technique R-49 if log walls R-38 (Zone 5 or 6) if maintaining the full R value over the plates R-49 if log walls	Write in R-Value → If using only R-38 in Zone 5 or 6 you must check this box	NOTE: R-38 will satisfy the requirement for R-49 if the full R-38 insulation value is maintained over the outside plates. If using only R-38 (Zone 5 or 6), you must certify that you will maintain R-38 over the plates by checking the box below. <input type="checkbox"/> By checking this box, I certify that this structure is being built with a raised energy truss or that the full R-value of the ceiling insulation will be maintained over the outside plates.
Sloped or Cathedral Ceiling	R-30 (Zone 5 & 6) if less than 500 ft sq or 20% of total ceiling area or as above R-24 (Thermally Isolated Sunrooms only)	Write in R-Value	Check if <input type="checkbox"/> Sunroom
Above Grade Wallⁱⁱ R-value	R-20 Cavity Insulation only <i>or</i> R-13 plus R-5 Cavity <i>plus</i> Continuous Insulation R-13 (Thermally Isolated Sunrooms only)	Write in R-Value	Log homes must comply with ICC400-2012, have an average minimum wall thickness of 5" or greater with specific gravity of ≤0.5 or 7" with specific gravity >0.5. Check if <input type="checkbox"/> Sunroom <input type="checkbox"/> Log Walls
Door U-Value	U .32 (maximum)	Write in U-Value	One opaque door in the thermal envelope is exempt from the U-factor requirement.
Floor R Value (Basement ceiling)	R-30 <i>or</i> Insulation sufficient to fill joist cavity	Write in R-Value	If conditioning the basement you must insulate Basement Walls . If not, you may insulate either Floor or Basement Walls and/or Slab Edge
Basement or Crawl Space Wall R Value	For <i>both</i> Zone 5 and Zone 6 R-19 Cavity Insulation or R-15 Continuous Insulation	Write in R-Value	
Slab Edgeⁱⁱⁱ R Value	R-10 2' (Zone 5) 4' (Zone 6) (see drawing pg 3) add R-5 if the Slab is heated or R-15 under entire heated slab if a log home.	Write in R-Value	Check if <input type="checkbox"/> Heated Slab
Air Sealing	A blower door test is required . The test must demonstrate an air exchange rate of <i>seven</i> Air Changes per Hour (ACH) or less @ 50 Pa.		If required by the code official, an approved third party may be required to conduct the blower door test.

Submit pages 1 and 2 to local municipal code official or NH Public Utilities Commission at energycodes@puc.nh.gov
Phone: 603.271.2431. Fax: 603.271.3878.

Footnotes to Residential Energy Code Application for Certification of Compliance

ⁱ Ceilings with attic spaces: R-38 in Zone 5 or 6 will be deemed to satisfy the requirement for R-49 wherever the full height of uncompressed R-38 insulation extends over the wall top plate at the eaves or the full R-value is maintained. This is often accomplished by using a raised heel or energy truss as shown in the diagram below or by using higher R-value insulation over the plates.

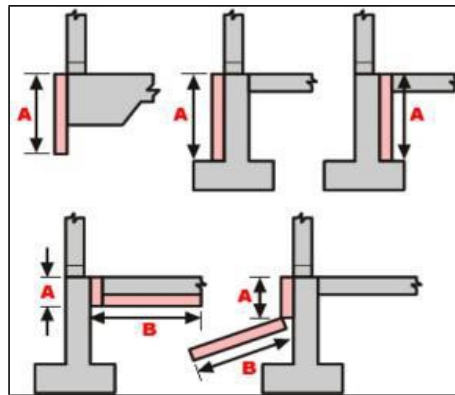


ⁱⁱ R-13 + R-5 means R-13 cavity insulation plus R-5 continuous insulated sheathing. If structural sheathing covers 25 percent or less of the exterior, R-5 sheathing is not required where the structural sheathing is placed. If structural sheathing covers more than 25 percent of exterior, the structural sheathing must be supplemented with insulated sheathing of at least R-2.

ⁱⁱⁱ Slab edge insulation must start at the top of the slab edge and extend a total of two (Zone 5) or four feet (Zone 6). Insulation may go straight down, out at an angle away from the building, or along the slab edge and then under the slab. A slab is a concrete floor within 1' of grade level. See diagram below.

The top edge of insulation installed between the exterior wall and the interior slab may be mitered at a 45 degree angle away from the exterior wall.

Allowable Slab Insulation Configurations



A or A+ B must equal two feet in Zone 5 or four feet in Zone 6

MODULAR HOMES must be certified by the NH Department of Safety. Unless the floor insulation is provided by the manufacturer this form may be submitted. This form may also be submitted if the basement is to be insulated or supplementary heated space is added to the home upon or after it is set.

2015 2015 International Residential Code (IRC) effective Sept. 15, 2019
Residential Energy Code Requirements IRC Chapter 11
The following list is intended as a general summary of energy related requirements.
Please consult the 2015 IRC Chapter 11 for complete requirements.

✓ **Check here**

Certification No.:

Air Leakage Code Section N1102.4	<p>The building thermal envelope shall be constructed to limit air leakage in accordance with the requirements of IRC Sections R1102.4.1 through R1102.4.4. The building thermal envelope must be durably sealed to limit infiltration. See Table N1102.4.1.1 for a list of thermal envelope elements and installation criteria.</p> <p>Building envelope air tightness shall be verified to comply by Blower Door testing to no exceed air leakage of 7 Air Changes per Hour (ACH) at 50 Pascals pressure. The local Building Official may require an independent 3rd party to conduct the test.</p>
Testing Code Section N1102.4.1.2	<p>The Blower Door Test is the required method to demonstrate code compliance with the air leakage requirement.</p> <p>Blower Door Test conducted by: _____</p> <p>Result (at 50 Pa): _____ CFM Interior Volume _____ CF _____ ACH</p>
Fireplaces Code Section N1102.4.2	<p>New wood-burning fireplaces shall have tight-fitting flue dampers or doors and outdoor combustion air.</p>
Recessed Lighting Code Section N1102.4.5	<p>Recessed lights in the thermal envelope must be type IC rated and labeled as meeting ASTM E 283 and sealed with a gasket or caulk between the housing and the interior wall or ceiling covering.</p>
High-Efficacy Lighting Code Section N1104.1	<p>Not less than 75 percent of the lamps in permanently installing lighting fixtures shall be high-efficacy lamps or not less than 75 percent of the permanently installed lighting fixtures shall contain only high-efficacy lamps.</p>
Materials and Insulation Identification Code Section N1101.5 and N1101.10	<p>Materials, systems and equipment shall be identified in a manner that will allow a determination of code compliance. Manufacturer manuals for all installed heating, cooling and service water heating equipment must be provided. Insulation R-values, glazing and door U-values and heating and cooling equipment efficiency must be clearly marked on the building plans, drawings or specifications.</p>
Pull-Down Attic Stairs, Attic Hatch, and Knee Wall Doors Code Section N1102.2.4	<p>Should be insulated to a level equal to the surrounding surfaces and tightly sealed and weather-stripped at the opening.</p>
Full size Attic or Basement Entry Doors Code Section N1102.3.4	<p>All doors leading from a conditioned space into an unconditioned attic or enclosed attic or basement stairwell should be insulated and weather-stripped exterior rated door units meeting the U-factor requirement. One door is exempt.</p>



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.

Driveway to Serve	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.

4. 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.
5. 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.

****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 need further information concerning Intent to Cut Statutes, I understand that I may receive any requested information form 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).

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.

PROPANE/OIL PERMITS AND INSPECTIONS

DEVICE	PLANNING DEPARTMENT			FIRE DEPARTMENT
	PLUMBING PERMIT	GAS PERMIT	ELECTRIC PERMIT	FIRE DEPT. PERMIT
Propane Tank/Piping (Street Side of Regulator)				●
Propane Tank/Piping (House Side of Regulator)		●		
Oil Burner (Forced Hot Air)			●	●
Oil Burner (Forced Hot Water)	●		●	●
Propane (Forced Hot Air)		●	●	●
Propane (Forced Hot Water)		●	●	●
Oil Hot Water Heater	●		●	●
Propane Hot Water Heater	●	●	●	
Propane Generator			●	●
Gas/Diesel Generator			●	●

****PERMITS TO BE PULLED BEFORE ANY WORK IS INITIATED****

This Policy Established On September 12, 2013 By Order Of The Pelham Fire Chief & Planning Director



 James Midgley, Fire Chief



 Jeff Gowan, Planning Director

**** OCCUPANCY PERMIT CHECKLIST****

LOCATION: _____ MAP: _____ LOT: _____

Any permit to occupy a residential or commercial building requires the following:

- 1. **Final Electrical Inspection** _____
- 2. **Final Plumbing Inspection** _____
- 3. **Final Building Inspection** _____
- 4. **Final Driveway Inspection (Highway Safety Committee 635-7811)** _____

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

- Certified Plot Plan** showing location of building & monuments set (granite bounds, iron pipes)
- Copy of **Septic As-Built Plan & Operation Approval** from New Hampshire Water Supply and Pollution Control Commission must accompany this form
- Letter stating **WCD Signs** have been posted, if applicable.
- 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 THE BUILDING PERMIT INCLUDING ALL SIGNATURES/DATES OF INSPECTIONS**

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.

Printed name of Builder/Owner: _____ Phone# _____

Signature of Builder/Owner: _____ Date: _____

Please do not submit this with your application.

Keep this form to complete & submit at time of Certificate of Occupancy request.