



Town of Grantham, NH
Building Permit Application Procedures

Listed below are forms that **MUST** be completed and returned to the Selectmen's Office if applicable with the Building Permit. **Application deadline is the close of business on the first and third Wednesday of each month unless otherwise posted.**

New Construction or Additions to Principal Structures:

- Building Permit Application
- Driveway Permit Approval (Town or NHDOT) *(For Non-Eastman properties only)*
- Shoreland Protection Certification
- Certificate of Compliance of Energy Code
- DES Approval of Construction of Waste Disposal System (septic approval)

Accessory Structures or Additions thereto (e.g. barns, garages, decks, porches, sheds, carports and swimming pools):

- Building Permit Application
- Driveway Permit Approval (Town or NHDOT)
- Shoreland Protection Certification
- Certificate of Compliance of Energy Code

NOTE: All forms to be completed for other Local or State Agencies must be approved by such agency prior to submittal of your Building/Use Application.

The Building/Use Application should be completed in its entirety; otherwise, incomplete and/or vague answers, may cause a delay in reviewing your application. If there is information requested that is not applicable, please indicate so and explain further. If you need assistance or have questions, please contact the Selectmen's Office at 603 863-6021; fax 603 863-4499; or email at admin@granthamnh.net

Checklist:

- One complete set of building plans and specifications. **Maximum plan size is 11" x 17"**.
- One copy of Site Plan: a site plan is a plot plan of the lot, showing proposed and existing structure/s, including distances from the proposed structure to all lot lines, streams, lake, pond or wetlands. (aerial view). This can be printed from our website at www.granthamnh.net/assessing. Click on the Tax Map link.
- One copy of approved State of NH Septic System Design. (if applicable)
- One copy of New Hampshire Energy Code (if applicable) OR a New Hampshire licensed Architect or Engineer's professional seal on the plans certifying that the building or structure meets or exceeds energy code requirements.

When is a building permit required?

This list is not intended to cover every instance a building permit is needed as there are many variables which may come into play for your particular project if you have a question on your project please call us 603 863-6021 or come into the Selectmen's office and we will be able to assist you further.

A building permit is required for:

- Any new structure (house, garage, shed, carport, deck, etc.)
- Manufactured home
- Adding square footage
- Conversion of any existing structure to living space
- Interior improvements such as remodeling
- Changes to the interior layout of any building – including moving walls
- Changes to structural components
- Installation of new energy systems
- Installation of Generator
- Installation of Solar panels (ground or roof mount)
- Demolition of a structure or demolition of interior space
- Installation of in-ground swimming pool or above ground swimming pool if heated or has a pump
- Installation of new windows or exterior doors **IF INSTALLING A DIFFERENT SIZE**
- Roofing repair or replacement to a new system; asphalt to standing seam, etc.
- ADA improvements
- Moving a structure to another location on the site
- Paving of driveway

Code Compliance Inspections Required

All property owners/contractors must request Code Compliance Inspections in advance by notifying the Grantham Building Inspector at the number below.

Code Compliance inspections are required, in accordance to the building code, with the issuance of any General Building Permit.

- a.** Footings and foundation walls with rebar in place. **PRIOR TO POURING CONCRETE.**
- b.** Foundation - insulation, waterproofing, and drainage. **PRIOR TO POURING CONCRETE.**
- c.** Structural - rough framing, electrical and plumbing. **PRIOR TO COVERING.**
- d.** Electrical and plumbing. **PRIOR TO COVERING.** (energy stamp must be adhered to the electrical box).
- e.** Mechanical inspection of the heating system and/or wood burning stove. All underground fuel tanks and piping must be inspected **PRIOR TO BACK-FILLING.**
- f.** Final inspection.

Signed Certificate of Occupancy forms must be submitted to the Building Inspector after all required inspections have been signed off on.

Grantham Building Inspector: 603 309-7094

Selectmen's Office: 603-863-6021

Town of Grantham, NH Building Permit Fees

Commercial Projects:

• New Structures, Accessory Structures, and Additions or Alterations that involve a change of footprint:	\$100 base fee ¹ \$0.20/SF ²
• Structural alterations that do not involve a change of footprint (SF will only apply to any additional floor area created by or occupied as a result of the alteration):	\$100 + \$0.20/SF
• After-the-fact building permit:	\$200 + \$0.20/SF

Residential Projects (single family and two-family dwellings):

• New Residential Structures (including manufactured housing and prefabricated housing, etc.):	\$75 + \$0.20/SF
• Residential Additions and Accessory Structures	\$50 + \$0.20/SF
• Structural alterations that do not involve a change of footprint (including generators, paving of driveways etc.):	\$25
• After-the-fact building permit:	\$150 + \$0.20/SF

Other fees (for projects not associated with above building permits):

• Amendment to a building permit (involving additional square footage)	\$50 + \$0.20/SF
• Driveway Permit:	\$50
• Demolition Permit:	\$50
• Other (swimming pool, home radio antenna mast, non- typical structures, etc.):	Commercial: \$100 Residential: \$50
• Tax Exempt Structures (properties that have been granted tax exempt status by the Town of Grantham, for structures that will be used for a non-profit or tax-exempt purposes):	\$50 + \$0.05/SF
• Telecommunications Towers: • Accessory Structures for Telecommunications Use:	\$20/vertical foot + \$500/co-locator \$100 + \$0.30/SF
• Temporary structures, such as trailers and containers:	\$25 + \$0.20/SF

² Base fees are not cumulative (e.g., if a building permit for a new home includes demolition of an existing building, plus accessory structures, the only base fee required will be for the new home. However, the SF cost (see footnote 2) will be calculated on the basis of the total floor area of all new structures included in the building permit.

³ SF = Square Foot. SF is calculated on the basis of all potentially habitable or useable space, including the basement, measuring from the exterior dimensions of a structure's walls. The measurement for decks shall be from the exterior of the structure's walls to the outer edge of the deck.



Town of Grantham, NH
 300 Route 10 South, Grantham, NH 03753
 Phone: 603-863-6021 ~ Fax: 603-863-4499

Permit # _____

BATF: _____

Building Permit Application

Application **deadline is the close of business on the first and third Wednesday** of each month unless otherwise posted. Approved permits are available after 12pm following the Selectmen's meeting. The application must be accompanied by a check payable to the Town of Grantham. **No refund will be made if the application is denied.** More than one permit may be applied for using the same form; however, the permits being sought must apply to the same piece of property.

Date Application Received:	Received By:
Fee Paid:	Cash or Check #

Property Information

Street Address: _____	Subdivision Name: _____
Tax Map/Lot Number: _____	
Zoning District (Check all applicable boxes):	
Residential:	<input type="checkbox"/> RR 1 <input type="checkbox"/> RR 2 <input type="checkbox"/> RR 3
Business District:	<input type="checkbox"/> BD 1 <input type="checkbox"/> BD 2 <input type="checkbox"/> BD 3 <input type="checkbox"/> BD 4
Business Light	<input type="checkbox"/> BLD <input type="checkbox"/> BLD <input type="checkbox"/> BLD <input type="checkbox"/> BLD 4 <input type="checkbox"/> BLD 5
Other (Please _____)	

Owner Information

Applicant Information

Owner Name:	Applicant Name:
Mailing Address:	Mailing Address:
City/State/Zip:	City/State/Zip:
Home Phone:	Home Phone:
Cell Phone:	Cell Phone:
Email:	Email:

CONTRACTOR INFORMATION

	License #	Name of Contractor	Address	Telephone #
Architect				
General Contractor				
Electrician				
Plumber				
Septic				
Mechanical				
Sprinkler				

Licensed contractors must provide the Town of Grantham with a letter stating work was performed in compliance with the State of New Hampshire building code.

IMPROVEMENT TYPE

<input type="checkbox"/> New	<input type="checkbox"/> Addition	<input type="checkbox"/> Accessory	<input type="checkbox"/> Repair/Replacement: _____
<input type="checkbox"/> Relocation	<input type="checkbox"/> Demolition	_____	
<input type="checkbox"/> Generator	<input type="checkbox"/> Solar	<input type="checkbox"/> Other: _____	

DESCRIPTION OF WORK AND USE

Estimated Start _____	Estimated finish _____	Value: _____

ZONING ORDINANCE APPLICABILITY

	Feet to Property Line	Building Information	Number		Square feet & Dimensions
Front Setback: (from road)		Units		Structure Area	
Rear Setback:		Stories		Basement Area (full or partial -	
Side Setback (left):		Bedrooms		Second Floor Area (full or partial -	
Side Setback (right):		Full Bathrooms		Garage – Attached	
Shoreland Setback:		Partial Bathrooms		Garage – Under	
Wetland Setback:		Fireplace		Garage - Detached	
Septic Setback:		Furnace: specify fuel type		Breezeway/Other	
		Building height		Deck/Shed/Pool (specify)	

WORK BEING PERFORMED

Electrical	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Size of service	_____	Fire Alarm	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Plumbing	<input type="checkbox"/> Yes	<input type="checkbox"/> No			Sprinklers	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Mechanical	<input type="checkbox"/> Yes	<input type="checkbox"/> No					

TYPE OF UTILITIES – CHECK ALL THAT APPLY

Water Supply:	<input type="checkbox"/> Public/Municipal	<input type="checkbox"/> Private Well
Sewer Type:	<input type="checkbox"/> Municipal/Public	<input type="checkbox"/> Private/Individual Septic - if checked, provide information below:

SEPTIC SYSTEM N/A

Provide the following information from the NH Department of Environmental Services (603-271-3503):

Construction Approval Number: _____ Approval Date: _____

Size and type of system: _____

DRIVEWAY PERMIT INFORMATION

A driveway permit is required for all projects that require connection to a town or State road. For approval to town road, contact the Grantham Town Office at 603-863-6021 for the Driveway Permit Application. Connection State maintained road requires approval of the NH Department of Transportation, District 2 (603-448-2654).

Have you obtained the proper driveway Yes No Not applicable

Approval Number (if applicable): _____

ENERGY CODE APPROVAL N/A _____

New Hampshire Energy Code approval is required for new home construction, additions as well as other energy-related improvements. Please attach the completed Energy Code application form with this document. If you are unsure whether your project requires an Energy Code approval please contact the Selectmen’s Office at 603-863-6021. Applications are available at www.puc.state.nh.us. You may also use REScheck which is available at www.energycodes.gov/rescheck.

If the structure has been designed by a New Hampshire licensed Architect or Engineer, he or she has the responsibility of certifying your construction plans and submitting a letter to the town stating that the structure meets code requirements.

Building Inspector Approval: _____ **Date:** _____

WETLAND/Shoreland/Flood Plain Information

Is your property near a body of water? Yes No

If yes, please list the name/body of water: _____

If yes, do you have the proper permits state and/or local? Yes No

Is property in Flood Plain? Yes No Does project impact Flood Plain? Yes No

Attention Property Owners:

Appreciable Start:

- _____ **New construction for residences—4 months** from date of approval (foundation in and capped).
- _____ **All other work—6 months** from date of approval to actively prosecute and/or make appreciable start. Failure to make an appreciable start shall cause the permit to lapse. **Lapsed permits are non-refundable.**
- _____ All work must be completed within 2 years from date of approval. Failure to complete work within this time shall cause the permit to lapse. **Lapsed permits are non-refundable.**

Lapsed permits are considered expired and require the property owner to re-apply in order to complete the project. Application fees are required on lapsed or expired permits.

Demolition: Industrial, commercial, and four or more residential units **require** notice to the State of NH Environmental Protection Agency if asbestos is involved (attach copy of notification form). Any demolition project requiring removal of asbestos materials requires prior inspection, as well as extra precautions with disposal.

Pursuant to RSA 674:33, the **Zoning Board of Adjustment may hear and decide appeals** if it is alleged there is an error in any order, requirement, decision, or determination made by an Administrative Official (Selectmen) in the enforcement of the Zoning Ordinance adopted pursuant to RSA 674:16.

If issuance of this permit authorizes construction pursuant to a decision of the **Zoning Board of Adjustment**, such decision is subject to appeal within twenty (20) days of the Zoning Board of Adjustment decision; therefore, implementation during this time period is at the owner's risk.

No permit will be issued for projects involving new construction, additions to existing buildings, or other work without this information.

Include a Scaled Drawing showing (if not scaled, drawing must be accurate):

- a. The dimensions of the lot (including road frontage)
- b. Location and dimensions of proposed new construction
- c. Location and dimensions of existing building(s) with proposed addition(s)
- d. Location and dimension of proposed and/or existing driveway and parking
- e. Clearly designated front, side and rear setbacks to all existing and proposed structures, with all dimensions shown

This is to certify that the information included with this application will be followed during construction and any changes shall be only after notifying the Selectmen's Office. That any permit issued based on inaccurate information is subject to immediate withdrawal. That the above referenced project meets the standards as printed and amended in the NH Code of Energy Conservation in the New Building Construction. That the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent and we agree to conform to all applicable laws of this jurisdiction. I further certify that I am aware of and will comply with, any deed restrictions or covenants, and any regulations or conditions imposed by the Selectmen, Zoning Board of Adjustment and/or Planning Board as it relates to this property and the proposed use.

Signature of Property Owner

Print Name of Property Owner

Date

Signature of Contractor/Applicant

Print Name of Contractor/Applicant

Date

FOR OFFICE USE ONLY

Permit number: _____	Property Owner Name: _____
Tax Map/Lot Number: _____	Street Address: _____

DOCUMENT CHECKLIST

Document	Received by Office Staff			Verified by Town Administrator			Verified by Building Inspector		
	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
Plot plan of the site?	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
Are setbacks in accordance to Zoning?	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
Floor plans submitted?	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
Energy Code approved/attached?	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
Height of building in accordance with Zoning?	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
Septic system approval?	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
Driveway permit approval?	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
Is property in flood plain?	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
Is flood plain impacted ?	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
Are wetlands on property?	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
Are wetlands are impacted ?	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
If yes to wetlands, do we have the proper state permits?	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
Is ZBA approval required?	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
Is Planning Board approval required?	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
Is property in Current Use?	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
If adding bedrooms does the current septic system allow for it?	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
Is this a second dwelling unit on the property? See zoning ordinance.	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
Is building taking place on a Class VI road? If yes, refer to building on a Class VI road document.	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
Is this a commercial project? If yes, has Planning Board given approval?	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
Signature and date of Town Staff									

