



Department of Building Safety
145 Main Street - Plaistow, NH 03865
603-382-5200 Ext-259 - Fax 603-382-7183
E-Mail - inspections@plaistow.com

FOR OFFICE USE ONLY:

Date Rec'd: _____ Fee: \$ _____ Receipt: # _____ Check: # _____
Map & Lot: _____ Approved By: _____ Date: _____

A. GENERAL INFORMATION:

PROJECT ADDRESS:			UNIT:
	NAME	MAILING ADDRESS	TELEPHONE
Applicant			()
Property Owner			()
Contractor (W/Contact Name)			O () C ()

B. TYPE OF IMPROVEMENT & PROPOSED USE (please complete sections 1, 2, 3 & 4)

1. TYPE OF IMPROVEMENT (What are you building?) _____ Single Family Dwelling (NEW BUILD) _____ Duplex (Two Family Dwelling) _____ Condominium (No. Of units _____) _____ Commercial, New or Addition _____ Addition (Use: _____) _____ Remodel, Residential _____ Remodel, Commercial _____ Foundation Only _____ Other _____	2. DIMENSIONS OF IMPROVEMENTS (increase only) SIZE: _____ x _____ (Plus any additional measurements) <i>*Sheds of less than 200 sq. ft. do not require building plans, but permit must be obtained to ensure the structure meets all district set back requirements.</i> # OF BEDROOMS _____ # OF BATHROOMS _____ # OF PARTIAL BATHROOMS _____ 3. ADDITIONAL PERMITTING Electrical work to be done? _____ yes _____ no Plumbing work to be done? _____ yes _____ no Gas/Mechanical/HVAC/Other? _____ yes _____ no Please Specify Other: _____
Additional Information: _____ _____	4. TOTAL COST OF IMPROVEMENTS: \$ _____

All applications must include: Two (2) sets of drawings/plans and/or detailed scope of work except where noted in #2 of this section (1st Set = 36 x 24, 2nd Set = 12 x 18). Three (3) sets to scale for commercial.*

C. ZONING REQUIREMENTS (we cannot process the application without the info below)

1. ZONING SETBACKS Are you expanding/adding footprint? Y or N If NO , you may skip to the Section C.2 If YES , please fill in the following information and <u>provide a sketch</u> . The sketch should show: the shape of the property; the structures on the property (house, driveway, outbuildings, etc); where the new structure is proposed to be located; and the distance to the property lines <u>from the proposed structure</u> . Distance from <u>proposed structure</u> to property line: Left Side: _____ Ft Right Side: _____ Ft Front: _____ Ft Rear: _____ Ft Office Use: Zoning District: _____ PRD?: _____	2. WETLANDS SETBACK Are you expanding/adding footprint? Y or N If NO , you may skip to section C.3 If YES , please fill in the following information: Distance from proposed structure to closest wetlands: _____ 3. FLOODPLAIN INFORMATION Are you expanding/adding footprint? Y or N If NO , turn application form over and complete reserve side If YES , please fill in the following information: Flood Plain (Yes or No): _____ If YES, BFE: _____
Continued On Back ~ Continued On Back ~ Continued On Back ~ Continued On Back	

Signature of property owner is required*

CERTIFICATION and ACCEPTANCE OF LIABILITY

I hereby certify that by making, and signing, this application all applicable State and Local ordinances, regulations, and codes will be strictly adhered to.

I further certify that all work will be done by qualified persons and by licensed contractors where required by State Law.

I understand that it is my responsibility to ensure the safety of the job site and to request inspections of the project at appropriate phases and in a timely manner.

SIGNATURE OF APPLICANT	X	DATE:
*SIGNATURE OF PROPERTY OWNER (if different than applicant)	X	DATE:
Best contact when permit is ready to be picked up:	Name:	Phone: and/or Email:

Please Note the Following:

- **IMPACT FEES MAY BE ASSESSED FOR NEW CONSTRUCTION AND ADDITIONS (INCLUDING ADUs)**
- Incomplete applications delay the review and permitting process for everyone and will not be accepted
- All fees are due at time of application we accept cash or check payable to The Town of Plaistow.
- Building Permit Applications may be mailed to this office, at the address shown on the front of this form and "Attn: Department of Building Safety" provided the payment is included and the application is complete and signed.
- You will be called (or emailed) once your building permit is ready to be picked up. We cannot mail permits unless you provide this office with a 9"X12" self-addressed envelope with adequate postage affixed
- The required inspections will be listed on your Building Permit Card
- Building Permit Cards MUST be on display and available for Inspector's signature during the entire construction process
- The Building Permit Card will be collected at the time of final inspection to be placed in the permanent records. We'll email you a copy upon request. If the card is lost there will be a \$25.00 replacement fee.
- If your project includes electrical, plumbing, gas, HVAC or other mechanical, such as ductwork, masonry, etc. please note those permits are NOT included with your building permit. A separate permit must be obtained by each contractor who is doing that work
- All Electricians, Plumbers and Gas Technicians must appear **in person** to obtain their permit and must show their State of New Hampshire **valid/current** license (and photo ID if there is no picture on that license)
- Homeowners may do their own electrical (*with exclusions) and plumbing providing the structure is their primary dwelling unit and they obtain a permit. In the interest of protecting the Health, Safety and Welfare of the Community, this office and The Town of Plaistow reserve the right to refuse a permit to any homeowner that we feel is not qualified to do the work for which they are seeking a permit. ***Please note meter, service panels and pool wiring require master license: NO exceptions.**
- The State of New Hampshire RSAs allows thirty (30) days for residential, and sixty (60) days for commercial building permits to be either approved and processed or denied; We do our best to process within a week. However, we will take the time necessary to properly review your application to ensure that it is being done safely and meets minimum code standards

PERMITS ARE REQUIRED BEFORE WORK STARTS. WORK STARTED PRIOR TO THE ISSUANCE OF A PERMIT, INCLUDING SUB-CONTRACTOR PERMITS, IS SUBJECT TO A \$100 FINE

OFFICE USE ONLY

Circle One, If Needed: Variance _____ Special Exception _____ Equitable Waiver _____ Other Appeal _____
ZBA Approval: Date: _____ Case #: _____