



# Minor Building Permit Application

City of Somersworth, New Hampshire  
Department of Development Services – Office of Code Enforcement  
One Government Way, Somersworth NH 03878  
Telephone: (603) 692-9520

(Office Use Only)

Issue Date: \_\_\_\_\_  
Permit #: B20 - \_\_\_\_\_  
HDC # \_\_\_\_\_  
Map \_\_\_\_\_  
Lot \_\_\_\_\_  
Zone \_\_\_\_\_

*If you are doing work for the purpose of changing the use of the property – you must use a Major Building Permit.*

Location of Construction (Address): \_\_\_\_\_  
Property Owner: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Email : \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

**Cost of Construction:** \_\_\_\_\_ **Permit Fee:** \_\_\_\_\_

Permit fee for Residential 1 & 2 family dwellings as well as Commercial/Industrial projects, is based on \$9.00 per \$1,000.00 of Construction Cost plus the application fee. When labor is not considered, the calculation is based on \$12.00 per \$1,000 of the Materials Value plus the application fee. If no value given see Appendix A to calculate value

APPLICATION FEE FOR ALL PROJECTS IS \$25.00)

Property located in: HISTORIC DISTRICT (Yes / No), Flood Hazard Area – per the Flood Insurance Rate Map (Yes / No),  
Is any of the proposed work located within 100 feet of a jurisdictional Wetland Area (Yes / No) – If so, please document.

Primary Use of Property Is: ☐ Residential ☐ Commercial ☐ Mixed Use (both Res. & Com)

Proposed Construction is for: ☐ Door ☐ Garage ☐ Pool / Hot Tub ☐ Addition (< 399 sq ft)  
(Please Check all that Apply) ☐ Shed ☐ Fence ☐ Exterior Renovations (Additions >399 Sq ft ask if a Major Permit)  
☐ Deck ☐ Roof \_\_\_\_\_ Square ☐ Window ☐ Siding ☐ Interior Renovations ☐ Change Use of Property -STOP  
☐ Enclose Deck/Porch ☐ Skylight ☐ Other: \_\_\_\_\_ (Use Changes Require MAJOR Permit)

Description of work to be performed: \_\_\_\_\_  
Proposed Use: \_\_\_\_\_

## Property & Setback Information

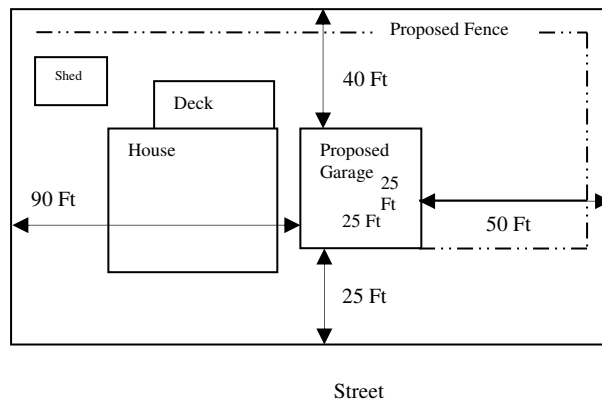
Setbacks from Lot Line to Construction:		Lot has City Water: Yes No	Bedrooms: Existing _____ Proposed _____
Front:	Right:	Lot has City Sewer: Yes No	Bathrooms: Existing _____ Proposed _____
Rear:	Left:	Lot is a Corner Lot: Yes No	Units: Existing _____ Proposed _____

# Sketch Plan

## Instructions:

- 1) Show the Property lines and road(s).
- 2) Show the proposed Structure and all existing structures.
- 3) Show the Measurements from the proposed structure to all lot lines, measure straight through existing structures if needed.
- 4) Include the dimensions of the proposed structure.
- 5) If installing a fence – show the location.

## Sample Plan:



## Construction Plan

Instructions:

Provide sufficient information as to the proposed structure.

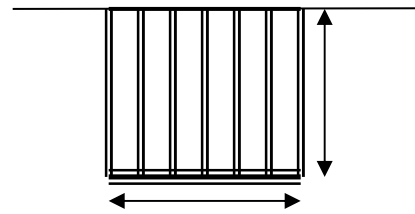
- 1) The Size.
- 2) If attached to the house, where? and how?
- 3) Show Sketch below of how structure is to be framed. (show the spans, lumber size, beam location, etc.)

Please note that some minor construction may require a full set of building plans. (If needed ask for an example sketch at the counter)

Sample Plan:

## Deck Framing

House



Certification of Accuracy: As owner of record, or the agent of said owner of the property in question, I certify that all information contained within this application is true and accurate to the best of my knowledge and belief.

Certification of Compliance: I hereby certify that I am familiar with all pertinent codes relating to the above specified work, and that all work shall be performed in compliance with these codes, also that I am familiar with the City of Somersworth, City Ordinance, Section 19, Table of Uses, Table 5.A.1 and Table 5.A.2 and all other dimensional regulations.

Inspections: It is the responsibility of the contractor / property owner to obtain all inspections required. **This signed application constitutes consent on the applicant's part to allow for inspections at the property by the Code Enforcement, Assessing Office and any other required City Staff.** Any work that is covered prior to the inspection may be required to be removed for inspection. If an inspection fails twice for the same reason, a re-inspection fee of \$25 will be assessed for every subsequent inspection. This fee shall be paid prior to each and every additional inspection.

Inspections are required for:

- 1) Footings and foundation prior to concrete, and again before backfilling
- 2) Rough-In: Framing
- 3) Insulation
- 4) Final Inspection

It is the responsibility of the property owner and all contractors, electricians and plumbers to obtain and post the necessary permits in a conspicuous location before any work has begun. Electrical, Plumbing and Mechanical Work all require their own permits and inspections. Permits are non-transferable. If this is an "After the Fact" permit, it may be subject to a fee two times the normal permit fee, not to exceed \$500.00.

PLEASE BE ADVISED: Any deviation from the specifications submitted will require an amendment to this permit or additional permits. Permits expire one (1) year from the issue date. The Building Inspector/Code Officer may grant an extension of time if a written request is submitted prior to the expiration date. Permits become invalid if work is not started within 180 days or if work is abandoned/suspended for a period of 180 days. Standard review turnaround is typically 3-5 business days. State law allows up to 30 days. Food Service applicants should contact Department of Health and Human Services, Bureau of Food Protection immediately for further instructions.

The STATE OF NEW HAMPSHIRE requires that ENERGY CODE COMPLIANCE be obtained for any new or an addition to a structure greater than 150 sq ft. You may also need to obtain compliance or altering, renovating or winterizing an existing structure. More information can be found at the web site: [www.puc.state.nh.us](http://www.puc.state.nh.us) and follow the link for Energy Codes. Provide a completed EC-1 form this application if required for your project.

If you are altering the structure in any way, no matter how minor, for the purpose of changing the use of the property. You are required to obtain a MAJOR BUILDING PERMIT rather than a MINOR BUILDING PERMIT. You will also require a C/O.

Applicants are advised that the making of a false statement on this form is a criminal offense.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Agent: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\* DO NOT WRITE IN THIS SPACE \*\*\*

Paid By: \_\_\_\_\_ ☐ CASH ☐ CHECK # \_\_\_\_\_

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

FO FO/PD RF IN Fi OT PERMIT # \_\_\_\_\_

THIS PERMIT IS ☐ ISSUED with the following conditions: ☐ DENIED for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_