

# 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 is based on \$8.00 per \$1,000.00 of Construction Cost plus a \$10.00 application fee. When labor is not considered, the calculation is based on \$10.00 per \$1,000 of the Materials Value plus a \$10.00 application fee. Permit fee for Commercial/Industrial is based on \$8.00 per \$1,000 of Construction Cost.

MINIMUM 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 or less)

*(Please Check all that Apply)*     Shed     Fence     Exterior Renovations     Change Use of Property -STOP

Deck     Roof     Window     Interior Renovations     Enclose Deck/Porch     Skylight     Siding     Other: \_\_\_\_\_

(400 Sq Ft or more use Major Permit)  
(Use Changes Require MAJOR Permits)

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

Proposed Use: \_\_\_\_\_

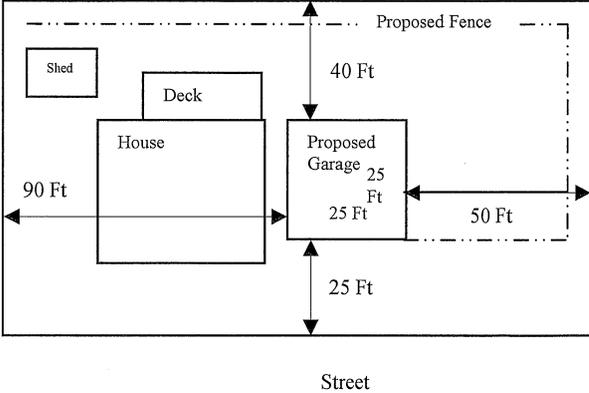
Property & Setback Information			
Setbacks from Lot Line to Construction:		Lot has City Water: Yes or No _____	
Bedrooms: Existing _____ Proposed _____		Lot has City Sewer: Yes or No _____	
Front:	Right:	Bathrooms: Existing _____ Proposed _____	
Rear:	Left:	Units: Existing _____ Proposed _____	
Lot is a Corner Lot: Yes or No _____			
Signature: _____		Date: _____	

# 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.

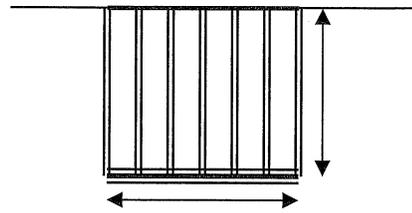
- 1) The Size.
- 2) If attached to the house, where? and how?
- 3) Show Sketch below of how structure is to be framed. (show the spans, lumber size, beam location, etc.)

Please note that some minor construction may require a full set of building plans.

Sample Plan:

Deck Framing

House



A large grid area for drawing the construction plan.

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) Foundation 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. 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 CERTIFICATION be obtained for any addition to a structure greater than 150 sq ft. You may also need to obtain Certification for 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.

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: \_\_\_\_\_