



# Building Permit Application

Date
Recvd: _____
Fee: \$ _____
Permit #: _____

\*\*\*See Pg. 4 for Application Instructions\*\*\*

## Property Information

Zoning District(s): \_\_\_\_\_ Tax Map/Lot #: \_\_\_\_\_

Physical Location of project: \_\_\_\_\_  
(Street address or description)

## Owner Information

Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street or PO Box Town/City State Zip

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ @ \_\_\_\_\_

*I, \_\_\_\_\_ request a Building/Zoning Permit for the project described in this application and attached documents. All construction is to be completed in accordance with the permit issued, the Meredith Zoning Ordinance, Local & State adopted Building Codes (2018 Family of Codes), and all other applicable regulations. The owner authorizes the Code Enforcement Officer to enter the property as needed. Per N.H. RSA 676:11 construction is not authorized until a permit is issued. The owner understands that they must apply for and receive a Certificate of Occupancy/Completion prior to occupying or using a structure (IRC R110.1)*

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_ 20 \_\_\_\_\_

## Owner's Agent (Letter of authorization required)

Signature of Agent: \_\_\_\_\_ Date: \_\_\_\_\_ 20 \_\_\_\_\_

Print Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street or PO Box Town/City State Zip

## Contractor Information

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street or PO Box Town/City State Zip

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ @ \_\_\_\_\_

**Construction Type**

- ☐ New Single Family Dwelling    ☐ Garage or accessory building    ☐ Addition    ☐ Deck  
☐ New Commercial Structure    ☐ Dock    ☐ Renovation/Alteration    ☐ Fence

**Project Description (include sq. ft.)**

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Total Estimated cost of Construction (include groundwork): \$ \_\_\_\_\_

**Foundation**

- ☐ Concrete    ☐ Piers    ☐ Block    ☐ Wood    ☐ Other

**Structural Frame**

- ☐ Wood    ☐ Steel    ☐ Concrete/Masonry    ☐ Other

**Property Information**

Water Supply: ☐ Public    ☐ Private (well)

Sewage Disposal: ☐ Public    ☐ Private (State of NH Approval # \_\_\_\_\_ )

Bedrooms: # Existing \_\_\_\_\_ # Proposed \_\_\_\_\_

Onsite Electric: ☐ Underground    ☐ Overhead

Driveway Permit: ☐ Town of Meredith    ☐ State of NH (Approval # \_\_\_\_\_ )

Flood Plain: ☐ Yes    ☐ No

**Type of Occupancy** (Check as appropriate):

Existing	__ Vacant lot	__ One Family	__ Two Family	__ Multi Family	__ Commercial	__ Industrial
Proposed		__ One Family	__ Two Family	__ Multi Family	__ Commercial	__ Industrial

**For Commercial or Industrial Use**

Specific Type of Proposed Use: \_\_\_\_\_

Name of Commercial/Industrial Tenant (if known) \_\_\_\_\_

**Board Approvals for this project** (include copy of Notice of Decision)

ZBA                      Date of approval \_\_\_\_\_

Planning Board        Date of approval \_\_\_\_\_

## Below for Town of Meredith Use

_____ <b>Approved-Zoning Administrator</b>	_____ <b>Date of Approval</b>
<b>Denied Under Article(s):</b> _____ <b>Section:</b> _____	

_____ <b>Approved-Building Official</b>	_____ <b>Date of Approval</b>
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### For Multi-family, Commercial, and/or Change of Use

Comments	Signatures
<b>Fire Chief:</b>	
<b>Public Works:</b>	
<b>Water/Sewer:</b>	
<b>Town Planner:</b>	

<b>FEES</b>
New Commercial/Industrial: Sq. /Ft _____ X \$.30 sq. /ft. = \$ _____
New Residential Single Family: Sq. /Ft _____ X \$.25 sq. /ft. = \$ _____
New Accessory/Garage Structure: Sq. /Ft _____ X \$.15 sq. /ft. = \$ _____
Renovations/Alterations of Existing: Sq. /Ft _____ X \$.15 sq. /ft. = \$ _____
Multi-Family Dwelling: Quantity of Units ____ X \$100 + \$.25 sq. /ft. = \$ _____
Balance Due: \$ _____ Check #: _____ Receipt: _____

## Building Permit Application Instructions

<b>Zoning District:</b> Can be found at <a href="http://www.meredithnh.org">www.meredithnh.org</a> . Choose Community Development Department then “Map Library” then Zoning Map. You will need to find your property based on street location and parcel.
<b>Tax Map &amp; Lot #:</b> Can be found on property tax bill, survey/septic plan, online lookup through Assessing Dept. “On-Line Assessment Database”
<b>Physical Location of Project:</b> Street name and number, or street name only if vacant.
<b>Owner Information:</b> Legal mailing address and telephone number where they can be best reached. <i>Please supply this contact information even if the application is signed by the agent.</i>
<b>Owner’s Agent:</b> If a relative, contractor or designer is acting as the owner’s agent, please supply agent’s contact information and a letter from the owner authorizing this person to apply for permits on the owner’s behalf.
<b>Contractor’s Information:</b> Name, Address, and Telephone # (cell preferred)
<b>Construction Type:</b> Please select the box(s) that best describes your proposed project.
<b>Project Description:</b> Include sufficient detail of the scope of the project.
<b>Property Information:</b> Answer each section. <ul style="list-style-type: none"> <li>If you are applying for a new single family dwelling NHDES Subsurface construction approval # required.</li> <li>Bedrooms: if you are increasing the # of bedrooms, see submittal requirements.</li> <li>Driveway permits are required for all new construction on a town or state road.</li> <li>To determine whether your property is in a flood plain, visit FEMA Flood Map Service Center at <a href="http://msc.fema.gov/portal/home">msc.fema.gov/portal/home</a></li> </ul>
<b>Type of Occupancy:</b> Select applicable box for existing type of occupancy and the proposed.
<b>Commercial and Industrial Use:</b> Describe proposed use for example, retail, office, warehousing, etc.
<b>Board Approvals:</b> Provide the approval date for either land use board as it pertains to the proposed project if applicable.

# Required Submittals with Application

## Must be returned with application

**Site Plan:** Any project that involves site improvements (new construction, additions, accessory structures, fences, etc. must include a scaled (ex. 1 inch = 20 ft.) site plan of existing and proposed conditions. If plan is larger than 11 x 17 please include a pdf emailed to [gsmith@meredithnh.org](mailto:gsmith@meredithnh.org).

Applicant Checklist	Items to depict on site plan	Staff Checklist
	Structure(s) location (existing and proposed)	
	Distances from structures to property lines	
	Zoning District Setbacks from property lines- refer to Zoning Ordinance, Article V: Establishment of Districts and District Regulations	
	Driveway location	
	Septic & well location if applicable	
	Location of water & sewer lines if applicable	
	Location of accessory structures if applicable	
	Lot coverage, existing and proposed- refer to Zoning Ordinance, Article V: Establishment of Districts and District Regulations for the maximum allowed lot coverage in your Zoning District. Lot coverage includes all pervious & impervious surfaces.	
	Locate any designated wetlands and/or streams with applicable buffer setbacks. Refer to Zoning Ordinance, Article V. Section D-9 Water Resources Conservation Overlay District	
	Property owner name, location of property, Zoning District & Tax Map, Lot #	

**Building Plans:** One full size set of scaled plans and an 11 x 17 copy or pdf emailed to [gsmith@meredithnh.org](mailto:gsmith@meredithnh.org) required. \* Please reach out to Jim Findlay, Building Inspector with any questions regarding building plan requirements 603-677-4218.

Applicant Checklist	Required details on building plans	Staff Checklist
	Building elevations (North, South, East & West). Building height is determined by the vertical distance measured from the average finished grade to the highest roof ridge (not including chimneys, or features not accessible). Refer to Zoning Ordinance, Article V: Establishment of Districts and District Regulations for the maximum allowed building height in your Zoning District	
	Foundation Plan	
	Cross section of exterior wall construction	
	Detailed floor plans including measurements with each area labeled	
	Window schedule and manufactures specifications for egress windows and safety glazed windows	
	Snow load calculations	
	If sprinklers are proposed, the plans must be submitted and signed off by the Fire Chief	

**Additional Submittals that may be required:** Depending on the scope of your project the following items may be required. Please contact Jim Findlay, Building Inspector with any questions regarding requirements 603-677-4218.

Applicant Checklist		Staff Checklist
	<p><b>Energy Code:</b>  Completed EC-1 application or ResCheck to be submitted for all new construction, renovations, and additions. EC-1 application available on the Community Development page of the town website or at the office. ResCheck is available at <a href="http://energycodes.gov/rescheck">energycodes.gov/rescheck</a>  *Blower door tests are required for all new construction</p>	
	<p><b>Increasing Bedrooms (loading capacity):</b>  If you are increasing the number of bedrooms and are on Municipal Water &amp; Sewer, an approved permit from the Water &amp; Sewer Dept. and access fees paid is required. Contact Water &amp; Sewer Superintendent Jason Bordeau with any questions, 603-279-3046</p> <p>If you are increasing the number of bedrooms and are on a private subsurface system, please contact the NHDES Subsurface Bureau at 603-271-3501 to determine what is required</p>	
	<p><b>Driveways:</b>  Projects involving new driveways on Town or State roads will need an approved driveway permit from either DPW or NHDOT. The Meredith DPW Dept. can be reached at 603-279-6352. NHDOT District 3 can be reached at 603-524-6667</p>	
	<p><b>New/Alteration Connection to Municipal Utilities:</b>  Plans to be submitted and approved by the Water &amp; Sewer Department</p>	
	<p><b>Shorefront Properties:</b>  Any new construction or site modifications may require permitting from NHDES Shoreland Department, and if so approval is required to be submitted with the building application. Contact NHDES Shoreland Dept. at 603-271-3503 for requirements</p>	