

CK Date: _____	Name: _____
Amt: _____	CK# _____ Cash _____
P/U _____	(E)Mail _____

Stamp Date Received: \_\_\_\_\_



## COMMERCIAL

Map \_\_\_\_\_ Lot \_\_\_\_\_

Permit # \_\_\_\_\_

Permit Fee \$ \_\_\_\_\_

### TOWN OF MOULTONBOROUGH, NH APPLICATION FOR COMMERCIAL BUILDING PERMIT

Application must be in ink and legible

Project Address: \_\_\_\_\_

**Property Owner:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **Tel. #** \_\_\_\_\_

**Tenant/Unit Owner (If Different):** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **Tel. #** \_\_\_\_\_

**Builder/Agent (if different)** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **Tel. #** \_\_\_\_\_

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**TYPE OF IMPROVEMENT** (check all that apply): New Construction: \_\_\_\_\_ Existing Building: \_\_\_\_\_ Site Work: \_\_\_\_\_  
Foundation Only: \_\_\_\_\_ Alteration: \_\_\_\_\_ Repair/Replacement: \_\_\_\_\_ Demolition: \_\_\_\_\_

**DESCRIPTION OF WORK:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Building Permit Fee\*: Heated/Finished Space: .22¢ per sq. ft. Unfinished Space: .11¢ per sq. ft.: \$30 Minimum Fee**

• \*The Code & Compliance Officer has Final Determination for the amount of the Building Permit Fee\*

- A separate application is required for all, plumbing, electrical, mechanical/gas installations, demolition.
- Additional permits may be required for septic, driveway construction.
- Three sets of paper plans must be submitted.
- I hereby certify, under penalty of perjury, that the estimated cost of the above listed work including all labor and materials is \$ \_\_\_\_\_. Cost of electrical, plumbing, and mechanical work to be listed on separate applications.
- I hereby certify that all plans and construction will comply with all Town of Moultonborough and State of NH codes, ordinances and regulations, and that the project will be accessible for any and all inspections pertaining to this application.

➤ **Signature of Owner/ Agent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

➤ **Print Name:** \_\_\_\_\_

Over →

**List All Uses and Structures on the Property:**

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**Additional Information Needed:**

- a. Size of Building:\_\_\_\_\_
- b. Height of Building:\_\_\_\_\_
- c. Number of Stories:\_\_\_\_\_
- d. Type of Construction:\_\_\_\_\_
- e. Proposed Occupant Load:\_\_\_\_\_
- f. Proposed Use/Occupancy:\_\_\_\_\_
- g. Three (3) sets of drawings to include: Site Plan, Foundation, Structural, Electrical, Plumbing, Mechanical, Sprinkler
- h. List of Proposed Special Inspections
  - A signed Planning Board site plan may be required before issuance of a Building Permit

**Agent Authorization:** The individual listed as agent has my permission to act on my behalf for purposes of this application.

➤ **Property Owner Signature:**\_\_\_\_\_ **Date:**\_\_\_\_\_

➤ **Print Name:** \_\_\_\_\_

**\*\*\*\*Office Use Only\*\*\*\***

To be completed by Code & Compliance Officer

Septic Permit #:\_\_\_\_\_ Shoreland Permit #:\_\_\_\_\_ Driveway Permit Date:\_\_\_\_\_

E911 Street # Assigned:\_\_\_\_\_ Private Road Agreement:\_\_\_\_\_

Planning Board Approval:\_\_\_\_\_ ZBA Approval:\_\_\_\_\_

\*\*\*\*\*

Date of Approval:\_\_\_\_\_ Certificate of Occupancy Required \_\_\_\_ Yes \_\_\_\_ No

Code & Compliance Officer's Signature:\_\_\_\_\_

## TOWN OF MOULTONBOROUGH BUILDING PERMIT REQUIREMENTS

**The Building Permit Application must be completely filled out and legible. If information cannot be read, the application cannot be processed. Omissions will delay the process. The following is information that may be needed for a completed permit application:**

**(Attached)**

- ☐ 1. State Septic System Approval if required.
- ☐ 2. State Shoreland Permit if required.
- ☐ 3. State Wetlands Permit if required.
- ☐ 4. Approved Town or State Driveway Permit for new curb cuts on Town or State highways/roads.
- ☐ 5. E911 Street Address Application. A new application is required if a driveway is relocated, or if an additional dwelling unit is added.
- ☐ 6. Zoning Board of Adjustment approval if required.
- ☐ 7. Planning Board Approval if required.
- ☐ 8. Private Road Agreement if required.
- ☐ 9. Agent authorization if applicable.
- ☐ 10. Plans and Other Information:
  - ☐ a. Submitted plans, drawn to scale, include:
    - ☐ 1. Foundation Plan showing dimensions of all footings, walls, reinforcement, etc.
    - ☐ 2. Framing Plan showing dimensions of all framing members. This may require a cross-sectional drawing through the building.
    - ☐ 3. A Floor Plan of every level, including basement showing existing and proposed layout of all walls, doors, windows, stairs, and decks. The proposed floor plan must show all kitchen and bathroom fixture locations.
    - ☐ 4. A Site Plan showing all setbacks from property lines and streets, when creating a new footprint.
    - ☐ 5. Other plans requested by the Code Officer. Some of the above plans may not be required. Check with the Code Officer.
  - ☐ b. Residential plans must be accompanied by design calculations for all roof/floor trusses, beams, engineered floor systems, etc., that are not prescribed by the Residential Code. Design calculations are not necessary if plans/drawings are stamped by an architect or structural engineer.
  - ☐ c. Commercial plans/drawings of structural components must be stamped by an architect or structural engineer. This requirement may be waived by the Code & Compliance Officer depending on the scope of the project.
  - ☐ d. Some construction methods such as structural steel frames, welded connections, etc. may require special inspections by others.
- ☐ 11. Condominium authorization if required.
- ☐ 12. Energy Code Form

**Please be Advised of the Following:**

- Email Address. The application process may take longer if an email address is not provided.
- Applications will not be reviewed if incomplete.
- The Town may take up to 30 days for 1 and 2 family residential approval, and up to 60 days for a commercial approval of permit applications.
- Applications when complete will initiate a review for compliance with all applicable codes, ordinances, policies and regulations.
- The Code & Compliance Department will strive to review and approve applications as soon as possible depending on the office workload and the complexity of the project.