

# TOWN OF FITZWILLIAM, NH

## Construction Permit Application Instructions

These instructions are designed to assist you in applying for construction permits and answer questions you may have in this regard. Please read these instructions carefully before you fill out the construction permit application. If you need additional assistance or information you can contact the land use office or the selectmen's office.

### GENERAL INFORMATION

- The authority to issue construction permits resides with the Board of Selectmen and the Code Enforcement Officer (Fitzwilliam Land Use Ordinance chapter 127-39).
- Construction permits are required for all new construction, additions to and renovations of any building or building system, both interior and exterior, within the Town of Fitzwilliam. In addition, construction permits are required for:
  - Relocation and/or rebuilding any structure
  - Demolition work
  - Any work associated with changing the use or occupancy of a building
  - Accessory buildings except as noted below
  - Swimming pools
  - New or replacement heating and air conditioning systems
  - Plumbing and sewerage work where additional lines or fixtures are added
  - Change of seasonal dwelling to year round use
  - Manufactured housing
  - All building major structural changes and repairs
- You will not need a construction permit for normal maintenance activities, to include:
  - Painting and cosmetic work such as carpet, tile, gutters etc.
  - Re-roofing
  - Repair by replacement in kind, such as new windows and doors
  - Replacing components of plumbing and electrical systems
  - Fences, stonewalls and other landscaping
  - Uninhabited accessory buildings with a floor area of 50 square feet or less, including:

- Doghouse
- Outhouse
- Childrens playhouse
- Animal coop
- Portable, manufactured structures less than 80 square feet, not on a foundation and used exclusively for storage or garden shed

You need to consult with Debbie Favreau, Administrative Assistant, in the selectmen's office or the Code Enforcement Officer if you are unsure of whether or not you need a construction permit.

**NOTE:** All structures, regardless of whether or not a construction permit is required, must meet front, rear and side yard setbacks in accordance with town land use ordinances. In addition, no structures are allowed to be located within the Town of Fitzwilliam's highway right of way.

**NOTE:** All wells must be located no closer than 100 feet from any town road right of way. If a well is located within this 100 foot limit, the property owner is required to sign a well release form and record the document at the Cheshire County Registry of Deeds.

**NOTE:** Even if a construction permit is not required, certain structures may be assessed as real property for tax purposes in accordance with the towns real estate assessment policy.

- Construction permits are issued for only those items expressly described in the permit. Once a construction permit has been issued, no changes may be made to the approved project unless authorized, in writing, by the Code Enforcement Officer. Requests to modify a building permit must be in writing and submitted to the Selectmen's office.
- Permits are valid for one year from the date of issue. Permits may be extended beyond one year upon written request from the applicant. Requests should be directed to the Selectmen's office.
- Each construction permit is issued for a specific structure. Additional structures require separate construction permits. In most cases, the Code Enforcement Officer may allow one additional small, uninhabited building to be included on a single building permit. For example, a new home with a detached garage, breezeway, screened porch, deck etc. built at the same time would only require one building permit.
- Construction permits are issued for structures on Class I though Class V highways (NH RSA 674:41).

- Construction permit applications are accepted at the selectmen's office. Applications must be complete and include the applicable fee. Incomplete applications will not be accepted. All applications properly submitted will be acted upon within 30 days of receipt.
- Applicants are advised to acquaint themselves with Fitzwilliam zoning regulations and applicable State of N.H. construction requirements.
- Applicants should be aware that violations of the town zoning ordinance may be dealt with in the court system and could result in fines up to \$275.00 per day for each day the violation exists.

## I. SUBMITTAL INSTRUCTIONS

- Please read these instructions thoroughly. All applications submitted that are not in strict compliance will be returned. Fill out the application form completely. All prescribed information must be attached. Hard copies of all State and Local permits, variances, special exceptions, etc. must be attached. It is the applicants' responsibility to submit all required information.
- The correct fee must be enclosed with the permit application.
  - ❖ Single family residence, including seasonal \$200.00
  - ❖ Renovations, alterations, or additions under \$1000.00 \$ 30.00
  - ❖ Renovations, alterations, or additions over \$1000.00 \$ 75.00
  - ❖ Multifamily residences -First Unit \$200.00  
Additional units (each) \$100.00
  - ❖ Barns, sheds, garages, uninhabited structures -
    - Under 150 square feet \$ 30.00
    - Over 150 square feet \$ 50.00
  - ❖ Commercial and industrial structures -
    - First 1000 square feet \$225.00
    - For each additional 1000 sq. ft. or portion there of \$100.00
  - ❖ Structures other than buildings such as antennas, towers etc.
    - \$10.00 for each \$1000.00 cost of construction
    - Minimum fee \$20.00 Maximum fee \$250.00

**Demolition requires a permit. The fee for a demolition permit is the same as the fee for construction of the same structure.**

- In the event that construction begins prior to the issuance of a building permit, the building permit fee will be two times (double) the standard amount.

**NOTE: The number one cause of delay in the permit process is poor quality plans, missing plans or pages, and plans not drawn to scale. The number two cause of delay is missing forms and application forms either incorrectly filled out or not complete. Incomplete applications or applications without all documents required will be returned.**

**YOU MUST PROVIDE:**

- For Residences & Commercial, attach a floor plan and elevation views of the structure, complete with dimensions and a written description of what is being built.  
All plans must be to scale, clear and neat. Rough sketches will not be accepted.
- For existing buildings, show what areas are being renovated or added.  
All plans must be to scale, clear and neat. Rough sketches will not be accepted.
- Attach a plot plan showing the location of the structure, indicating the distance to streets and lot lines, locations of driveways, outbuildings, wells, and septic system. NOTE: This can be included on the same plan as described above if the information can be shown clearly. The same drawing requirements will apply.
- Attach a copy of the State of New Hampshire Permit to construct the septic system for all new construction. For structures which normally have no sewage effluent (such as a shed) mark this “not applicable” on the application form.  
For alternate sewage systems, submit complete details of the system with the application. Alternate systems must include an approval from the Town Health Officer.
- An approved State Septic Plan must be on file for construction permits requesting renovations or additions. If a State approved plan is not available, a State approved contingency plan will need to be on file in the event that the current septic system fails. In addition, evidence must be supplied showing that the existing system is working property.
- All new construction requires an Energy Compliance permit issued by the Public Utilities Commission, 21 South Fruit Street, Suite 10, Concord, NH 03301, Attn: Mr. Wes Golomb. The phone number is 603-271-2431 . We will require both the permit and the application as it describes the structure and energy conservation measures.

- Attach a driveway permit issued by the Town Road Agent for all construction on town roads in which a new driveway is to be constructed or an existing driveway is to be upgraded.  
\*Construction on State of NH highways requires a permit from the State of NH Highway Department.
- If the property is located in the Historic District, attach an approval for construction signed by the Historic District Commission.
- All construction must be in accordance with town zoning by-laws. An application that does not comply with town zoning by-laws can only be considered if accompanied by a Variance or Special Exception (which ever is applicable) issued by the Board of Adjustment.
- All industrial and commercial construction, including multi-family housing, will require site plan approval by the Planning Board. Building permit applications must include a site plan approval.
- The Board of Selectmen reserves the right to request any additional information necessary to insure strict accordance with all State of NH and local building and zoning ordinances.

## II. CONSTRUCTION

- No construction may start prior to the issuance of a building permit, with the following exceptions:
  1. The building site may be cleared. **NOTE:** An intent to cut may be required – Please contact the Board of Selectmen’s office
  2. The driveway may be constructed as long as the proper driveway permit has been issued.

Work accomplished in the above areas has no effect on the issuance of the building permit.

- The builder will locate the construction permit issued by the Board of Selectmen in a conspicuous location.
- The town does not require progress inspections. We do not inspect foundations, structures, wiring, plumbing, etc. We do inspect for compliance with those items covered by these instructions together with smoke detectors, burner permits and items mandated by State of NH law.
- The Code Enforcement Officer may visit the site from time to time to establish compliance with your approved building permit and the town’s regulations.

- The Board of Selectmen may require the Code Enforcement to measure for compliance for setbacks.

#### **IV. OCCUPANCY PERMIT**

- No new residential, industrial or commercial structure may be inhabited without first obtaining an occupancy permit.
- The Board of Selectmen issues occupancy permits after inspection and approval by the Code Enforcement Officer. Builders should allow for up to thirty (30) days for the inspection and issuance of an occupancy permit.

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