

# 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
  - Any work associated with changing the use or occupancy of a building
  - Accessory buildings except as noted below
  - Swimming pools
  - 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, stone walls and other landscaping. Boundary and Road stone walls need to comply with RSA 472:6.
  - Uninhabited accessory buildings with a floor area of 120 square feet or less, including but not limited to:
    - Doghouse
    - Outhouse
    - Children's playhouse
    - Animal coop
  - New or replacement heating and air conditioning systems. You will need to contact the Fire Department to determine if an inspection is required.

You need to consult the Land Use Coordinator, 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, which can be found on the Town's website or the Land Use Office. 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 town's 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 Board of Selectmen. Requests to modify a Construction Permit must be in writing and submitted to the Land Use 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 Construction 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 Land Use 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
    - *Includes a porch (open/enclosed)*
    - *Includes solar panels*
  - ❖ **Renovations, alterations, or additions over \$1000.00** \$ 75.00
    - *Includes a porch (open/enclosed)*
    - *Includes solar panels*

❖ <b>Multifamily residences</b> - First Unit	\$200.00
Additional units (each)	\$100.00
❖ <b>Barns, sheds, garages, uninhabited structures</b> -	
Under 150 square feet	\$ 30.00
Over 150 square feet	\$ 50.00
- <i>Includes a metal carport</i>	
❖ <b>Commercial and Industrial Structures</b> -	
First 1000 square feet	\$225.00
For each additional 1000 sq. ft. or portion there of	\$100.00
❖ <b>Structures other than buildings such as antennas, towers etc.</b>	
\$10.00 for each \$1000.00 cost of construction	
Minimum fee \$30.00 Maximum fee \$250.00	

- **Demolition Permit Fee:** \$25.00 - \$50.00 – Depending upon the project. If only doing demolition a fee applies and a Demolition Permit is needed. If in combination with rebuilding there is no demolition fee but a Demolition Permit is needed.
- Living Space over a garage can only be 800 square feet. If larger, need to go to the ZBA for approval.
- In the event that construction begins prior to the issuance of a Construction 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 new structures, 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 properly.
- Attach a driveway permit issued by the Department of Public Works Director 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 (ZBA).
- All industrial and commercial construction, including multi-family housing, will require site plan approval by the Planning Board. Construction 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 construction permit, with the following exceptions:
  1. The building site may be cleared. **NOTE:** An intent to cut may be required for cutting in excess of 10,000 board feet. Please contact the Board of Selectmen's Office for guidance or see RSA 79:1, II(4)(b)(1).
  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 Construction Permit.

- The builder will locate/post 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 Construction Permit and the town's regulations.

### **III. 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 and the Fire Department. Builders should allow for up to thirty (30) days for the inspection and issuance of an Occupancy Permit.

Adopted: January 1, 1987

Amended: 5/18/94; 9/19/01; 11/7/01; 10/9/07; 8/28/17, 11/20/17, 9/4/18, 4/8/21

**TOWN OF FITZWILLIAM  
CERTIFICATION OF STRUCTURAL & LIFE SAFETY CODE**

I, (Contractor/Builder/Homeowner) \_\_\_\_\_ Representing (DBA)

\_\_\_\_\_ Do hereby certify on this date \_\_\_\_\_

That all New Hampshire Energy Code related components and systems installed in the structure located at \_\_\_\_\_ in the Town of Fitzwilliam, New Hampshire meet or exceed the standards of the New Hampshire Energy Code, and comply with the statements made on my application for Certificate of Compliance and approved by the Public Utilities Commission (approval number) \_\_\_\_\_. Any person who violates the provisions of the Energy Code (RSA 155:D shall be guilty of a misdemeanor.

\_\_\_\_\_  
Signature of Builder/Contractor/Homeowner

**CERTIFICATION OF NATIONAL ELECTRIC CODE COMPLIANCE**

I, (Electrician/Homeowner) \_\_\_\_\_ New Hampshire licensed master electrician

(License #) \_\_\_\_\_ representing (DBA) \_\_\_\_\_

Do hereby certify on this date \_\_\_\_\_ That all electrical work installed in the structure located at

(address) \_\_\_\_\_ in the Town of Fitzwilliam, New Hampshire meet or exceed the requirements of the current National Electric Code.

\_\_\_\_\_  
Signature of Electrician representing the above company or Homeowner

**CERTIFICATION OF PLUMBING CODE COMPLIANCE**

I, (Plumber/Homeowner) \_\_\_\_\_ New Hampshire licensed plumber

(License #) \_\_\_\_\_ representing (DBA) \_\_\_\_\_

Do hereby certify on this date \_\_\_\_\_ That all plumbing work installed in the structure located at

(address) \_\_\_\_\_ in the Town of Fitzwilliam, New Hampshire meet or exceed the requirements of the current Plumbing Code.

\_\_\_\_\_  
Signature of Plumbing representing the above company or Homeowner

**Upon completion of the structure, the above certifications shall be signed by the builder, electrician, and plumber and submitted to the Board of Selectmen. This is to be completed by the Contractor, if there is one.**

**The signed certifications are required before an Occupancy Permit is issued.**

## **TOWN OF FITZWILIAM**

### **Requirements for a Certificate of Occupancy for a new residential unit/addition**

For a Certificate of Occupancy to be granted for a new dwelling, or substantial renovations the unit must be "livable" Livable defined as the unit having available the necessities of life and being safe for habitation. The specifics of these requirements are left to the discretion of the Inspector and Board of Selectmen, but must include the following as a minimum if applicable.

1. Structural work is to be complete and in compliance with local land use codes and state law.
2. Electrical work must be in compliance with current National Electric Code (this is State Law). Certification of National Electric Code Compliance Form must be signed by the licensed electrician and submitted to the Board of Selectmen.
3. Plumbing work must be in compliance with all State Laws. Certification of Plumbing Code Compliance form must be signed by the licensed plumber and submitted to the Board of Selectmen.
4. Running water must be available in the dwelling unit. If you have a new well, State Law requires the well digger to complete a "Well Completion Report".
5. The sewage disposal system must be completed and approved by the State of NH.
6. Entrance and exits must be fully accessible and stairways to them must be constructed in accordance with State Building Codes.
7. The heating system must be completed, installed in accordance with all State Laws. This must be inspected by the Fire Department.
8. Interior stairways to be completed with handrails as required by State Building Code.
9. Hard wired with battery backup Fire, smoke and carbon monoxide detectors must be installed and operating in accordance with State Laws. All hardwired with battery backup. This must be inspected by the Fire Department.

**TOWN OF FITZWILIAM**  
**Requirements for a Certificate of Occupancy for a Commercial Structure**

1. Structural work is to be complete and in compliance with local land use codes, federal and state law.
2. Electrical work must be in compliance with current National Electric Code (this is State Law). Certification of National Electric Code Compliance Form must be signed by the licensed electrician and submitted to the Board of Selectmen.
3. Plumbing work must be in compliance with all State Laws. Certification of Plumbing Code Compliance form must be signed by the licensed plumber and submitted to the Board of Selectmen.
4. The sewage disposal system must be completed and approved by the State of NH.
5. Entrance and exits must be fully accessible and stairways to them must be constructed in accordance with State Building Codes.
6. The heating system must be completed, installed in accordance with all State Laws. This must be inspected by the Fire Department.
7. Interior stairways to be completed with handrails as required by State Building Code.
8. Hard wired with battery backup, Fire, smoke and carbon monoxide detectors must be installed and operating in accordance with State Laws. This must be inspected by the Fire Department.