

Town of Wolfeboro Building Department Application Checklist

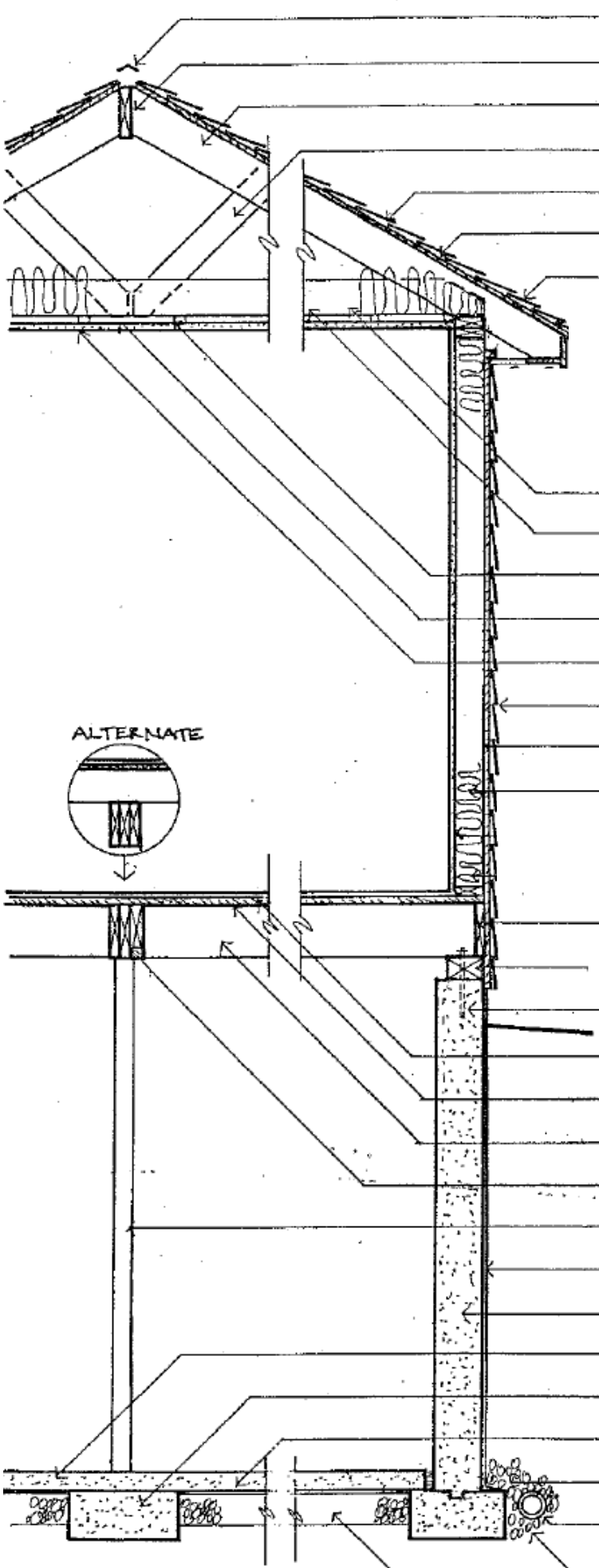
Please check items as complete on application.

Incomplete applications will be delayed in the permitting process.

- _____ Tax map & lot number. This can be found on the property tax bill or survey/
septic plan, or on the town tax map
- _____ Physical location of project (street name and number).
- _____ Property owner, their legal mailing address, and telephone number where they
can be reached. *Please supply this contact information even if the application is
signed by an agent.*
- _____ If a contractor or designer is acting as the owner's agent, please supply a signed
letter from owner, and supply the agent's contact information on the application.
- _____ Site Plan (see enclosed Site Plan instruction sheet)
- _____ 3 sets of Building Plans (floor plans and elevations **must be "to scale"**). **Label
locations and sizes of egress windows/doors and supply window schedule.**
- _____ Wall Section Drawing for new typical exterior construction (see handout enclosed)
- _____ New Hampshire State Energy Code approval ~
Submit with your building permit application a copy of the EC-1 form with
approval number from the State. You may achieve an approval number by mail or
on-line – see included page titled "On-line compliance"
- _____ Wetlands assessment letter from certified Wetland Scientist required for
every project with proposed new footprint area including sheds, decks and
additions (see enclosed handout). Certified wetland scientists are listed on the
NH DES website at <http://www.nh.gov/jtboard/wslst.htm>
- _____ State approved sewage disposal system approval number.
See Expansion Rule Flow Chart
- _____ Impact Fee form and payment for new structures
- _____ Description of project; what is being added or built for assessing card
- _____ Builder's contact information
- _____ Project is on town public sewer system, State approval not required.
- _____ Driveway Permit application submitted **or** approval number from Town or State
NH. (*Note: For whole house renovations, major additions and tear-down/rebuild,
existing driveways without an approval on file must be reviewed by the highway
department*).
- _____ Board Approvals; enter the date of any approvals previously obtained for this
project or property. Please submit a copy of the Notice of Decision or Approval
- _____ **For Shorefront properties**; submit documentation to show compliance with
Wolfeboro's Article IX Shorefront Residential District and the State of New
Hampshire Shoreland Water Quality Protection Act **prior to** a building permit
application
- _____ Estimated total construction cost excluding land
- _____ Fee due – make check payable to the Town of Wolfeboro, minimum \$25.00

Other permit applications that may be required:

- | | |
|---|--|
| Oil burner Permit (pick up at Fire Department) | Application for Water service (Water department) |
| Application for electrical entrance (Elec. Dept.) | Driveway entrance permit (Town or State) |
| Electrical permit | Gas piping permit |
| | Plumbing permit |



- IRC806 Ridge & Soffit Vent _____ or Gable vents _____
- IRC802.3 Ridge Board _____ or Structural Ridge _____
- IRC802 Rafters _____ x _____ and _____ On Center
- IRC 802.10 Trusses (Provide manufacturer's drawings) _____
- IRC803 Roof Sheathing _____
- IRC905 Roof Underlayment _____
- IRC905 Roof Shingles or Material _____

Name of Property Owner _____

Address of Project _____

Tax Map _____ Date _____

- Insulation: _____
- IRC Chapter 11, IRC316 and per NH State Energy Code approval
- IRC802 Ceiling Joists _____ x _____ and _____ On Center
 - IRC802.8 Ceiling joist lateral support _____
 - IRC601.3 Vapor Retarder Material _____
 - IRC302.9 & 702 Interior Finish Material _____
 - IRC703 Exterior Siding Material _____
 - IRC602.3 Sheathing Material _____
 - IRC602 Studs _____ X _____ and _____ On Center

For Slab-on-grade, CMU, or Wood foundations see IRC Chapter 4 and provide detail drawing.

- IRC502.7 Band or Rim Joist _____ X _____
- IRC404.3 & 317 Sill Plate(s) _____ X _____ () and P.T.? _____
- IRC403.1.6 Foundation Anchorage = size _____ spacing _____
- IRC503 Subfloor Material _____ thickness _____
- IRC502/502.1 Floor Joists _____ X _____ and _____ o.c. / or Truss _____
- IRC502.7 Lateral Joist Support Provided _____
- IRC502.5 Girder () -- _____ X _____ or Engineered _____
- IRC407 Columns: Type/size _____ and _____ O.C.
- IRC406 Waterproofing/Dampproofing _____
- IRC404 Concrete Wall _____ high X _____ wide
- IRC506 Concrete Slab: Thickness _____ Base material _____
- IRC403 Column Footings _____ X _____ X _____
- IRC506.2.3. Vapor Barrier _____
- IRC403 Footings _____ height X _____ width
- IRC405 Foundation Drain Pipe: size/type _____
- IRC405 Gravel/Stone & Felt: _____