

*TOWN OF WOLFEBORO*  
**RESIDENTIAL BUILDING PERMIT APPLICATION**

CODE ENFORCEMENT 569-5970

www.wolfeborohh.us

Permit Fee: \$ \_\_\_\_\_ Permit Number \_\_\_\_\_ Date Received Stamp: \_\_\_\_\_

**Property Information:** Zoning District \_\_\_\_\_ Tax Map #: \_\_\_\_\_

Physical Location of project : \_\_\_\_\_

Street name & number (or description)

**Owner Information:** Email: \_\_\_\_\_ @ \_\_\_\_\_

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

Legal Mailing Address: \_\_\_\_\_

Street or PO Box

Town/City

State

Zip

*The undersigned hereby applies for permission to make building improvements as described in this application and attached documentation. All construction to be completed in accordance with the Wolfeboro Planning and Zoning Ordinance, Local & State Building Codes, and all applicable regulations. I understand that I must apply for and receive a **Certificate of Occupancy** prior to occupying or using the building (per IRC R110.1), and that I may not store personal belongings such as furniture until a C.O. has been issued.*

\_\_\_\_\_  
Signature of Owner

Date: \_\_\_\_\_ 20 \_\_\_\_\_

**Owner's Agent** (letter of authorization required):

Signature of Owner's Agent \_\_\_\_\_ Date: \_\_\_\_\_ 20 \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

Street or PO Box

Town/City

State

Zip

*Construction not authorized until permit is approved  
24 hour notice must be given for inspection appointment  
Approved under 2009 International Residential Code*

Office use only: DATE APPLICATION COMPLETED

**\*\*\*\* Return the Application Instruction sheet with your application \*\*\*\***

\_\_\_\_\_  
Building Official

\_\_\_\_\_  
Date of Approval

Zoning	Fire/Rescue	Municipal Electric	Public Works	Building Department

Conditions of approval: \_\_\_\_\_

**Board Approvals** for this project/parcel: (include copy of decision)

ZBA	Date of approval _____
Planning Board	Date of approval _____
TRC	Date of approval _____

**Building permit application unissued due to:**

**Construction type:**

- ☐ Single Family Dwelling    ☐ Garage or accessory building    ☐ Addition    ☐ Deck  
☐ Renovations    ☐ Alterations    ☐ Shed (less than 200sf)    ☐ Fence
- ☐ New Roof (**check one**)    ☐ Stripping old shingles **or**    ☐ Shingling over **ONE** existing layer  
Roofing Material: \_\_\_\_\_
- ☐ Wood/Pellet stove/Gas fireplace: *include documents below*  
☐ Manufactures Installation Instructions    ☐ Gas piping permit for Gas fireplace or unit  
☐ Diagram (floor plan) of installation area showing clearances to construction or other equipment

**❖ Description of project** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_**Contractor information:**

Print Name \_\_\_\_\_ Phone (Cell preferred) \_\_\_\_\_

Complete Mailing Address \_\_\_\_\_

**Property Information:**

- Water Supply:    ☐ Public *or*    ☐ Private  
Sewage Disposal:    ☐ Public *or*    ☐ State of NH Approval#: \_\_\_\_\_  
Electric Entrance:    ☐ Underground *or*    ☐ Overhead  
Driveway Permit:    ☐ Submitted *or*    ☐ Town or State Approval # \_\_\_\_\_  
Flood Plain:    ☐ Yes    ☐ No

**Foundation:**

- ☐
- Concrete
- ☐
- Piers
- ☐
- Block
- ☐
- Wood
- ☐
- Other

**Structural Frame:**

- ☐
- Wood
- ☐
- Steel
- ☐
- Concrete/Masonry
- ☐
- Other

Are any structural assemblies fabricated off-site?

- ☐ Yes ***If Yes, submit all engineered truss or engineered wood/steel drawings Sealed by NH licensed professional***  
☐ No

**Heating/Fuel:** check all that apply

- ☐ Gas (Gas piping permit required from Building Department)    ☐ Electric  
☐ Oil (Oil burner permit required from Fire/Rescue Department)    ☐ Other \_\_\_\_\_

Addition/renovation heating system:    ☐ Will use existing system    ☐ New system for this project**Fees**

Estimated Construction Cost \$ \_\_\_\_\_

Living areas, all conditioned (heated) spaces    **Finished Sq Ft** \_\_\_\_\_ **X**    **\$75 =** \_\_\_\_\_ **X .004 =**    **\$** \_\_\_\_\_Porches, basements, garages, all unconditioned spaces    **Unfinished Sq Ft** \_\_\_\_\_ **X**    **\$50 =** \_\_\_\_\_ **X .004**    **\$** \_\_\_\_\_**(Minimum fee of \$25.00)**    **Total Fee Due**    **\$** \_\_\_\_\_**\*\*\*\* Return the Application Instruction sheet with your application \*\*\*\*****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

Check list	<b>TOWN OF WOLFEBORO</b> <b>APPLICATION INSTRUCTIONS ~ return this sheet with your application</b>	Office Use
	<b>Zoning District:</b> Can be found here: <a href="http://online.com/wolfeboronh/">online.com/wolfeboronh/</a> by turning on “map layer” “zoning” and searching for the property address or by owner.	
	<b>Tax map#</b> This can be found on the property tax bill, survey/septic plan, or on the town tax map, on-line through the town assessing records at <a href="http://WolfeboroNH.Assessor/assess">WolfeboroNH.Assessor/assess</a>	
	<b>Physical location of project</b> (street name and number, or location if no number has been assigned).	
	<b>Owner Information</b> , their legal mailing address, and telephone number where they can be reached. <i>Please supply this contact information even if the application is signed by an agent.</i>	
	<b>Owner’s Agent:</b> If a contractor or designer is acting as the owner’s agent, please supply a signed letter or email from owner, and supply the agent’s contact information on the application.	
	<b>Construction type:</b> check the box(s) that best describe your proposed project	
	<b>Description of project:</b> what is being changed, added or built for assessing card	
	<b>Contractor information:</b> Name , address and telephone number (cell preferred)	
	<b>Property Information:</b> Answer questions for Water, Sewer and Electrical	
	<b>Driveway Permit:</b> application submitted <u>or</u> approval number from Town or State NH. <a href="#">DrivewayPermit.pdf</a> (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).	
	<b>Flood Plain:</b> Is your property in the flood plain? Go to <a href="http://nh.gov/floodplain/maps.htm">nh.gov/floodplain/maps.htm</a> and choose <u>GRANITView</u> , and turn on Layer “floodplain”. Zoom to your parcel.	
	<b>Construction cost</b> excluding land	
	<b>Fee due</b> – make check payable to the Town of Wolfeboro, minimum \$25.00	
	<b>Impact Fee</b> form and payment <i>for new structures only</i> <a href="#">ImpactFeeForm.pdf</a>	
	<b>Board Approvals:</b> enter the date of any approvals previously obtained for this project or property. Please submit a copy of the Notice of Decision or approval	
	<b>REQUIRED SUBMITTALS ~ Your application will be returned to you unapproved if submittals are not complete within 30 days of application date</b>	
	<b>Site Plan</b> (see <a href="#">SitePlanInstructionSheet2013.pdf</a> )	
	<b>Wetlands assessment letter</b> from certified Wetland Scientist required for <b>every project with proposed new footprint area including sheds, decks and additions</b> . Certified wetland scientists are listed on the NH DES website at <a href="http://www.nh.gov/jtboard/wslst.htm">http://www.nh.gov/jtboard/wslst.htm</a> .	
	<b>3 sets of Building Plans</b> (floor plans and elevations <i>must be “to scale”</i> ). Label locations and sizes of egress windows/doors and supply window schedule and manufacturers egress information.	
	<b>Wall Section Drawing</b> for new typical exterior construction. (You may use <a href="#">TypicalWallSection.pdf</a> for simple projects)	
	<b>New Hampshire State Energy Code</b> approval ~ For every project with 150 sf of new or substantially renovated living space. Submit with your building permit application a copy of the EC-1 form with approval number from the State. <a href="http://puc.nh.gov/EnergyCodes/NH.pdf">puc.nh.gov/EnergyCodes/NH.pdf</a>	
	<b>State approved sewage disposal system</b> approval number. (See <a href="#">SepticSystemExpansionRule.pdf</a> )	
	<b>For Shorefront properties;</b> submit approvals for Wolfeboro’s Shoreland Permit <a href="http://wolfeboronh.us/Shoreland.pdf">wolfeboronh.us/Shoreland.pdf</a> and the State of New Hampshire <a href="http://des.nh.gov/water/wetlands/cspa.htm">des.nh.gov/water/wetlands/cspa.htm</a> <b>prior to</b> a building permit application	

**PLAN REVIEW**  
**For Office Use Only**

**Property Information:**

Tax Map # \_\_\_\_\_

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

Physical Location of project: \_\_\_\_\_

**Contact person information:**

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

Email: \_\_\_\_\_

Telephone # \_\_\_\_\_

**Additional information requested:**

*Contact date & info:* \_\_\_\_\_

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*Contact date & info:* \_\_\_\_\_

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*Contact date & info:* \_\_\_\_\_

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