

TOWN OF WOLFEBORO
RESIDENTIAL BUILDING PERMIT APPLICATION

CODE ENFORCEMENT 569-5970

www.codes@wolfeboronh.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

<i>Construction not authorized until permit is approved 24 hour notice must be given for inspection appointment Approved under 2018 International Residential Code</i>	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

<u>Fees</u>		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)
- Impact Fee Form Electrical permit
- Plumbing permit Gas piping permit
- Wolfeboro Shoreland Permit
- NH Shoreland Program

PLAN REVIEW
For Office Use Only

Routed to departments _____ Date

Property Information:

Tax Map # _____

Owner Name: _____

Physical Location of project: _____

Contact person information:

Name: _____

Email: _____

Telephone # _____

Additional information requested:

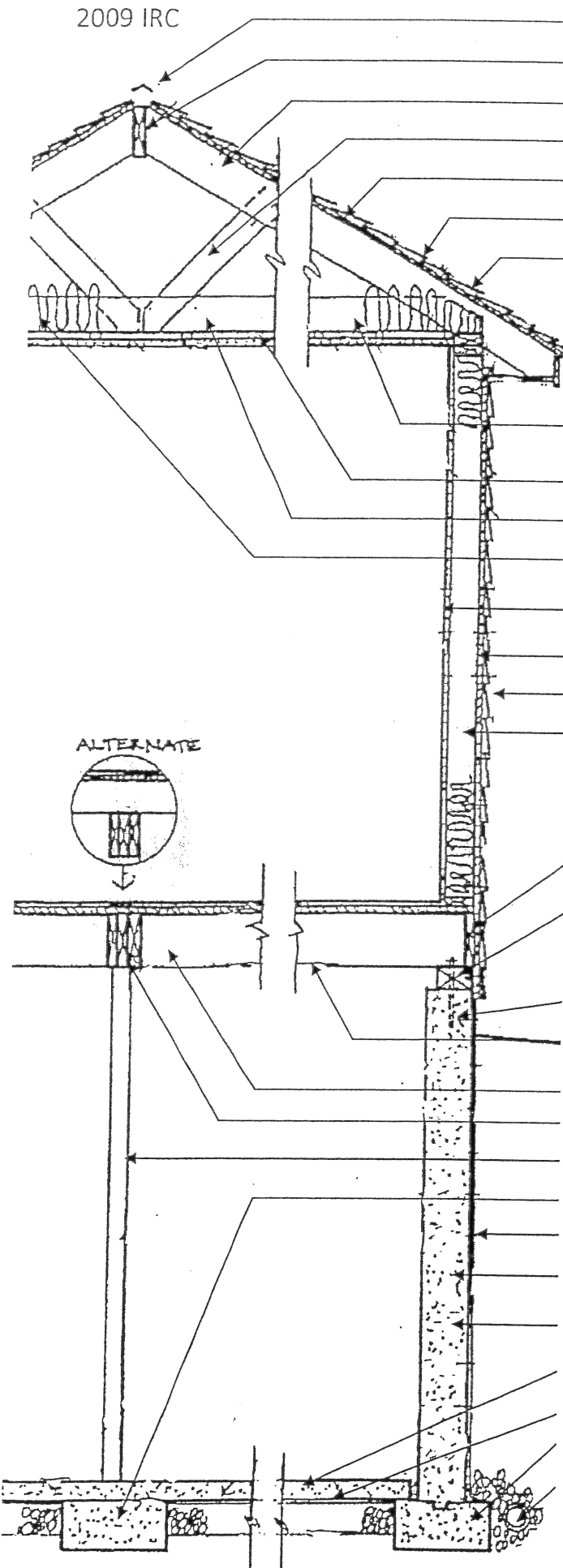
Contact date & info: _____

Contact date & info: _____

Contact date & info: _____

Contact date & info: _____

Check List	TOWN OF WOLFEBORO APPLICATION INSTRUCTIONS- Return this sheet with your application	Office Use
	Zoning District: Can be found at https://www.axisgis.com/wolfeboronh/ for the Online GIS system. Choose "Layers tab" then "Zoning Map" search by Owner's Name, Address or Tax Map & Lot Number.	
	Tax Map & Lot Number: Can be found on the property tax bill, survey/septic plan, online GIS system lookup or through the Assessing records.	
	Physical location of the project (Street name and number, or location if no number has been assigned).	
	Owner Information: Legal mailing address and telephone number where they can be reached. Please supply this contact information even if the application is signed by the agent.	
	Owner's Agent: If a contractor or designer is acting as the owner's agent, please supply a signed letter or email from the owner, and supply the agent's contact information on the application.	
	Construction type: check the box(s) that best describe your proposed project.	
	Description of project: what is being changed, added or built for the assessing card.	
	Contractor's Information: Name, Address and Telephone/Cell number.	
	Property Information: Answer questions for Water, Sewer and Electrical.	
	Driveway Permit Application: submitted or an approval number from the Town or State of NH (Note: For whole house renovations, major addition and tear down/rebuild, existing driveways without an approval on file must be resubmitted to the Public Works Department for approval.	
	Flood Plain Maps: Is your property in the flood plain?	
	Construction cost- excluding land.	
	Fee Due – Make checks payable to Town of Wolfeboro.	
	Impact Fee Form – payment for new structures only.	
	Board Approvals: enter the date of any approvals previously obtained for this project or property. Submit a copy of the Notice of Decision for the approval.	
	REQUIRED SUBMITTALS – Your application will be returned to you unapproved if submittals are not complete within 30 days of application received date.	
	Site Plan Instruction Sheet: Every application should have a site plan attached.	
	Wetlands Assessment letter: Every project requires a letter from a Certified Wetland Scientist with a proposed new footprint area including, sheds, decks and additions.	
	3 Sets of Building Plans: (Floor plans and elevations must be "to scale"). Supply window schedule and manufactures information for egress windows and safety glazed windows.	
	Typical Wall Section Drawings – for new typical exterior construction.	
	NH State Energy Code approval number for all new conditioned space greater than 150 square feet.	
	Septic System Expansion Approval: A Flow chart to identify if your project needs a new septic approval from the State of NH DES.	
	For Shorefront properties: Submit approvals for Wolfeboro Shoreland Permit Application and the NH Shoreland Program prior to a building permit application.	



2009 IRC

- IRC 806 Ridge and Soffit Vent _____ or Gable Vent _____
- IRC 802.3 Ridge Board _____ or Structural Ridge _____
- IRC802 Rafters _____ x _____ and _____ On Center
- IRC802.10 Trusses _____ (Provide Manufacturer's Drawing)
- IRC803 Roof Sheathing
- IRC905 Roof underlayment
- IRC905 Roof Shingles or Material

Name of Property Owner _____

Address & Tax Map _____

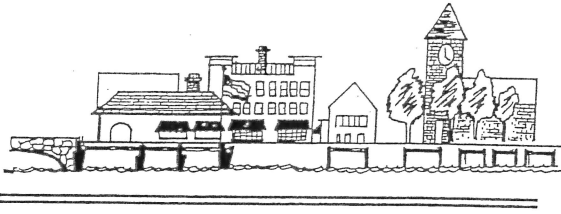
Insulation: IRC Chapter 11, IRC Chapter 316, and per NH Energy Code

- IRC601.3 Vapor Retarder Material
- IRC802 Ceiling Joists _____ x _____ and _____ On Center
- IRC802.8 Ceiling Joist lateral Support
- IRC 302.9 Interior Finish Material & 702
- IRC703 Exterior Siding
- IRC602.3 Wall Sheathing
- IRC602 Wall Studs _____ x _____ and _____ On Center

For Slab-on-grade, CMU, ICF, or wood foundations see IRC chapter 4 and provide detail

ALTERNATE

- IRC502.7 Band or Rim Joist _____ x _____
- IRC 404.3 Sill Plate(s) _____ x _____ (# _____) and PT _____ & 317
- IRC503 Subfloor Material _____ Thickness _____
- IRC403.1.6 Foundation anchorage size _____ spacing _____
- IRC502 Floor Joists _____ x _____ and _____ On Center
- IRC502.7 Floor Joist Lateral Support Provided _____
- IRC502.5 Girder(# _____) -- _____ x _____ or Engineered _____
- IRC407 Columns; Type/size _____ and _____ O.C.
- IRC403 Column footings _____ x _____ x _____
- IRC406 Water/Damp Proofing _____
- IRC404 Concrete Wall _____ High by _____ Wide
- IRC404.1.2 Horizontal Rebar # of bars _____ placed at _____ (1)
- IRC506 Concrete Slab Thickness _____ Base Material _____
- IRC506.2.3 Slab Vapor Barrier _____
- IRC403 Concrete Wall Footings _____ x _____ x _____
- IRC405 Foundation Drain Type/Size _____ Stone & Felt _____



Planning and Development

Town of
Wolfeboro

Site Plan Instruction Sheet

Instructions for submittal of site plans required for
Building Permits, Raze Permits, Sign Permits and Tent Permits

What to show on completed site plan:

- Map & Lot number
- Property lines with distances along lines
- Distances from property lines to proposed structure
- Show all existing structures including all sheds & barns
- Distances from proposed structure to nearby existing structures
- Roadways adjacent to property lines
- Distances to proposed structure from any shorefront
- Driveway(s), walkways & parking areas Right of Ways, easements, or buffer areas on property
- Indicate wet areas, streams, and natural or build drainage run-off (not necessary for tent & sign permit applications)
- Raze permits ~ indicate on site plan what is being removed

If the property is large, please submit one Site plan showing overall property (Tax Map is fine for this purpose) and one site plan at a small enough scale to show the required information.

Scale: submit site plans "to scale"; acceptable scales are

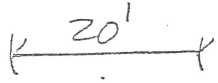
- 1 inch on paper =10 feet on site (1"-10')
- 1 inch on paper =20 feet on site: most septic plans are drawn at this scale (1"=20'); you can use a copy of your septic plan on which to sketch the proposed building
- 1 inch on paper =50 feet on site: surveys of large parcels might be drawn at this scale (1"=50'); this scale may be too large to show the details of an addition/renovation project
- 1 inch on paper =100 feet on site (1"-100'): Town of Wolfeboro Tax Maps are at this scale, but this scale is too large for most site plans needed. You may use a copy of the tax map if a copy is increased in size by 200%(50'=1")

9 Union Street Post Office Box 629 Wolfeboro, New Hampshire 03894

(603) 569-5970

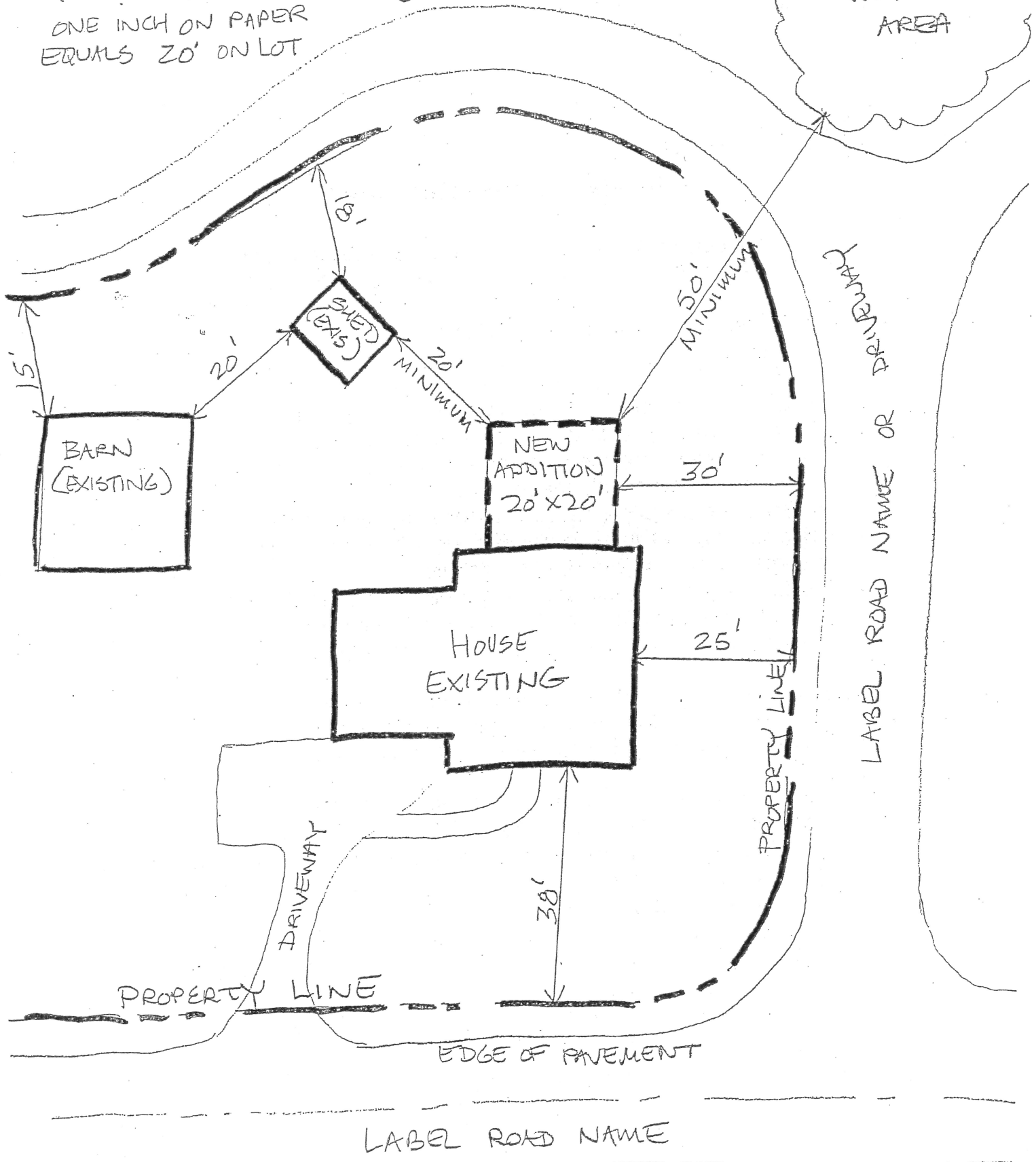


SCALE EXAMPLE



ONE INCH ON PAPER
EQUALS 20' ON LOT

OWNER NAME
MAP & LOT #
STREET ADDRESS



EXAMPLE SITE PLAN



Planning & Development Department

*Town of
Wolfeboro*

Wolfeboro's Wetlands Buffer Compliance

Wetlands and wetland buffers are protected under NH State laws (RSA 674:16-17) and the Wolfeboro Planning and Zoning Ordinance (ARTICLE II, Wetlands Conservation Overlay District Sections 175-3 through 175-10).

All applications for Building Permits which propose new or expanded footprint area, including those for sheds, decks and detached garages, must show compliance with wetland buffer by means of a certified site assessment letter from a State of New Hampshire Certified Wetland Scientist. A list of certified Wetland Scientists can be found at <http://www.nh.gov/jtboard/wslist.htm>

Wetlands identified adjacent to and within a construction area shall be delineated by a State of New Hampshire Certified Wetlands Scientist and permanently marked as per Conservation Commission requirements. Please see booklet titled *Requirements For Construction And Installation Of Markers 'Wetland Boundary'* available from the Wolfeboro Conservation Commission.

Projects meeting the threshold criteria proposed within the wetland buffer zone must apply for and receive a Special Use Permit from the Planning Board before a building permit may be issued. The wetlands markers and setbacks from the buffer setback line and lot lines may be required to be shown on a site survey to verify compliance with the Wetlands Buffer Zone and Wolfeboro setbacks.

9 Union Street Post Office Box 629 Wolfeboro, New Hampshire 03894

(603) 569-5970



Does my project require that I build a septic system?

WDSSB5 2013

Clarification of Regulation Requirements for New Construction & Expansion of Existing Buildings

EnvWq 1004.15 Expansion, Relocation, Remodeling or Replacement of Existing Structures

No construction or operational approval from the department shall be required prior to the expansion, relocation, remodeling, or replacement of any structure that does not increase the load on a sewage disposal system as long as the following conditions are met (RSA 485A:38, IIa):

- (1) The ISDS (individual sewage disposal system) serving the structure received construction and operational approval from the department within 20 years of the date of the issuance of a building permit for the proposed expansion, relocation, or replacement; Or the lot is either 5 acres or more in size.
- (2) If the property is nonresidential, no waivers were granted in the construction or operational approval of any requirements for total wastewater lot loading, depth to groundwater, or horizontal distances to surface water, water supply systems, or very poorly drained soils; and
- (3) The proposed expansion, relocation, or replacement complies with the requirements of the Shoreland Water Quality Protection Act, RSA 483B, if applicable. Except as provided below, any expansion, relocation, remodeling, or replacement of a structure that does not meet the above exemption requirements shall be considered new construction, and a new application for an ISDS to serve the structure is required:

The ISDS serving the structure received construction and operational approval from the department more than 20 years before the date of the issuance of a building permit but otherwise meets the criteria in #3 above and the footprint will not change. (EnvWq 1004.15 (c)).

Once approval for the sewage disposal system is received from the department, work may commence on expanding, relocating, or replacing the structure. Prior to expanding any structure or converting the structure from seasonal to fulltime occupancy, the owner of such structure shall submit an application for approval of the sewage disposal system to the department.

For Further Information

If you have any questions concerning septic systems, contact DES Subsurface at (603) 2713501, or 29 Hazen Drive, PO Box 95, Concord, NH 033020095; Fax: (603) 2716683;
<http://des.nh.gov/organization/divisions/water/ssb/index.htm>.



Town of
Wolfboro

APPLICATION AND APPROVAL PROCESS

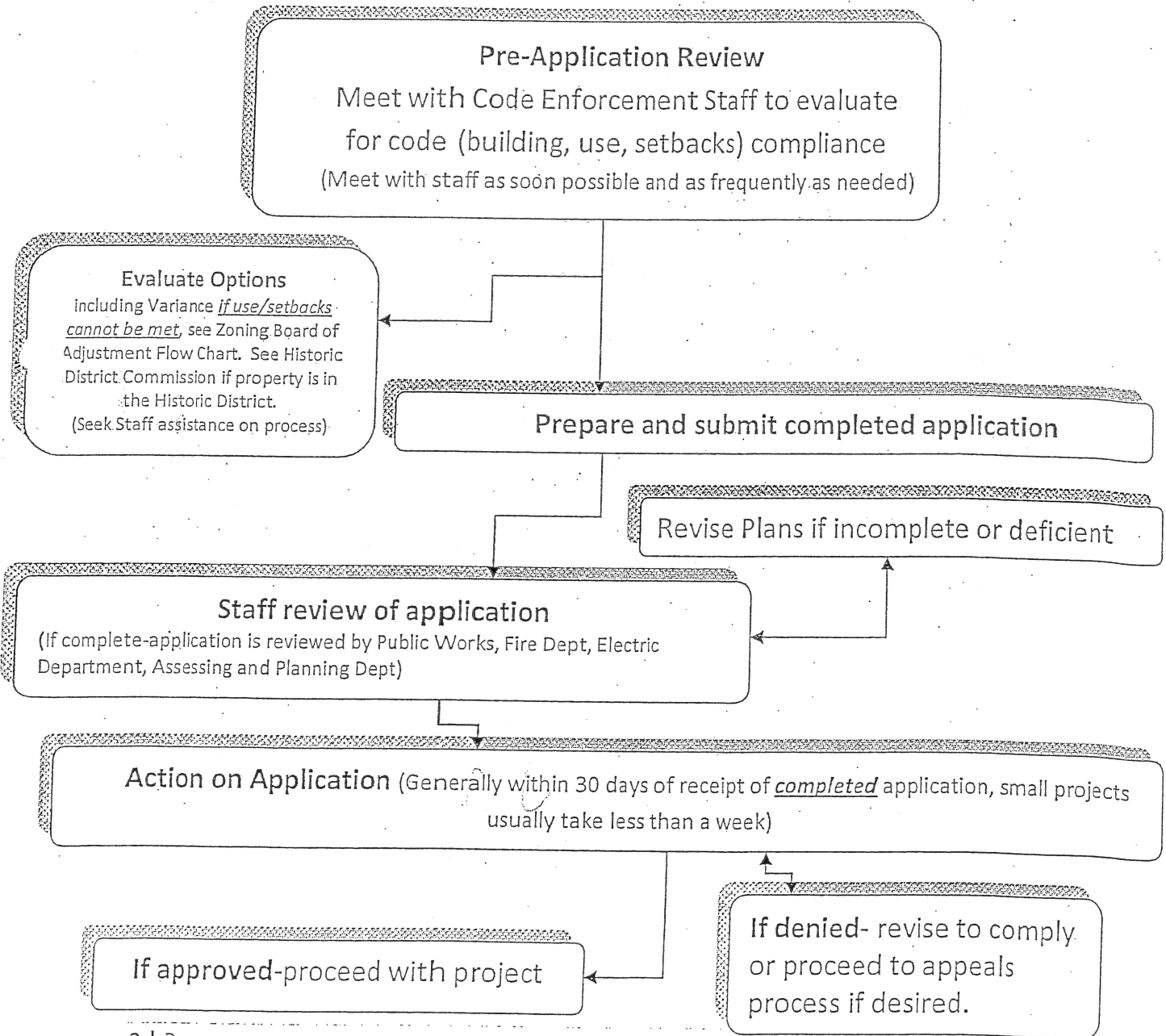
Building Permit

Contact: Code Enforcement Officer

Applications Include:

- Repairs and Renovations
- New Construction and Additions
- Electrical, Plumbing, Gas, Wood Stoves
- Change of Use
- Sign Permit, Temporary and Permanent

Overview Only





ENFORCEMENT OF CODE VIOLATIONS

Code Enforcement Office: 569-5970

Town of
Wolfboro

Allegation of violation from citizen complaint or as identified by staff

Alleged violations could include:

- ~ Encroachment into setbacks such as property lines or Wetlands Buffer Zone.
- ~ Site preparation or building activity prior to obtaining a permit.
- ~ Exceeding scope of building permit.
- ~ Non-compliance with permit approval conditions (ZBA, HDC, PB, DES).
- ~ Use of property in a manner not permitted by zone or ordinances.

Violation verified and documented by staff through research of the record files, personal interview, and investigation.

Alleged violation unfounded
File closed

Scope and impact of violation assessed and case integrated into departmental work flow for enforcement decision/action

Contact (telephone or in-person) made with violator and violation immediately abated, or abatement agreement made. Zoning Violation Log Card or letter completed and added to record file.

Letter written to property owner and responsible party. Letter will identify zoning provision being violated, a method of abatement, and a timeline for action.

Voluntary compliance

Responsible party contacts the Code Enforcement Officer and makes abatement agreement, or takes steps to abate the violation.

No response/no abatement effort from addressee
Certified *Notice of Violation* letter sent reiterating violation and warning of court action and fine if violation is not abated, or an abatement agreement made, within 10 days of receipt of notification (§175-181). A deadline for ZBA application for Appeal of Administrative Decision (§ 175-187) will be set (30 days from receipt of notification).

Violation forwarded to Town Attorney for action or pursued by Code Enforcement Officer in Court pursuant to New Hampshire Statutes CHAPTER 676: ADMINISTRATIVE AND ENFORCEMENT PROCEDURES

No response/no abatement effort from addressee
ZBA appeal deadline has passed without application presented for an appeal. Second certified *Notice of Violation* letter sent with warning of impending court action and final date to comply.

CODE OF THE TOWN OF WOLFEBORO NEW HAMPSHIRE, v6 Updated 02-15-2008
PART II LAND USE LEGISLATION Chapter 175, ZONING
Part 1, Planning and Zoning [Adopted 3-13-1939 ATM by Art. 9, as amended through 3-2000 ATM]

ARTICLE XXVIII, Administration and Enforcement

§ 175-181. Violations and penalties; methods of correction.

A. Any person, partnership, association, company, corporation or individual who violates, disobeys, omits, neglects or refuses to comply with the provisions of this chapter shall be deemed guilty of a misdemeanor offense and, upon conviction thereof by a court of competent jurisdiction, shall be punished by a civil fine of \$100 per day per violation of this Code for each day such violation continues. A violation or suspected violation may be brought to the attention of the Code Enforcement Officer by any individual who suspects that such violation has or may be occurring.

B. The Code Enforcement Officer shall conduct an investigation, under the supervision of the Zoning Administrator, into the alleged violation. If the investigation appears to uphold the allegation, the Code Enforcement Officer shall first notify the offending party, who shall have a maximum of 10 days in which to correct the violation or in which to come to an agreement on a time frame in which the violation may be abated. Such an agreement shall be binding. In the event that these efforts fail to result in an abatement of the violation, the Zoning Administrator shall file a complaint with the Town Attorney, and the matter shall come before a court of competent jurisdiction for resolution.

C. Every violation of these regulations shall be a separate and distinct offense, and in the case of a continuing violation, each day's continuance shall be deemed a separate and distinct offense.

§ 175-187. Appeals.

Appeals to the Board of Adjustment may be taken by any person aggrieved or by an officer, department, board, or bureau of the municipality affected by any decision of the permit officer, in the manner prescribed by RSA 676:5, as amended, within the time limit set forth by the Board of Adjustment according to said statute.

New Hampshire Statutes

CHAPTER 676: ADMINISTRATIVE AND ENFORCEMENT PROCEDURES

Penalties and Remedies

676:15 Injunctive Relief.

676:17 Fines and Penalties; Second Offense.

676:17-a Cease and Desist Orders.

676:17-b Local Land Use Citations; Pleas by Mail.

Full text of the statutes can be found at:

<http://www.gencourt.state.nh.us/rsa/html/NHTOC/NHTOC-LXIV.htm>

Zoning Enforcement Policy

General Policy

Enforcement shall be prioritized to protect the public health, safety, welfare, environment and property values of the community, in a fair and equitable manner. Zoning enforcement is not to be used as a means of furthering neighbor and/or civil disputes.

General Procedures

These procedures are not inflexible and adjustments may be made depending upon the nature and severity of the violation.

- All complaints received shall be documented in writing and include the complainant's name and contact information. Said complaint shall be evaluated for priority, and pertinent town records researched.
- Site investigation conducted. If violation found, site inspection notes compiled and photographs taken, when possible. Violation file created and violator contacted. Contact may be either written or oral. Nature of violation explained and remedy provided.
- Re-inspection conducted. If violation remains, a formal Notice of Violation/Request for Voluntary Compliance may be issued, citing the regulation being violated and the remedy and timeframe for compliance.
- If the violation remains upon the expiration of the voluntary compliance date, a Cease and Desist Order may be issued, citing the violation, the required remedy and the right to appeal.
- If the violation remains and the right to appeal has expired, a Citation or other legal remedies may be issued/taken.

Enforcement Priorities

The following are general policies relating to prioritizing enforcement of the Wolfeboro Planning and Zoning Regulations:

- Violations that pose immediate danger to the public health, safety, environment and general welfare of the community.
- Violations related to development projects that are in the construction phase.
- Complaint based enforcement which are in writing include the complainant's name and contact information.
- Anonymous complaints posing an immediate threat to the public health, safety, environment and welfare of the community.
- Complaints associated with neighbor and/or civil disputes shall receive the lowest priority.

Code Enforcement (Building and Fire Codes)

Unlike Zoning, which is adopted by the town, building and fire code are adopted by the State of NH. In addition, both the building and fire code have established standards for enforcement and, therefore, the Zoning Enforcement Policy shall not pertain to the building and fire code.

Adopted by the Board of Selectmen on September 15, 2010