



**Town of Holderness**  
PO Box 203, Route 3  
Holderness, NH 03245-0203  
Phone: (603) 968-2145  
Fax: (603) 968-9954  
**landuse@holderness-nh.gov**

Date Received \_\_\_\_\_

Permit Number \_\_\_\_\_

Permit Fee \_\_\_\_\_

Check # \_\_\_\_\_

Received By \_\_\_\_\_

**TOWN OF HOLDERNESS  
LAND USE PERMIT APPLICATION**

\_\_\_\_\_  
**PROPERTY OWNER(S)**

\_\_\_\_\_  
**PROPERTY LOCATION (Physical Address)**

**TAX MAP #** \_\_\_\_\_ **LOT#** \_\_\_\_\_ **SUB-LOT#** \_\_\_\_\_

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

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

Contractor's name and phone number \_\_\_\_\_

**ZONING DISTRICT:** \_\_\_\_\_ **Rural/Residential** \_\_\_\_\_ **General Residential**  
\_\_\_\_\_ **Commercial** \_\_\_\_\_ **Flood Hazard** \_\_\_\_\_ **River Corridor**

\_\_\_ **YES** \_\_\_ **NO:** Is there an existing living space/dwelling on the property?

\_\_\_ **YES** \_\_\_ **NO:** Is any portion of the property in current use or conservation easement?

\_\_\_ **YES** \_\_\_ **NO:** Are there wetlands located on or adjacent to the property?

\_\_\_ **YES** \_\_\_ **NO:** Does the proposed work include adding or upgrading a heating system?

\_\_\_ **YES** \_\_\_ **NO:** Is this permit for a small wind energy system? If yes, abutters need to be given notice at \$10/abutter. Note: A 30-day waiting period is required before a permit can be approved.

Please describe the proposed structure and its use: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Please attach a drawing to scale showing location of structure on lot and the distance to each boundary.**

Total construction area square footage: \_\_\_\_\_ Estimated project cost \_\_\_\_\_

\_\_\_\_\_ Evidence of all required State and Federal permit approvals is attached

**Any violation of the Holderness Zoning Ordinance is subject to a fine of up to \$275.00 for each day of each violation (see RSA: 676:17)**

**Zoning Ordinance 1000.2.6: Permits issued by the Selectmen for construction or demolition shall be good for a maximum of 2 years. The Selectmen may issue a permit for a lesser amount of time. Permits issued for “use” or in conjunction with Special Exceptions or Variances granted by the Zoning Board of Adjustment are valid until 1 year after the “use” or activity associated with the Variance or Special Exception ceases.**

**WETLANDS:** I/We understand that before any structure or other project, or portion thereof may take place in any wetland as defined in RSA 482-A:2 X, that first I/We must apply to the New Hampshire Department of Environmental Services, Wetlands Division. (606-271-3503).

I/We further certify that this structure or project will comply with other provisions of the Holderness Zoning Ordinance, Subdivision/Site Plan Regulations, New Hampshire Energy Code, Subsurface Sewage Disposal Criteria, New Hampshire Standards for significant alteration of terrain which may affect runoff (RSA 485-A), Comprehensive Shoreland Protection Act, State of New Hampshire Building Code and all applicable State and Federal Laws.

**SIGNATURE OF APPLICANT(S):** \_\_\_\_\_

If applicant is other than the owner(s) of the property, you must obtain the owner(s) signature.

The undersigned owner(s) of the property under application hereby authorize the below named agent to act for me in presenting this application and furnishing all required information.

**OWNER(S) SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

Required of the Applicant

\_\_\_\_\_ Yes \_\_\_\_\_ No: At the completion of the project and before the new structure is occupied or put to use, the applicant is required to submit to the Town Office the attached Certificate of Compliance form.

Comments or conditions of approval: \_\_\_\_\_

**OFFICE USE ONLY**

Septic System Approval # \_\_\_\_\_ NH Energy Code Approval # \_\_\_\_\_

N H Wetlands Permit \_\_\_\_\_ Lot Sketch Showing Setbacks \_\_\_\_\_

Current Use Status Change \_\_\_\_\_ Conditional Permit Approved/Denied \_\_\_\_\_

Smoke Detectors Required \_\_\_\_\_ New House Number Assigned \_\_\_\_\_

New furnace or upgrade to existing furnace \_\_\_\_\_ (Separate Permit Required)

Permission is hereby granted for the construction of the structure or project as identified on this permit. Construction must begin within six months of the date of issuance of this permit. The permit is valid for a period of two years from the date construction begins. The permit is only valid for the specific work set forth in the permit.

\_\_\_\_\_  
Jeremy Bonan, Compliance Officer

\_\_\_\_\_  
Date

OR

\_\_\_\_\_  
Michael Capone, Town Administrator

\_\_\_\_\_  
Date

**TOWN OF HOLDERNESS**  
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Any person, persons, partnership, trust, corporation, or LLC intending to erect, construct, alter or reconstruct any building or structure shall first make application for a permit on forms obtained from the Selectmen's Office or the town web site.

The following list includes, but is not limited to, items which are exempt from the requirements of a building permit:

- roof and siding replacement in-kind;
- window replacement, when not increasing the header size;
- or changing bath fixtures in-kind.

Please be aware that window replacement will require egress compliance with the building code.

Please direct questions or requests for assistance to the Compliance Officer (landuse@holderness-nh.gov).

### **Building Permit Procedure**

Please be sure the application form is complete with all information pertinent to your project. In addition, the following must be completed or provided, if applicable:

- The proposed building/structure location **must be staked out with side and back property lines marked.**
- Copies of any Zoning and/or Planning approvals, or dates of such approvals and requirements.
- A signed statement of the intended use of said structure or alteration on the Building Permit Application.
- A plot plan to scale with all setbacks from new construction to include, lot lines, septic, well, wetlands, lake and roads, and any other pertinent setbacks. The plan should show all existing structures on the lot and the distance between the existing building and any new construction, road frontage and / or shore frontage of the lot, any rights-of-way or easements, steep slopes area, whether the road is a class VI or private road, and if the property is in current use.

**Please review the Zoning Ordinance to be sure you have met all the standards required for your Zoning district.**

- Total square footage of the construction which must include all floors, including basement and loft areas. This total is used for fee calculation.
- Septic System, (state "approval for construction" number), if required by state or town regulations (see page 2).
- Approved driveway permit: town road - contact the **Holderness Department of Public Works** at 536-2932; state road - contact the **NH Department of Transportation, 2 Sawmill Road, Gilford NH 03246** (603) 524-6667.
- New Hampshire Energy Code approval number, unless exempt by Energy Code: contact NH Public Utilities Commission, 21 S. Fruit Street, Suite 10, Concord, NH 03301-2429, (603) 271-2431, [www.puc.nh.gov/EnergyCodes/energypg.htm](http://www.puc.nh.gov/EnergyCodes/energypg.htm)
- If applicable, copies of any state or town required NH DES permit approvals, including, but not limited to, Comprehensive Shoreland Protection Act, Wetland Permit, Alteration of Terrain, Dredge and Fill Permit.
- Lot coverage for residential and commercial increases must be shown on the scaled plan to include all buildings, walkways, and driveways.

The applicant shall make the premises accessible to the Selectmen, or their agent, at reasonable times for the performance of their duties.

The applicant shall attest to the fact that the structure or building erected, constructed, altered, or reconstructed shall comply with all ordinances and regulations.

**The structure shall be used only for the purpose stated on the application.**

It is also required that all construction must meet the present NH Building Code adopted by the State of NH:

All new and substantially rehabilitated habitable residential structures shall be equipped with hard wired battery back-up automatic fire warning system (smoke detectors), one in each bedroom and in the vicinity of the bedrooms, and at least one on each level including basements. The one for each level could be a combination smoke / carbon monoxide detector. As of January 1, 2010, you are required to have a carbon monoxide detector on each level if you have an attached garage or an appliance or device that uses a combustion method of burning solid, liquid, or gas fuel. If the system is added to the structure later, a carbon monoxide system would be required at that time.

All rental or hotel / motel units are required to have the above systems, regardless of any construction work.

If you are building a new structure, expanding an existing structure or replacing or relocating an existing structure, you must meet all of the following NH Department of Environmental Services requirements or submit a new state septic “approval for construction” number with your building permit.

1. The structure, other than a new structure, is served by an existing septic system that is less than 20 years old on the date the building permit will be issued.
2. If the existing system is more than 20 years old, on the date of the building permit issue, then the work cannot increase the load on the ISDS.
3. If it is a new structure, requiring a state approved septic system, and any existing septic approval for the structure is less than 4 years old on the date the building permit, the building permit may be issued.
4. There is no increase in the load on a sewage disposal system as per Env – Wq 1002.35.
5. It is a nonresidential property and no waivers were issued by NH DES for total wastewater lot loading, depth to groundwater, or horizontal distances to surface water, water supply systems, or very poorly drained soils.
6. When applicable, the proposed expansion, relocation, or replacement complies with the requirements of the Comprehensive Shoreland Protection Act, RSA 483-B.

This information is not meant to cover every situation where a septic system may be required by the State of NH or the Town of Holderness, but is only a guide to help in determining some of the state and town requirements. You should contact a licensed designer if you have any questions regarding the requirements for your property.

Installation or Alteration of Oil Burning Equipment requires a separate permit from the Holderness Fire Chief.

Building Permits will be reviewed upon submission and every effort will be made to complete the process within one week to ten days. The Compliance Officer may request further documentation before finalizing the application. The applicant or agent will be notified when the permit is available and the amount of the permit fee.