



Town of Holderness
PO Box 203, Route 3
Holderness, NH 03245-0203
Phone: (603) 968-2145
Fax: (603) 968-9954

holdernesscompliance@roadrunner.com

Permit Number

Permit Fee

**TOWN OF HOLDERNESS
BUILDING PERMIT APPLICATION**

Fee Paid _____ Check # _____ Accepted By _____

PROPERTY OWNER(S)

PROPERTY LOCATION (house # & street/road name)

TAX MAP # _____ LOT # _____ SUB-LOT # _____

Mailing Address _____

Home Tel # _____ Business Tel # _____

ZONING DISTRICT: ___ Rural/Residential ___ General Residential ___ Commercial/Industrial
___ Flood Hazard ___ River Corridor

___ YES ___ NO A portion of the property is in current use or a conservation easement.

___ YES ___ NO Wetlands located on the lot or adjacent to the lot.

___ YES ___ NO Proposed work includes adding or upgrading a heating system.

Describe the proposed structure or project: _____

Contractor's name and telephone number: _____

___ Drawing to scale attached showing structure location on lot & distance to each lot boundary.

Proposed use of the structure or project: _____

Total construction area square footage: _____ Estimated total cost of project: _____

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

___ Evidence of all required State and Federal permit approvals are attached.

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 NH Department of Environmental Services, Wetlands Division. (271-3503)

I/We further certify that this structure or project will comply with the provisions of the Holderness Zoning Ordinance and Subdivision & Site Plan Regulations, NH Energy Code, Subsurface Sewage Disposal criteria, state standards for significant alteration of terrain which may affect runoff (RSA 485-A), Comprehensive Shoreland Protection Act, NH Building Code, and all applicable state and federal laws.

Owner's signature

The undersigned owner(s) of the property hereby authorize _____ to act as agent in presenting this application and furnishing all required information.

The undersigned owner(s) of the property under application hereby also authorizes the Selectmen or their agent to enter the property at any reasonable times of the day as necessary for the purpose.

Applicant's signature

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 Hall the attached CERTIFICATE OF COMPLIANCE form.

Comments or conditions of approval.

FOR OFFICE USE ONLY

Septic System Approval # _____	NH Energy Code Approval # _____
N H Wetlands Permit _____	Lot Sketch Showing Setbacks _____
Current Use Status Change _____	Permit Approved/Denied _____
Smoke Detectors Required _____	New house number assigned _____
New furnace or upgrade _____	

Permission is hereby given for the construction of the structure or project as identified on this permit. The permit shall become invalid unless operations are commenced within six months of issuance and remains valid for two years from the date of construction start. This permit is issued only for the use set forth in the application.

Board of Selectman

Date

OR

Donald E. Cahoon, Compliance Officer

Date

TOWN OF HOLDERNESS
PO BOX 203
HOLDERNESS, NH 03245
(603) 968-2145
www.holderness-nh.gov

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; 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 (holdernesscompliance@roadrunner.com).

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 lines and back lines marked.**
- Supply 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 must be included on the Building Permit Application.
- A plot plan to scale with all setbacks to 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 right-of-ways or easements, steep slopes area, if 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 all the information 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 calculations.
- 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/energyvpg.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 detectors. 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, there can be no increase in the size of the footprint or ridgeline of an existing or former structure.
3. 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 will be issued.
4. There is no increase of the load on a sewage disposal system as per Env – Wq 1002.41.
5. It is a nonresidential property and no waivers were issued by 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 condition when 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 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.