

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

**TOWN OF HOLDERNESS
BUILDING PERMIT PROCEDURE**

Revised 11/20/06

This regulation is adopted by the Selectmen to carry out the purposes of the Zoning Ordinance adopted at the Town Meeting on March 12, 1985.

DUTIES OF THE APPLICANT

1. 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 at the Selectmen's Office.

A. Said application must be accompanied by an approved CERTIFICATE OF COMPLIANCE (NH ENERGY CODE). The Energy Code Compliance Package can be obtained from:

Public Utilities Commission
21 S. Fruit Street, Suite 10
Concord, NH 03301 (603) 271-2431
www.holderness-nh.gov

B. A signed statement of the intended use of said structure or alteration must be included on the Building Permit Application.

C. Said applicant must have received an *Approval for Construction* certificate for a waste disposal system from the *New Hampshire Department of Environmental Services, Subsurface Systems Bureau* and the *Town of Holderness Health Officer*.

D. Automatic Fire Warning and Smoke Detection Systems (RSA 153:10a):

Every single-family dwelling or single-family dwelling unit within a multi-family dwelling which is built or substantially rehabilitated after January 1, 1982 shall be equipped with an automatic fire warning system. Every hotel, boarding house or lodging house, or family hotel built or substantially rehabilitated after December 31, 1979 shall be equipped with an automatic fire warning system in each dwelling unit and in each common hallway. Such systems shall include the features of automatic smoke detection and fire detection devices and be *hard wired*.

E. Each application shall be accompanied by a *plan or sketch* showing existing and proposed construction relative to *lot lines (setbacks), septic tank location (include the size of the tank), well location, and any outbuildings*. Also, if known, *location of well or septic systems within the setbacks of an adjoining property*.

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DUTIES OF THE APPLICANT - continued

F. The proposed building/structure location *must be staked out with side lines and back lines marked.*

2. The applicant shall make the premises accessible to the Selectmen, or their Agent, at a reasonable time for the performance of their duties.
3. The applicant shall attest to the fact that the structure or building to be 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.*

APPLICATION FEES – SEE ATTACHED**ADDITIONAL FEES WILL BE CHARGED FOR EXTRA VISITS TO THE SITE****ISSUANCE OF PERMITS**

The Compliance Officer will inspect the property and issue a conditional permit or deny the permit.

There is a 20 day Posting Period for Permits.

A building permit shall become invalid unless operations are commenced within six (6) months from the date of issuance. A building permit shall become invalid eighteen (18) months from the date of issuance.

Permits are needed for **BUT ARE NOT LIMITED TO** the following:

- Each residence or dwelling unit
- Additions/Alterations
- Swimming pools
- Tennis courts
- Docks, Floats, Piers, Ponds
- Wells

NOTE: YOU MUST ALSO APPLY TO THE NH DEPARTMENT OF ENVIRONMENTAL SERVICES, WETLANDS DIVISION. APPLICATIONS ARE AVAILABLE AT THE TOWN CLERK'S OFFICE

- Storage sheds, Garages, Barns, etc.
- Fences over 6 feet in height
- Signs, Pedestals
- Retaining Walls, Culverts and Paving

NOTE: DRIVEWAY PERMITS ARE AVAILABLE FROM THE HOLDERNESS DIRECTOR OF PUBLIC WORKS AT 536-2932

DRIVEWAYS AND ROADS THAT ACCESS ANY STATE HIGHWAY MUST BE APPROVED BY THE: NH DEPARTMENT OF TRANSPORTATION, 2 SAWMILL ROAD, GILFORD, NH 03246 (603) 524-6667

- Septic Systems - APPLY TO **HOLDERNESS HEALTH OFFICER**
- Installation/Alteration Oil Burning Equipment - APPLY TO **HOLDERNESS FIRE CHIEF**

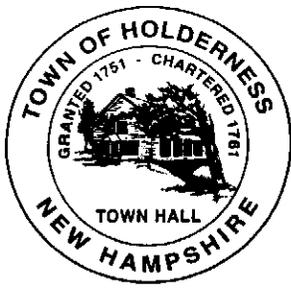
ANY CONSTRUCTION DONE WITHOUT A VALID BUILDING PERMIT CAN BE ORDERED REMOVED AND CAN BE ASSESSED A FINE OF UP TO \$275.00 PER DAY UNDER RSA 676:15 AND 676:17.

COMPLIANCE/HEALTH OFFICER: Holderness Board of Selectmen

LOCATION: HOLDERNESS Town Office

OFFICE HOURS: Monday - Friday 8:30 AM to 4:30 PM

TELEPHONE: (603) 968-2145 **FAX:** (603) 968-4491



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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 added 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.

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WETLANDS: I/We understand that before any structure or other project, or portion thereof, may take place in any wetland as defined in RSA 483-A: 1 -a(II), 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 REGULATIONS, NH ENERGY CODE, SUBSURFACE SEWAGE DISPOSAL CRITERIA, FLOOD DAMAGE PREVENTION ORDINANCE, STEEP SLOPE ORDINANCE and STATE STANDARDS for significant alteration of terrain so as to affect runoff (RSA 149:8-a), STATE SHORELAND PROTECTION ACT.

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.

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 four years from the date of issuance. This permit is issued only for the use set forth in the application.

Board of Selectman

Date

OR

David Lorch, Compliance Officer

Date