

**IMPORTANT POINTS TO REMEMBER WHEN COMPLETING THE
TOWN OF LITTLETON BUILDING/ZONING PERMIT APPLICATION**

- ✓ Fill out the form completely
- ✓ Driveway permits & E911 numbers require the driveway to be clearly marked. No permits will be issued if the driveway location cannot be found
- ✓ Sewer Connection application – Please remember to call the treatment plant at 444-5400 to schedule an inspection PRIOR to installation
- ✓ Large construction / additions may require a third party review
- ✓ No trench permits are issued between November 1st thru May 15th
- ✓ Check for posting of weight limits for some roads during the spring months
- ✓ Provide accurate dimensions of the buildings and property line setbacks



BUILDING/ZONING PERMIT APPLICATION

Received on:

Issued on:

Permit #:

Expiration if not commenced by:

IDENTIFICATION OF PROPERTY OWNER/LESSEE

If applicant is different than owner or lessee, provide authorization for applicant to act on behalf of owner or lessee. The approved permit will be mailed to OWNER unless otherwise requested.

Applicant: _____

Owner: _____

Mailing address: _____

Street address of property: _____

Telephone: _____ Email: _____

Tax Map & Lot: _____ Zoning District: _____ Acreage: _____

I certify that the information contained in this Building Permit application is accurate and complete to the best of my knowledge. I understand that any Permit issued based on inaccurate information is subject to immediate withdrawal. I understand that the decision to issue or deny this Permit is subject to appeal to the Zoning Board of Adjustment. Such appeal must be taken within thirty (30) days of the issuance or denial of the Permit and implementation of this proposal during that time period is at the owner's risk. Incomplete applications will not be considered accepted.

Owner's signature: _____

APPLICATION FOR:

- New building or accessory structure
- Modular home
- Demolition or removal
- Change in Permitted Use
- Manufactured housing
- Addition to existing structure
- Fence

APPLICATION FEES:

- New residential construction: \$.05 per square foot
- New commercial construction: \$.10 per square foot
- Residential or Commercial addition: \$25.00
- Residential or Commercial accessory structure: \$25.00
- **Sewer connection (see ordinance)
- **Driveway permit: \$15.00
- **E911#: \$15.00
- **separate applications

Date paid: _____ Amount: _____ Received by: _____

DESCRIPTION OF PROJECT

Briefly describe the project: _____

Estimated cost of project: _____

ADDITIONAL REQUIRED INFORMATION

1. Will construction increase the number of dwelling units on the lot?
 Yes (from ___ to ___) No

2. Is proposed construction in a flood plain or flood hazard zone? If yes, flood elevation certificate may be required. **Elevation Certificate number** _____
 Yes (elevation of lowest floor ___ ft.) No

3. Will project result in ANY construction/demolition debris to be transported to the Transfer Station?
 Yes No

4. Will there be stripping or removal of 260 linear ft. or 160 sq. ft. or more of regulated asbestos-containing material?
 Yes (DES notification required) No
603-271-1370

5. Is the application to repair or reconstruct after a flood-related event?
 Yes (answer the following four questions) No
 - 5a. Is the structure located in a special flood hazard area?
 Yes No

 - 5b. Is the structure insured against flooding?
 Yes No

 - 5c. Did you received insurance compensation for damages incurred in the event?
 Yes No

 - 5d. Enter the repair costs of all damages to the building as determined by the insurance adjustor on the NFIP Proof of Loss worksheets. \$ _____
Reference: **Document #** _____, **Page** _____, **Line** _____

6. Is any portion of the property in Current Use?
 Yes (include map showing portion & dimensions to be removed from Current Use)
 No

7. Projects involving underground excavation are required by RSA 374:48 to contact utilities through "DigSafe" at 1-888-344-7233.

INCLUDE A LOT PLAN INDICATING:

- a. the dimensions of the lot
- b. location of proposed construction
- c. location of existing building(s) with proposed addition(s)
- d. location of proposed and/or existing driveway and parking
- e. clearly designated front, side and rear setbacks, including distance from existing structures, to property boundaries

FOR NEW CONSTRUCTION, INCLUDE A PROJECT PLAN INDICATING:

- a. floor plan of existing building (show each dwelling unit)
- b. floor plan of proposed construction (show each dwelling unit)
- c. construction plans with location and size of windows and doors with dimensions

GENERAL CONTRACTOR:

ELECTRICIAN:

PLUMBER:

No Building Permit will be issued for projects involving new construction, additions to existing buildings, without this information. Building Permits will be issued after driveway, sewer/septic approval and street number have been issued. The Town of Littleton does not issue Certificates of Occupancy. Applicant is required to comply with all State Building & Energy codes.

Official Use Only:

Application approved as presented

Application approved with condition(s):

Application denied for the following reason(s):

Christopher H. Hodge, Littleton Zoning Officer

Date:

Reviewed by:

PD _____ FD _____ Public Works _____ Waste Water _____