



# RESIDENTIAL Building Permit Application

## Town of Pittsfield, New Hampshire

85 Main Street, Pittsfield, NH 03263

Telephone: (603) 435-6773 x14

Fax: (603) 435-7922

Issue Date: \_\_\_\_\_

Permit #: \_\_\_\_\_

(This area for office use only)

Map # \_\_\_\_\_

Lot # \_\_\_\_\_

Zoning \_\_\_\_\_

LANDOWNER(S) NAME: \_\_\_\_\_

LANDOWNER(S) ADDRESS: \_\_\_\_\_

TELEPHONE: (DAYS) \_\_\_\_\_ EVENINGS: \_\_\_\_\_ CELL: \_\_\_\_\_

TAX MAP: \_\_\_\_\_ LOT: \_\_\_\_\_ APPROX. COST: \$ \_\_\_\_\_

SPECIFIC LOT LOCATION: \_\_\_\_\_

LOT SIZE (ACRES): \_\_\_\_\_ ZONING DISTRICT: \_\_\_\_\_

\*\* IS THIS LOT OR ANY PORTION OF THIS LOT UNDER CURRENT USE ASSESSMENT PER  
RSA 79-A? ( ) Yes ( ) No If Yes, provide details, including copy of current use map.

**APPLICATION WILL AUTOMATICALLY BE DENIED IF APPLICANT FAILS TO COMPLETE  
CURRENT USE ASSESSMENT INFORMATION ABOVE.**

### INCLUDE WITH THIS APPLICATION:

- \_\_\_ PUC ENERGY CODE APPROVAL # \_\_\_\_\_
- \_\_\_ COPY OF STATE APPROVED SEPTIC DESIGN
- \_\_\_ DRIVEWAY PERMIT (OBTAIN FROM ROAD AGENT OR NH DEPT. OF TRANSPORTATION)
- \_\_\_ SKETCH (with dimensions) SHOWING LOCATION OF PROPOSED BUILDING(S) AND SETBACKS
- \_\_\_ ENGINEERED BUILDING PLANS (stamped by engineer) IF APPLICABLE.
- \_\_\_ FLOOR PLAN
- \_\_\_ DEPARTMENT APPROVAL FORM
- \_\_\_ DIG SAFE # \_\_\_\_\_
- \_\_\_ PLANNING &/OR ZONING BOARD APPROVALS (attach copies of approvals with conditions)

### CHECK TYPE OF CONSTRUCTION:

- |                                    |                                    |
|------------------------------------|------------------------------------|
| ___ NEW RESIDENCE/DETACH STRUCTURE | ___ ADDITION TO EXISTING RESIDENCE |
| ___ NEW RESIDENCE                  | ___ REPLACEMENT OF RESIDENCE       |
| ___ REPAIR/ALTERATION              | ___ OTHER- EXPLAIN                 |

DOES THIS CONSTRUCTION REQUIRE A VARIANCE OR SPECIAL EXCEPTION? \_\_\_\_\_  
IF YES, DATE VARIANCE OR SPECIAL EXCEPTION GRANTED: \_\_\_\_\_

EXPLAIN CONDITION/TERMS OF VARIANCE/SPECIAL EXCEPTION: \_\_\_\_\_

NOTE: APPLICATION WILL NOT BE CONSIDERED UNTIL VARIANCE OR SPECIAL EXCEPTION HAS BEEN GRANTED WHEN APPLICABLE.

**DESCRIPTION OF BUILDING, ADDITION, REPLACEMENT**

DESCRIPTION OF INTENDED PERMIT (I.E.: NEW RESIDENCE, ADDITION, GARAGE, SHED, POOL, ETC.):

\_\_\_\_\_

If Permit is for an addition or accessory structure, the information below applies only to the new Construction and not the existing structure(s):

FOUNDATION SIZE: \_\_\_\_\_ FOUNDATION TYPE: \_\_\_\_\_ (i.e.: poured concrete, block, etc.)

NO. OF SQ. FT. OF LIVING AREA: \_\_\_\_\_ TOTAL SQ. FT. OF BUILDING \_\_\_\_\_

BUILDING SETBACKS FROM PROPERTY LINES: (USE ATTACHED SKETCH PLAN PAGE 3.)

FRONT: \_\_\_\_\_ REAR: \_\_\_\_\_ SIDES: \_\_\_\_\_ OTHER: \_\_\_\_\_

TYPE OF CONSTRUCTION (i.e.: wood frame, etc.) \_\_\_\_\_

**CONDITIONS FOR ISSUANCE OF PERMIT**

PERMITS ISSUED ARE SUBJECT TO THE FOLLOWING RESTRICTIONS AND LIMITATIONS:

- 1) PERMIT EXPIRES ONE (1) YEAR FROM DATE OF ISSUE UNLESS FOUNDATION AND SEPTIC SYSTEM ARE COMPLETED.
- 2) FRAMING AND EXTERIOR FINISH MUST BE COMPLETED WITHIN TWO (2) YEARS FROM DATE OF ISSUE.
- 3) **BUILDING IS NOT TO BE OCCUPIED UNTILL A CERTIFICATE OF OCCUPANCY IS ISSUED BY TOWN.**
- 4) DEPARTMENT APPROVAL FORM MUST BE COMPLETED BEFORE CERTIFICATE OF OCCUPANCY CAN BE ISSUED.
- 5) **SIGNATURE(S) ON THIS BUILDING PERMIT AUTHORIZES THE CODE OFFICIAL, ASSESSOR OR THEIR AGENTS, FOR THE TOWN OF PITTSFIELD TO CONDUCT**

**CONTRACTOR CHECKLIST**

CONTRACTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CELL: \_\_\_\_\_

\_\_\_\_\_ FAX: \_\_\_\_\_

**THE UNDERSIGNED HEREBY AGREES THAT ALL WORK LISTED BELOW WILL BE PERFORMED BY THE PERSON(S) THERETO LISTED; AND THAT ALL WORK CONNECTED THEREWITH SHALL CONFORM WITH THE BUILDING LAWS AND REGULATIONS OF THE STATE OF NEW HAMPSHIRE AND THE TOWN OF PITTSFIELD; AND THAT THE OWNER/ AGENT WILL NOTIFY THE BUILDING INSPECTOR OF ANY CHANGES IN THE STATEMENTS CONTAINED HEREON.**

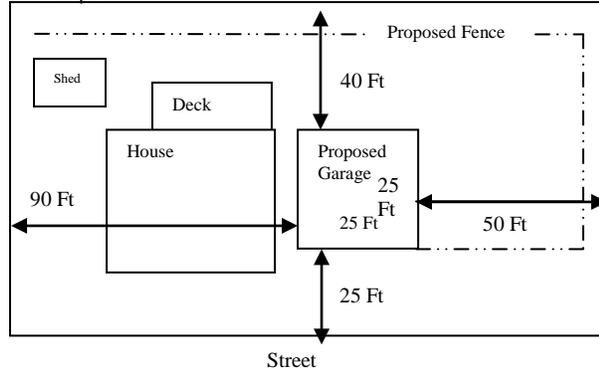
OWNER/AGENT: \_\_\_\_\_ DATE: \_\_\_\_\_

Sketch Plan

Instructions:

- 1) Show the Property lines and road(s).
- 2) Show the proposed Structure and all existing structures.
- 3) Show the Measurements from the proposed structure to all lot lines, measure straight through existing structures if needed.
- 4) Include the dimensions of the proposed structure.
- 5) If installing a fence – show the location.

Sample Plan:



Signature \_\_\_\_\_

Date \_\_\_\_\_

**\*\*MUST BE N.H. LICENSED MASTER ELECTRICAL/PLUMBER\*\***

ELECTRICAL TO BE INSTALLED BY:

\_\_\_\_\_ STATE LICENSE #: \_\_\_\_\_  
\_\_\_\_\_ (RSA 319-C, CHAPTER 319 C)  
\_\_\_\_\_ PHONE: \_\_\_\_\_

PLUMBING TO BE INSTALLED BY:

\_\_\_\_\_ STATE LICENSE #: \_\_\_\_\_  
\_\_\_\_\_ (RSA 153:27, CHAPTER 153)  
\_\_\_\_\_ PHONE: \_\_\_\_\_

MECHANICAL TO BE INSTALLED BY:

\_\_\_\_\_  
\_\_\_\_\_ (RSA 153:27, CHAPTER 153)  
\_\_\_\_\_ PHONE: \_\_\_\_\_

OIL BURNING EQUIPMENT TO BE INSTALLED BY:

\_\_\_\_\_  
\_\_\_\_\_ (RSA 153:5, AND NFPA STANDARD #31)  
\_\_\_\_\_ PHONE: \_\_\_\_\_

GAS TO BE INSTALLED BY:

\_\_\_\_\_ STATE LICENSE #: \_\_\_\_\_  
\_\_\_\_\_ (RSA 153:27, CHAPTER 153)  
\_\_\_\_\_ PHONE: \_\_\_\_\_

**TOWN OF PITTSFIELD  
DEPARTMENT APPROVAL FORM**

**SIGNATURES REQUIRED FOR A BUILDING PERMIT**

\_\_\_\_\_ TAX MAP/LOT: \_\_\_\_\_  
STREET ADDRESS (Project Location) \_\_\_\_\_

In order to receive a Building Permit, please acquire the following pertinent signature **PRIOR** to presenting a Building Permit application to the Code Enforcement Officer.

1. Fire Department \_\_\_\_\_ Date \_\_\_\_\_  
Phone No.: 435-6807                      Commercial Only
  
2. Police Department \_\_\_\_\_ Date \_\_\_\_\_  
Phone No.: 435-7535                      Commercial Only
  
3. Planning Board \_\_\_\_\_ Date \_\_\_\_\_  
Phone No.: 435-6773, Ext. 17              Commercial Only
  
4. Pennichuck Water Co. \_\_\_\_\_ Date \_\_\_\_\_  
Phone No.: 882-5191    Property not connected to Town Water, approval not required.
  
5. Sewer Department \_\_\_\_\_ Date \_\_\_\_\_  
Phone No.: 435-8857    Property not supplied by Town Sewer, approval not required.
  
6. Public Works Department \_\_\_\_\_ Date \_\_\_\_\_  
Phone No.: 435-6151
  
7. Dig Safe Permit Number \_\_\_\_\_ Phone No.: 1-888-DIG-SAFE
  
8. State of New Hampshire PUC Energy Code Form EC-1 Approval No. \_\_\_\_\_
  
9. Property Owner \_\_\_\_\_ Date \_\_\_\_\_

**NOTE: ALL SIGNATURES AND APPROVALS MUST BE OBTAINED BEFORE A BUILDING PERMIT CAN BE ISSUED.**

**TOWN OF PITTSFIELD  
SOLID WASTE DISPOSAL PLAN**

Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Resident/Customer: \_\_\_\_\_

Address: \_\_\_\_\_

Building Permit #: \_\_\_\_\_

If any waste is to be generated from this project, what are your plans for disposal?

\_\_\_\_\_ Town Solid Waste Facility by Contractor\*

\_\_\_\_\_ Town Solid Waste Facility by Resident\*\*

\_\_\_\_\_ Other (Please specify) \_\_\_\_\_

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Date

**\*If contractor plans to dispose waste at Town Solid Waste Facility, B.C.E.P. Permit is required.**

**\*\*If resident plans to dispose of waste at the Town Solid Waste Facility, B.C.E.P., a valid Town of Pittsfield Facility Permit is required. The Permit may be obtained from the Town Clerk's Office.**

\*\*\* OFFICE USE ONLY - DO NOT WRITE IN THIS SPACE \*\*\*

**Paid:**  Cash \$ \_\_\_\_\_  Check # \_\_\_\_\_

Permit # \_\_\_\_\_

THIS PERMIT IS  ISSUED with the following conditions:  DENIED for the following reason(s):

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

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

BUILDING INSPECTOR / JESSE PACHECO (603 715-6624 Cell) or (603-435-6773 X 14 Office)

**BI RESIDENTIAL PERMIT  
REVISED: 6-26-2015**