

Permit Number: _____

TOWN OF HILLSBOROUGH BUILDING PERMIT APPLICATION

INSTRUCTIONS

Please return the completed application form, supporting documentation, and application fee to:

Town of Hillsborough
27 School Street
P.O. Box 7
Hillsborough, NH 03244
Phone: (603) 464-3877 ext. 259 / Fax: (603) 464-4270

Applications must be complete and include all required items on the application checklist. Incomplete applications will not be accepted.

APPLICANT

Name: _____
Last First MI

Mailing Address: _____

Phone/Fax: _____

PROPERTY INFORMATION Map Number: _____ Lot Number: _____

Location (include street address and directions): _____

OWNER OF RECORD

Name: _____
Last First MI

Mailing Address: _____

Phone/Fax: _____

DESCRIPTION OF CONSTRUCTION (total square footage including basement level):

Estimated Value of Proposed Construction: \$ _____

CONTRACTORS: Include name and phone numbers. **We also require photocopies of the electrician's and plumber's trade license and driver's license (on separate applications).**

General: _____ Telephone#: _____

Address: _____

Electrical: _____ Telephone#: _____

See above

Plumbing: _____ Telephone#: _____

See above

APPLICATION CHECKLIST

- Site Plan Zoning District: _____
Scaled site plan showing distance of proposed structure from property lines required for all applications.
- Driveway Permit
Required for all work in Town, State or ELVD right-of-way
- Water/Sewer Approval
Required if hooking up to or in easement of public water or sewer
- Septic Approval
Required for new occupied structures on septic or if adding bedrooms to residence on septic
- NH Energy Code Certificate of Compliance
May be required for new structures and additions heated by fossil fuels or electricity
- Construction Plans Building Code Compliance Use: _____
Plans must comply with IRC for single family residential or IBC for commercial or multi-family
- Fire Department Approval
Required for all new multi-family or commercial construction
- Flood Proofing Certificate or Building Elevation
Required if proposed structure is located within a federally designated 100 or 500 year flood plain.
- Class VI Road Agreement
Required if located on Class VI road. If access is in question, proof of access will be required.
- Planning Board Approval
Required for all new or expanded commercial or multi-family structures
- Certificate of Insurance – Builder/Vendor Liability
Required for all new construction and substantial renovations
- Signed Inspection Checklist
- Application Fee
Base fee is \$25 for residential; \$50 for commercial; plus \$0.25 per square foot (includes all floors)

I hereby certify that to the best of my knowledge this proposal complies with all applicable local, state and federal regulations and I understand that noncompliance with any applicable regulation may result in the revocation of this permit, if issued.

I am aware that the Permit must be posted in a conspicuous location during construction.

I am aware that the additional fees may be due prior to issuance of the permit.

I am aware that a Certificate of Occupancy must be issued and a possible impact fee be paid before any building can be occupied.

Signature of Property Owner

Date

Application Fee Paid: \$ _____

ACTION OF THE BUILDING INSPECTOR

_____ Approved Conditions: _____

_____ Denied Reason: _____

Date: _____

Hillsborough Building Inspector