

Permit Number: \_\_\_\_\_

# TOWN OF HILLSBOROUGH 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 / Cell: (603) 209-4068 Fax: (603) 464-4270  
Email: [Buildinginspector@hillsboroughnh.net](mailto:Buildinginspector@hillsboroughnh.net)

*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: \_\_\_\_\_ Email: \_\_\_\_\_

## PROPERTY INFORMATION

Zone: \_\_\_\_\_ Map Number: \_\_\_\_\_ Lot Number: \_\_\_\_\_  
Current Use (Y/N) \_\_\_\_\_ Flood Plain (Y/N) \_\_\_\_\_ Wetland(Y/N) \_\_\_\_\_  
Waterfront/Shoreland (Y/N) \_\_\_\_\_

Location (include street address and directions): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## OWNER OF RECORD

Name: \_\_\_\_\_  
Last First MI

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

Phone/Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### Type of Permit:

\_\_\_\_\_ New Building \_\_\_\_\_ Alteration \_\_\_\_\_ Foundation \_\_\_\_\_ Electrical \_\_\_\_\_ Plumbing  
\_\_\_\_\_ Addition \_\_\_\_\_ Repair Replace \_\_\_\_\_ Demolition \_\_\_\_\_ Gas/Mechanical

## DESCRIPTION OF CONSTRUCTION (total gross square footage including all floors & basement level):

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

Principal Type of Frame: \_\_\_\_\_

Principal Type of Heating: \_\_\_\_\_

Septic Approval:

WSPCC Approval# \_\_\_\_\_

If adding bedrooms you must provide approved septic design adequate for # of bedrooms.

Estimated Value of Proposed Construction: \$ \_\_\_\_\_

**CONTRACTORS:** Include name and phone numbers. **We also require photocopies of the electricians, plumbers and gas fitters trade license.**

General Contractor: \_\_\_\_\_ Telephone#: \_\_\_\_\_

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

**Electrical:** \_\_\_\_\_ License# \_\_\_\_\_ Telephone#: \_\_\_\_\_

**Plumbing:** \_\_\_\_\_ License# \_\_\_\_\_ Telephone#: \_\_\_\_\_

**Gas/ Mechanical:** \_\_\_\_\_ License# \_\_\_\_\_ Telephone#: \_\_\_\_\_

**BUILDING PERMIT FEE SCHEDULE**

New Residences, Barns, Garages, Modular Home, Mobile Homes, Additions, Breezeways, Porches, Sheds (over 200 sq. ft.), Decks, Ramps: \$25.00 plus \$0.25 per sq. ft. Commercial Buildings or Construction of a New Business: \$50.00 plus \$0.25 per sq. ft. Electrical & Plumbing Permit: \$25.00 Commercial Buildings \$50.00 (unless associated with an active building permit)Application

Fee Paid: \$ \_\_\_\_\_

**Owner / Applicant Release:** By signing this application, I understand that the Building Inspector, Code Officer, or other designee of the Board of Selectmen will enter my property as many times as necessary prior to issuance of a Certificate of Occupancy to conduct both announced and unannounced inspections of the property. I also understand that this permit is being issued based on the number of bedrooms stated on this application. I understand that if the number of bedrooms is changed through converted use of a room, I am responsible for obtaining a State approved septic approval (design) for the actual number of bedrooms being used.

**Owner / Applicant Release:** By signing the Building Permit Application, I certify the following: That all construction will be in compliance with the Town of Hillsborough's Building Code (and all codes adopted by reference) and **all Ordinances (Zoning, Wireless Telecommunications, Floodplain)**. That all alterations in construction plans, such as changes to proposed footprint or location of structure shall be approved by the Board of Selectmen, Building Inspector and/or all other necessary parties prior to the start of construction of any changes, and I understand that any violation of the Town of Hillsborough Building Code (and all codes adopted by reference) and/or Ordinances may result in a Stop Work Order, Court Action, or Civil Penalty (or any combination thereof).

\_\_\_\_\_  
Signature of Property Owner / Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Property Owner / Applicant

\_\_\_\_\_ Approved Conditions: \_\_\_\_\_

\_\_\_\_\_ Denied Reason: \_\_\_\_\_

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

\_\_\_\_\_  
Hillsborough Official

**TOWN OF HILLSBOROUGH  
OFFICE OF THE SELECTMEN/BUILDING INSPECTOR  
P. O. BOX 7, HILLSBOROUGH, NH 03244**

**INFORMATION FOR BUILDING PERMIT APPLICANTS:**

- 1) If approved, your building permit is valid for twelve (12) months from the date of Selectmen's approval.
- 2) Construction inspections, which are required, are checked on the attached construction schedule. It is your responsibility to arrange for inspections.
- 3) Upon satisfactory completion of all inspections, a Certificate of Occupancy (if required) will be issued by the Building Inspector.

**THE APPLICANT MUST:**

- 1) Show Town of Hillsborough tax map identification on ALL permit applications and attachments. Attach Town of Hillsborough tax map to permit (available at the Selectmen's office or call 464-3877 ext.221 for assistance)
- 2) Complete the application. The application must be signed by the current property owner.
- 3) Application for a permit and payment of the permit fee does not grant approval to proceed.

**TOWN OF HILLSBOROUGH - REQUIRED CONSTRUCTION INSPECTION SCHEDULE**

<b>DESCRIPTION</b>	<b>WHEN</b>	<b>INSPECTOR</b>
Driveway Permits	Before beginning construction and after installation Highway Foreman	William Goss 464-3877 ext. 253
Proposed boiler/heating system, review of plans by the Fire Chief	Before and after installation Fire Chief	Kenneth Stafford, Jr. 464-3744
Footings with steel in place	Prior to pouring	Mike Jasmin 209-4068 Building Inspector
Foundation wall when they are formed and the steel is in place	Prior to pouring	Mike Jasmin 209-4068 Building Inspector
Foundation, Waterproofing and drains in place	Prior to backfilling	Mike Jasmin 209-4068 Building Inspector
Rough Framing, Electrical, Plumbing, Chimney, Fireplaces and Fire Stopping	Prior to closing walls	Mike Jasmin 209-4068 Building Inspector
Insulation with vapor barriers installed	Prior to closing walls	Mike Jasmin 209-4068 Building Inspector
Final Inspection	After completion of wiring, plumbing, heating system and receipt of septic use approval	Mike Jasmin 209-4068 Building Inspector
Occupancy Permit	Issued after full compliance with this schedule. Before moving in, you are required to have hardwired smoke detectors installed on each floor, two (2) safe means of egress and street number installed.	Mike Jasmin 209-4068 Building Inspector

**It is your responsibility to arrange for inspections. To arrange for an inspection, at least two days in advance, call the Building Inspector. Feel free to call the Town Office, 464-3877 ext. 223 if you have any questions about your project.**

**APPLICANT  
CHECKLIST**

Provide	Not Applicable
<hr/>	Obtain State approval for construction of a Septic System and provide WSPCC approval number.
<hr/>	Obtain a driveway permit from the Director of Public Works and the State highway Department.
<hr/>	A 911 Address Application must be completed upon approval of Driveway Permit.
<hr/>	Include a reasonable facsimile of the plot, building and driveway with the permit application.
<hr/>	This site plan must include the location of all existing and proposed structures and show distances from the abutting lot line and town road frontage.
<hr/>	Floor plans must be submitted for the proposed work. Rooms must be identified on the plans.
<hr/>	If land is in Current-use a Current Use/Change of Use must be submitted with the Assessing Clerk.
<hr/>	All applicable State or Federal permits (i.e. Site Specific, Wetlands, Shoreland Water Quality Protection Act, etc.)
<hr/>	Flood Plain determination map - indicate approximate location of your property. Attach Elevation Certificate, if applicable.
<hr/>	PUC approved Energy Permit or Compliance Letter in accordance with RSA 155-D.
<hr/>	Application for water and or sewer connection (Town of Hillsborough or Emerald Lake Village District)
<hr/>	Site Plan Approval - attached decision letter
<hr/>	Zoning Board of Adjustment Action - attached decision letter