



# NEW CONSTRUCTION ZONING/BUILDING PERMIT APPLICATION

Date	_____
Recvd:	_____
Fee: \$	_____
Permit #:	_____

The questionnaire is designed to inform property owners about the requirements of the Town of Waterville Valley Ordinances that may affect a construction or development project.

- |   |     |    |
|---|-----|----|
| 1. Is the project a commercial, multi-family, or anything other than a single family residential project?   | YES | NO |
| 2. Does the project involve a Zoning or Site Plan Change in Use?  | YES | NO |
| 3. Does the project involve a subdivision of property prior to construction?<br><i>If you answered YES See Town of Waterville Valley Subdivision Regulations.</i> | YES | NO |
| 4. Is the project within 250 feet of a pond, river or permanent stream?   | YES | NO |
| 5. Is the project in or within a wetland buffer?<br><i>See Wetlands Regulations</i>   | YES | NO |
| 6. Is the project within a flood plain?<br><i>See Floodplain Management Ordinance</i>   | YES | NO |
| 7. Does the project require a variance or special exception?<br><i>If YES, please provide date of approval.</i>   | YES | NO |

If you answered **YES** to any of the above questions, then your project may require additional Zoning Board/Planning Board/Conservation Commission approvals along with State and Federal Permits. The building department will notify you of all additional approvals required.

## Inspection Schedule

All inspections are required. The applicant is responsible to schedule the appropriate inspection at least two (2) business days in advance. Any deficiencies noted during these inspections shall be corrected before any further construction and/or any other permits, certificates or inspections are completed. Deficiencies not corrected can be subject to civil penalties, orders to Cease and Desist, and to include revocation of permits.

- |  |   |
|--|---|
| - Plan Review                              | - Pre-Construction Site Inspection (Boundaries, Setbacks, Wetlands) |
| - Footings Inspection                      | - Water/Sewer Connections Inspections (Done by Public Works)        |
| - Foundation Inspection                    | - Rough Framing Inspection  |
| - Rough Plumbing Inspection                | - Rough Electrical Inspection                                       |
| - Gas Tank/Gas Piping Inspection           | - Chimney/Fireplace/Alternate Heating Inspection                    |
| - Furnace/Boiler Inspection                | - Final Inspection (Includes Tap Fee Assessment)                    |
| - Application for Certificate of Occupancy |   |

Building Permits for New Construction will expire after ONE YEAR from the date of issuance unless the foundation and septic system are completed in that time. Framing and finish must be completed within TWO YEARS from the date of issuance.

Any changes or modifications to the project, as submitted, must be approved by the Building Department and/or Planning Board.



# NEW CONSTRUCTION

## ZONING/BUILDING PERMIT APPLICATION

General Information:		Contact Information:	
<b>Tax Map/Lot #:</b> _____  <b>Project Address:</b> _____  <b>Zoning District (check all that apply):</b> <input type="checkbox"/> (HDR) High Density Residential <input type="checkbox"/> (LDR) Low Density Residential <input type="checkbox"/> (VC) Village Commercial <input type="checkbox"/> (C1) Commercial <input type="checkbox"/> (SC) Special Civic <input type="checkbox"/> (REC) Recreation <input type="checkbox"/> (GB) Greenbelt <input type="checkbox"/> (WMNF) White Mountain National Forest <input type="checkbox"/> (SMSZD) Snow's Mountain Special Zoning District		<b>Property Owner(s):</b> _____ <b>Phone/Cell:</b> _____ <b>Mailing Address:</b> _____ _____ <b>Email:</b> _____  <b>General Contractor/Agent:</b> _____ <b>Address of Agent:</b> _____ _____ <b>Phone/Cell:</b> _____ <b>Email:</b> _____	
<b>Describe the project (include sq. ft.):</b> _____ _____ _____			
<b>Type of Project:</b> <input type="checkbox"/> New Residential <input type="checkbox"/> New Commercial <input type="checkbox"/> Multi-Family <input type="checkbox"/> Accessory Structure <input type="checkbox"/> Other: _____  <b>Building Size:</b> _____ Sq. Ft (AFTER Construction) _____ Stories		<b>Proposed Use:</b> <input type="checkbox"/> Single Family <input type="checkbox"/> Multi-Family <input type="checkbox"/> Commercial <input type="checkbox"/> Storage <input type="checkbox"/> Other: _____  <b>Principal Heat:</b> <input type="checkbox"/> Gas <input type="checkbox"/> Oil <input type="checkbox"/> Wood <input type="checkbox"/> Other: _____	
<b>Type of Sewer:</b> Private or Public _____  <b>Water Supply:</b> Private or Public _____		<b>Frame Type:</b> <input type="checkbox"/> Masonry <input type="checkbox"/> Wood Frame <input type="checkbox"/> Structural Steel <input type="checkbox"/> Reinforced Concrete <input type="checkbox"/> Other: _____  <b>Foundation:</b> <input type="checkbox"/> Poured <input type="checkbox"/> Concrete <input type="checkbox"/> Masonry Block <input type="checkbox"/> Other: _____  <b>Property Size:</b> _____ Acres _____ Sq. Ft	
<b># Bedrooms</b> _____  <b># Bathrooms</b> _____		<b>Total Estimated Cost of Construction</b> (including groundwork): \$ _____  <b>State Septic System Approval #:</b> _____	



# NEW CONSTRUCTION ZONING/BUILDING PERMIT APPLICATION

## TRADE INFORMATION (Required)

Site-work/Foundation Contractor: \_\_\_\_\_

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

Phone/Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Framing Contractor: \_\_\_\_\_

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

Phone/Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Electrical Contractor: \_\_\_\_\_

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

Phone/Cell: \_\_\_\_\_ Email: \_\_\_\_\_

NH Electrical License # (RSA 319-C:1): \_\_\_\_\_

Plumbing Contractor: \_\_\_\_\_

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

Phone/Cell: \_\_\_\_\_ Email: \_\_\_\_\_

NH Plumbing License # (RSA 153:29): \_\_\_\_\_

Mechanical Contractor: \_\_\_\_\_

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

Phone/Cell: \_\_\_\_\_ Email: \_\_\_\_\_

NH License # (RSA 153:29): \_\_\_\_\_

Gas Installer: \_\_\_\_\_

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

Phone/Cell: \_\_\_\_\_ Email: \_\_\_\_\_

NH Gas Fitter License # (RSA 153:29): \_\_\_\_\_

*All heating systems require an inspection by the Building Department and an affidavit of construction/installation signed by the certified system installer. Oil burners require a State of New Hampshire Permit to Install and Operate Oil-Burning Equipment, issued by the Building Department.*

**Permit Application Required Documents**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Plans Submitted (2 Sets, 1 digital copy preferred)<br>- Foundation, Structural, Site, Mechanical,<br>Electrical, Plumbing, Floor Plan, Roof,<br>Landscaping, Lot Size-Percentage | <input type="checkbox"/> Driveway Permit<br><input type="checkbox"/> Town/State Sewer Permit | <input type="checkbox"/> Planning Board Approval (If Applicable)<br><input type="checkbox"/> Zoning Board Approval (If Applicable)<br><input type="checkbox"/> Conservation Commission (If Applicable) |
|---|--|--|

Applicant agrees that the proposed building project described below will conform to the Town of Waterville Valley Zoning Ordinance adopted on March 6, 1973, as amended and with all other requirements of law of the Town of Waterville Valley and the State of New Hampshire, Further the signer certifies that all the information provided in support of this application is true and complete and authorizes inspection by town officials for purposes of this permit.

It is understood that any permit will not grant any right or privilege to erect any structure or to use any premises herein described for any purpose or in any manner prohibited by the Waterville Valley Zoning Ordinance. Applicant shall remain fully responsible for complying with all applicable state or local laws, ordinances, regulations, or conditions. Further, the signer certifies that all information provided in support of this application is true and complete and authorizes inspection by town officials for purposes of this permit.

**BY THE ISSUANCE OF THIS PERMIT THE TOWN OF WATERVILLE VALLEY NEITHER GUARANTEES NOR REPRESENTS THAT THE CONSTRUCTION PERMITTED WILL BE OR HAS BEEN COMPLETED IN A PROPER, WORKMANLIKE MANNER OR IN COMPLIANCE WITH ANY APPLICABLE LOCAL OR STATE CODE OR REGULATIONS. NO PERSON OR ENTITY SHALL HAVE THE RIGHT TO RELY ON THE ISSUANCE OF THIS PERMIT AS A BASIS TO ASSERT ANY CLAIM AGAINST THE TOWN, ITS OFFICIALS, EMPLOYEES, OR AGENTS FOR PERSONAL INJURY, BODILY INJURY OR PROPERTY DAMAGE INCLUDING WITHOUT LIMITATION ANY CLAIM FOR ECONOMIC OR OTHER CONSEQUENTIAL LOSS.**

Signature of Applicant\*: \_\_\_\_\_ Date: \_\_\_\_\_

Print Applicant Name: \_\_\_\_\_

**\*If applicant is not the property owner please attach or email a letter of authorization from the owner authorizing the applicant to apply for permits on their behalf.**

**Letter of authorization can be emailed to [aharrington@watervillevalleynh.gov](mailto:aharrington@watervillevalleynh.gov)**

**PERMIT FEES ARE BASED UPON THE COST OF THE CONSTRUCTION:**

Up to - \$50,000	\$5/\$1,000	\$50 MINIMUM
\$50,000 - \$100,000	\$4.50/\$1,000	\$300 MINIMUM
\$100,000 & UP	\$4/\$1,000	\$500 MINIMUM

The Applicant is advised that other fees/costs not associated with this application may be required. Please refer to the Administrative Fee Schedule located at the Town of Waterville Valley Website [www.watervillevalleynh.gov/files](http://www.watervillevalleynh.gov/files)

\*See Town Administration.

**Town of Waterville Valley Office Use Only:**

- |  |
|--|
| <input type="checkbox"/> Planning Board Approval Required    |
| <input type="checkbox"/> Zoning Board of Approval            |
| <input type="checkbox"/> Change of Use or Occupancy Required |
| <input type="checkbox"/> Gas System Pressure Test            |

**Other Permit(s) Required:**

- |                                       |                                   |
|---------------------------------------|-----------------------------------|
| <input type="checkbox"/> Tent         | <input type="checkbox"/> DES      |
| <input type="checkbox"/> Sign         | <input type="checkbox"/> Driveway |
| <input type="checkbox"/> Other: _____ |                                   |

Approved \_\_\_\_\_ Building Official \_\_\_\_\_ Date: \_\_\_\_\_

Conditions of approval: \_\_\_\_\_

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

**PAYMENTS**

Balance Due: \$ \_\_\_\_\_ Check# \_\_\_\_\_ Receipt# \_\_\_\_\_ Rec'd Date: \_\_\_\_\_



# NEW CONSTRUCTION ZONING/BUILDING PERMIT APPLICATION

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

## REQUIRED APPROVALS TRACKING SHEET TOWN OF WATERVILLE VALLEY OFFICE USE ONLY

Document	Submitted	Notes	
Complete Application			
Plot Plan <ul style="list-style-type: none"><li>Existing &amp; Proposed Structures</li></ul>			
Building Plans: <ul style="list-style-type: none"><li>Foundation plan</li><li>Structural plans</li><li>Architectural plans</li></ul>			
State Septic System Approval			
Town or State Driveway Approval			
Planning Board Approval			
ZBA Approval			
Conservation Commission Approval			
Town Water & Sewer Approval			
<b>ZONING REVIEW</b>			
Zoning District	Yes, No, N/A	Special Use	Yes, No, N/A
APPROVED / DENIED	By: _____ Date: _____		
Denied Under Article(s): _____ Section(s): _____			

**Building Department Project Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_