TOWN OF WATERVILLE VALLEY
OFFICE OF THE BUILDING INSPECTOR
APPLICATION FOR BUILDING PERMIT

INFORMATION FOR BUILDING PERMIT APPLICANTS

PLEASE READ CAREFULLY

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.

- The Building Inspector's Office is located at the Waterville Valley Department of Public Safety, 14 T.A.C. Lane, PO Box 500, Waterville Valley, NH 03215. The phone number for this office is (603) 236-8809.

- If you are applying for a building permit for a new structure, the permit will expire ONE YEAR from the date of issuance, unless the foundation and septic system are completed within that time. Framing and exterior finish must be completed within TWO YEARS from date of issue.

- Construction with a value of less than $1,000 shall not require a permit. However, if any construction or modification impacts any provision of the life safety code, a permit will be required regardless of value.

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

- Required Construction Inspections are listed on page 5 of this application. Appointments for inspections must be made at least TWO (2) BUISNESS DAYS before needed.

- The Building Permit Application must be **COMPLETELY FILLED IN** before issuance of permit.

- CERTIFICATE OF OCCUPANCY: No land or building shall be occupied, used, or changed in use until the Building Inspector issues a Certificate of Occupancy.

- NOTICE TO APPLICANTS: Your application for this building permit will result in a review by the Town's Assessing Agent. The Review will determine if there is a change in your property valuation for tax purposes. If you have any questions pertaining to valuation changes, please contact the Town Manager at 236-4730.

- ATTENTION CONDOMINIUM UNIT OWNERS AND HOMEWONER ASSOCIATION MEMBERS: The rules and regulations of your condominium or homeowners' association may require that you obtain association permission to make the renovations, modification or repairs you are planning under this building permit. YOU MUST CONTACT YOUR PROPERTY MANAGEMENT OFFICE OR ASSOCIATION TO OBTAIN REQUIRED PERMISSIONS TO DO THIS WORK. Questions regarding association permission should be directed to the Department of Public Safety at (603) 236-8809.

- 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.

- Neither the review of any plan by officials of the Town of Waterville Valley nor any subsequent inspection of the premises should be relied upon as an assurance of conformity to legal requirements.

MARK ALL THAT DOES NOT APPLY TO YOUR PROJECT WITH 'N/A'

LANDOWNER (S) NAME: _____

LANDOWNER (S) ADDRESS: _____

TELEPHONE: (DAYS) _____ **(EVENINGS)** _____

WATERVILLE VALLEY TAX MAP REFERENCE: MAP # _____ **LOT #** _____

LOCATION OF BUILDING SITE: _____

NAME OF CONTRACTOR: _____

CONTRACTOR'S ADDRESS & TELEPHONE: _____

CHECK TYPE OF CONSTRUCTION:

- ☐ * NEW RESIDENTIAL
- ☐ * ADDITION TO EXISTING RESIDENCE
- ☐ * REPLACEMENT OF RESIDENCE
- ☐ * RESIDENTIAL ACCESSORY STRUCTURE
- ☐ RENOVATIONS/ REPAIRS
- ☐ * LANDSCAPING
- ☐ * LAND CLEARING/ TREE CUTTING

CHECK APPROPRIATE ZONING:

- ☐ LDR – LOWER DENSITY RESIDENTIAL
- ☐ HDR - HIGHER DENSITY RESIDENTIAL
- ☐ VC - VILLAGE COMMERCIAL ZONE
- ☐ REC – RECREATION ZONE
- ☐ SC – SPECIAL CIVIC ZONE
- ☐ C1 – COMMERCIAL ONE ZONE

* CONSERVATION COMMISSION REVIEW NEEDED

DOES THIS CONSTRUCTION REQUIRE A VARIANCE OR SPECIAL EXCEPTION? ( ) YES ( ) NO

IF YES, DATE VARIANCE OR SPECIAL EXCEPTION GRANTED:_____

EXPLAIN CONDITIONS/TERMS OF VARIANCE/SPECIAL EXCEPTION:_____

_____

_____

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

PERMIT TO: _____ (____) STORY_____
No. Proposed Use

NUMBER OF DWELLING UNITS: _____

BUILDING IS TO BE _____ FT. WIDE BY _____ FT. LONG BY _____ FT. IN HEIGHT AND SHALL CONFORM

CONSTRUCTION TO TYPE (IE: WOOD FRAME, ETC.)_____

TOTAL AREA IN SQUARE FEET: _____ TYPE OF FOUNDATION: _____

ESTIMATED COST OF ENTIRE PROJECT:

_____

PERMIT FEES RECEIVED: _____ CHECK NO. _____

PERMIT FEES ARE BASED UPON COST OF THE CONSTRUCTION:

$1000-50,000	$5/$1000	$50 MINIMUM
$50,000-100,000	$4.50/$1000	$300 MINIMUM
$100,000 & UP	$4/$1000	$500 MINIMUM

ADDITIONAL NOTES PERTAINING TO PROJECT DESCRIPTION:

_____

_____

_____

_____

_____

FOR SMALLER PROJECTS: PLEASE INCLUDE A SKETCH OF THE PROJECT IN THE SPACE PROVIDED BELOW. THE BACK OF THIS PAGE MAY ALSO BE USED IF ADDITIONAL SPACE IS NEEDED, OR AN ATTACHED DRAWING WILL ALSO BE ACCEPTED.

THE FOLLOWING MUST BE FILLED IN WHEN APPLICABLE.
IF NOT APPLICABLE, PLEASE INDICATE WITH 'N/A.
BE SURE TO INCLUDE THE NAME, ADDRESS,' AND LICENSE NUMBER OF EACH TRADE
****MUST BE N.H. LICENSED MASTER ELECTRICIAN/PLUMBER****

PLUMBING TO BE INSTALLED BY: _____

_____ STATE LICENSE #: _____
(R.S.A. 329-A, CHAPTER 562)

ELECTRICAL WORK TO BE PERFORMED BY: _____

_____ STATE LICENSE #: _____
(R.S.A. 319-c)

FIREPLACE/CHIMNEY (S) TO BE CONSTRUCTED BY: _____

_____

HEATING SYSTEM TYPE : (i.e.; oil, propane, etc.) _____ TO BE INSTALLED BY: _____

_____

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.

OFFICE USE ONLY:

CONSERVATION COMMISION MEMBER NOTIFIED:

_____ _____
NAME **DATE**

VIA: PHONE ☐ EMAIL ☐

CONSERVATION MEMBER REVIEW:

☐ RECOMMEND APPROVAL
☐ RECOMMEND APPROVAL WITH CONDITIONS, SEE BELOW
☐ RECOMMEND DENIAL

EXPLAIN:

_____
_____
_____
_____

INSPECTION SCHEDULE

TYPES OF INSPECTION INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- PRE-CONSTRUCTION SITE CONDITIONS
  -To include property boundaries and setbacks
  - * Wetlands
- FOOTINGS
- FOUNDATION
- ROUGH FRAMING
- ROUGH ELECTRIC
- ROUGH PLUMBING
- CHIMNEY/FIREPLACE/ALTERNATE HEATING
- FURNACE INSTALLATION
- FINAL INSPECTION FOR OCCUPANCY

* To be done by Conservation Commission

ANY DEFICIENCIES NOTED DURING THESE INSPECTIONS MUST BE CORRECTED BEFORE PROCEEDING WITH ANY FURTHER CONSTRUCTION AND/OR BEFORE ANY OTHER PERMITS ARE ISSUED.

PLEASE REMEMBER TO CALL TWO BUSINESS DAYS IN ADVANCE FOR INSPECTION APPOINTMENTS WITH THE BUILDING DEPARTMENT.

ANY DEFICIENCY THREATENING THE HEALTH AND WELFARE OF THE OCCUPANTS OF THE BUILDING UNDER CONSTRUCTION/RENOVATION MUST BE CORRECTED IMMEDIATELY PER THE DIRECTIVE OF THE DIRECTOR OF PUBLIC SAFETY OR HIS DESIGNEE. FAILURE TO IMMEDIATELY CORRECT THESE DEFICIENCIES WILL RESULT IN THE REVOCATION OF THE CERTIFICATE OF OCCUPANCY FOR SAID BUILDING PER APPLICABLE STATE STATUTE.

DEFICIENCIES NOT CORRECTED WITHIN THE TIMEFRAME ORDERED BY THE DIRECTOR OF PUBLIC SAFETY SHALL CAUSE THE APPLICANT TO BE SUBJECT TO A FINE NOT TO EXCEED $50.00 PER DAY.

BUILDING PERMITS FOR A NEW STRUCTURE WILL EXPIRE ONE YEAR FROM DATE OF ISSUANCE, UNLESS THE FOUNDATION AND SEPTIC SYSTEM ARE COMPLETED WITHIN THAT TIME. FRAMING AND EXTERIOR FINISH MUST BE COMPLETED WITHIN TWO YEARS FROM DATE OF ISSUE.

THE UNDERSIGNED HEREBY AGREES THAT ALL OF THE INFORMATION SUPPLIED IN THIS APPLICATION ISTRUE, THAT ALL WORK LISTED WILL BE PERFORMED BY THE PERSON (S) THERETO LISTED, THAT ALL WORK CONNECTED THEREWITH SHALL CONFORM WITH THE BUILDING LAWS AND REGULATIONS OF THESTATE OF NEW HAMPSHIRE AND THE TOWN OF WATERVILLE VALLEY, AND THAT THE OWNER/AGENT WILL NOTIFY THE BUILDING INSPECTOR OF ANY CHANGES IN THE STATEMENTS CONTAINED HEREON.

I, the undersigned, have read and understand the information provided in this building permit application.

_____

Applicant/Contractor's Signature **Applicant/Contracting Company Name (please print)** **Date**

_____

Property Owner's Signature **Property Owner's Name (please print)** **Date**

This Building Permit Application is considered by the Building Inspector to be:

☐ **GRANTED** ☐ **DENIED – Reason:** _____

_____

Signature of the Building Inspector **Date**