

**PLEASE READ AND MAKE OUT IN FULL  
APPLICATION FOR BUILDING PERMIT**

**TOWN OF HINSDALE  
OFFICE OF BUILDING INSPECTOR  
PO BOX 13  
HINSDALE, NH 03451-0013  
603-336-5702**

**THE FOLLOWING PERMITS ARE NEEDED BEFORE A BUILDING PERMIT CAN BE ISSUED**

**(THESE PERMITS MAY NOT BE REQUIRED FOR MINOR CONSTRUCTION PROJECTS)**

TOWN OR STATE DRIVEWAY PERMIT

TOWN WATER CONNECTION PERMIT

TOWN SEWER CONNECTION PERMIT

STATE WASTE DISPOSAL "CONSTRUCTION" PERMIT

STATE WASTE DISPOSAL "OPERATION" PERMIT

ANY PLANNING / ZONING APPROVALS, IF NEEDED. (I.E. SITE PLAN, VARIANCE)

**THE FOLLOWING FEES MUST BE PAID BEFORE A CERT. OF OCCUPANCY CAN BE ISSUED**

WATER CONNECTION FEE

SEWER CONNECTION FEE

ALL BUILDING PERMIT FEES

***PLEASE NOTE: AFTER THE APPROVAL OF THE ABOVE MENTIONED  
APPLICATIONS, THERE MAY BE A WAITING PERIOD OF TEN (10) WORKING  
DAYS FOR THE CONNECTIONS TO BE MADE. IT IS THE APPLICANT'S  
RESPONSIBILITY TO CONTACT THE DEPARTMENT SUPERINTENDENTS TO  
ARRANGE AN INSPECTION OF THE PROPERTY, AND SET UP A DATE FOR THE  
CONNECTIONS TO BE MADE. THIS PROCESS IS NOT HANDLED BY THE  
BUILDING INSPECTOR.***

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**AS OF 1/5/09  
OFFICE AND INSPECTION HOURS**

MONDAY – 8AM TO 12 PM OFFICE HOURS

TUESDAY – IN FIELD

WEDNESDAY – 8AM TO 12 PM OFFICE HOURS

THURSDAY – IN FIELD

OR BY APPOINTMENT

PERMIT APPRICATIONS CAN BE PICKED UP OR LEFT ANY TIME THE BUILDING IS OPEN.

INSPECTOR WILL CALL IF MORE INFORMATION IS NEEDED.

FEEES AS PER FEE PAGE - \$30.00 PER APPLICATION + PERMIT FEE FOR USE.

CHECKS TO BE MADE OUT TO "TOWN OF HINSDALE".

**PLEASE READ APPLICATION AND MAKE OUT IN FULL  
FOR APPLICATION TO BE ACCEPTED.**

**TOWN OF HINSDALE, NEW HAMPSHIRE**  
**BUILDING PERMIT APPLICATION INFORMATION SHEET**  
**NEW HAMPSHIRE STATE BUILDING CODES**  
**INTERNATIONAL RESIDENTIAL CODE FOR ONE AND TWO FAMILY**  
**DWELLINGS**  
**INTERNATIONAL FIRE CODE**  
**N.F.P.A. FIRE CODES**  
**ADOPTED TOWN MEETING MARCH 11, 2003**

A building permit is required for:

Definition

- New Construction:** The erection or building of any structure, to form by combining materials or parts, to develop or give form to according to a plan or process, to create.
- Addition:** An increase in building area, aggregate floor area, height or number of stories of a structure.
- Renovations / Remodeling:** The reconstruction or renewal of any part of a structure or the relocation of any existing component.
- Demolition:** To move or be moved to a new place.
- Foundation:** The lowest or bottom part, a supporting part or layer, a foundation, a basic or underlying element.
- Change of use:** The conversion of a particular use from one classification to another.

1. Permit application must be accompanied by two sets of construction documents. This requirement may be waived for minor construction at the sole discretion of the building inspector. **Pages two and three must be completed on applications when applicable.**
2. Permit application for pre-manufactured and HUD homes must be accompanied by construction documents and details from the manufacturer.
3. Permit applications must be accompanied by a site plan, showing to scale, the size and location of all new construction, all existing structures on the site, distances from lot lines, and easements. For demolition, the site plan shall show structure(s) to be demolished, and the location and size of all existing structures that will remain. Site plan must be shown on page four of the building permit application (Other "to scale" construction documents may be used in lieu of the application page.)

4. Commercial and industrial permit applications for new construction or additions must be accompanied by engineering details and bear the signature and seal of the engineer or architect.

5. Construction must commence within six (6) months and completed in eighteen (18) months. An extension of up to ninety (90) days may be granted by the building inspector for cause.

6. Other permits which may be required:

Driveway permit from Town of Hinsdale (highway agent 336-5716)

Driveway permit from State of NH (352-2302)

Town water application (water superintendent 336-5715)

Town sewer application (waste water treatment superintendent 336-5714)

On site septic systems (State DES 271-3503)

7. When it is considered necessary for the best interest of the Town by either the building inspector or the fire chief, your blueprints and specifications will be required to be submitted to an engineer or architect of the towns choosing for review. This will be at the cost of the owner and a retainer needs to be filed with the town before the review is done. If this is required, you should be aware that this process will take an additional period of time, and the town will not issue your permit until they are reviewed. You should also be aware that all plans must bear the stamp of a licensed architect or engineer.

**8. A NEW BUILDING OR BUILDING THAT HAS BEEN ALTERED OR EXTENDED MUST HAVE A CERTIFICATE OF OCCUPANCY BEFORE BEING OCCUPIED. THE CERTIFICATE OF OCCUPANCY / FINAL INSPECTION REQUEST FORM SENT TO YOU ALONG WITH YOUR BUILDING PERMIT SHOULD BE RETURNED TO THE OFFICE AT LEAST TEN DAYS PRIOR TO AN ANTICIPATED INSPECTION DATE.**

**TOWN OF HINSDALE, NH**

**APPLICATION FOR BUILDING PERMIT**

Instructions: For all applications, complete parts 1, 2, 3, 4 and 5. If electrical work, complete part 6 also. If plumbing work, complete part 7 also Mechanical part 8. For other permits, complete part 9 also. The site plan, part 10, found on page 4 must be submitted or shown on an attached sheet.

Date \_\_\_/\_\_\_/\_\_\_ Type of permit  building  electrical  mechanical  plumbing  other  demolition

**1. PROPERTY INFORMATION**

Street address \_\_\_\_\_ Map/Lot \_\_\_\_\_ Zoning district \_\_\_\_\_

Parcel type  residential  commercial  industrial  other \_\_\_\_\_

**2. OWNER INFORMATION**

First name \_\_\_\_\_ Last name \_\_\_\_\_ Phone no. \_\_\_\_\_

Street address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**3. CONTRACTORS INFORMATION**

Name of contractor	Address	Telephone No#
*(copy of License and ID Must be filed with Application)		
Applicant (not owner)		
Architect/engineer		
General contractor		
Excavation		
Concrete		
Carpentry		
*Electrical		
*Plumbing		
Sewer		
Mechanical		
Roofing		
Masonry		
Drywall/lathing		
Sprinkler		
Paving		
Fire alarm		
Finished site work		
* Manufactured Home Installer License #		
*Gas Fitter's Licensing #		

**4. CERTIFICATION**

I hereby certify that I am the owner of the property, or that the proposed work is authorized by the owner of the property and that I have been authorized by the owner to make this application as his authorized agent, and I agree to conform to all applicable laws of the Town of Hinsdale. In addition, if a building permit for work described in this application is issued, I certify that the building inspector or the building inspector's authorized representative shall have the authority to enter areas covered by the permit at any reasonable hour to enforce the provisions of the code(s) applicable to such building permit.

Signature of applicant \_\_\_\_\_ Address \_\_\_\_\_ Telephone number \_\_\_\_\_

Person in charge of work \_\_\_\_\_ Title \_\_\_\_\_ Telephone number \_\_\_\_\_

PERMIT APPLICATION FEE	PAID	NOT PAID	CK#
PERMIT FEE	PAID	NOT PAID	CK#
TOTAL			

**TOWN OF HINSDALE, NH**

**BUILDING PERMIT AND VENDOR FEES**

**FEES:**

APPLICATION FEE: \$30.00 (UPON SUBMISSION OF APPLICATION)  
INSPECTION FEE: \$20.00 FOR EACH INSPECTION AFTER  
(3) REQUIRED INSPECTION

( BUILDING PERMIT FEES) PAY WITH APPLICATION FEE OR WHEN  
APPLICATION IS APPROVED BEFORE PERMIT IS ISSUED

**RESIDENTIAL:**

NEW CONSTRUCTION: \$15.00 Per. 100 SQ FT. Each Floor.

RENOVATION / REMODELING: \$10.00 Per. 100 SQ FT. Each Floor.

ACCESSORY USES: \$7.00 Per. 100 SQ FT.

Accessory uses are defined as a Shed, Garage, Pole Barn, Barn, Decks,  
Porch, Etc.

**COMMERCIAL / INDUSTRIAL:**

NEW CONSTRUCTION: \$25.00 Per. 100 SQ FT. Each Floor.

RENOVATION / REMODELING: \$15.00 Per. 100 SQ FT. Each Floor.

CHANGE OF USE: \$7.00 Per. 100 SQ FT. Each Floor.

NO FLOOR SPACE: .75 Per. \$100.00 OF VALUE

ELECTRICAL, PLUMBING, MECHANICAL .75 Per \$100.00 OF VALUE

MINIMUM PERMIT FEE: \$15.00 (NO MAXIMUM PERMIT FEE)  
DEMOLITION APPLICATION FEE \$30.00 + \$15.00===FEE \$45.00

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**VIOLATION FEES:**

**ANY PERSON WHO VIOLATES THESE CODES SHALL BE SUBJECT TO A  
CIVIL PENALTY OF \$275 PER DAY FOR THE FIRST OFFENSE AND \$550.00  
FOR SUBSEQUENT OFFENSES FOR EACH DAY THAT THE VIOLATION IS  
FOUND TO CONTINUE AS IS AUTHORIZED BY RSA 676:17.**

CHECKS ONLY PAYABLE TO "TOWN OF HINSDALE". THANK YOU.

**5. BUILDING INFORMATION**

**IMPROVEMENT TYPE:**

- New construction
- Addition
- Alteration
- Repair / replacement
- Demolition see Pgs. 3 + 4
- Relocation
- Foundation only
- Change of use only

**PROPOSED USE:**

**ASSEMBLY**

- theatre
- night club
- restaurant
- church
- other assembly
- business

**EDUCATIONAL**

- grades 1 - 12
- day care facility

**FACTORY**

- moderate hazard
- low hazard
- high hazard

**INSTITUTIONAL**

- group home
- jail
- mercantile

**STORAGE**

- moderate hazard
- low hazard

**OTHER**

- parking garage
- carport
- motor fuel service
- repair garage
- public utility
- shed
- deck
- manufactured homes

**LIST SIZE**

Make \_\_\_\_\_  
Size \_\_\_\_\_

Ser# \_\_\_\_\_  
Year \_\_\_\_\_

**RESIDENTIAL**

- hotel / motel
- multifamily
- International Res. Code For One and Two Fam

**Structural frame ( check all that apply )**

- steel
- masonry
- concrete
- wood
- other

**Exterior walls ( check all that apply )**

- steel
- masonry
- concrete
- wood
- other

Are any structural assemblies fabricated off site?  Yes  No

Street frontage	Number of stories	Lot area
Front setback	Number of bedrooms	Building area
Rear setback	Number of full baths	Parking area
Left setback	Number of partial baths	Living area
Right setback	Number of garages	Basement area
Height above grade	Number of windows	Garage area
New residential units	Number of fire places	Office/Sales
Existing residential units	Number of enclosed parking	Service
Elevators/escalators	Number of outside parking	Manufacturing

Estimated starting date \_\_\_\_\_ Estimated finished date \_\_\_\_\_ Estimated building value \$ \_\_\_\_\_

\*ESTIMATED VALUE OF TOTAL PERMITTED CONSTRUCTION \_\_\_\_\_

**6. ELECTRICAL PERMIT APPLICATION**

Total service \_\_\_\_\_ amps. Number of circuits \_\_\_\_\_ 2 wire \_\_\_\_\_ 3 wire \_\_\_\_\_ Number of service outlets \_\_\_\_\_ 110V \_\_\_\_\_

POWER DEVICES	NUMBER	OUTPUT/LOAD

TOTAL NUMBER OF MOTORS \_\_\_\_\_

FIRE ALARM SYS. SMOKE---NUMBERS OF UNITS \_\_\_\_\_ HEAT---NUMBERS OF UNITS \_\_\_\_\_ C.O. NUMBERS OF UNIT \_\_\_\_\_

FULL SYS. MAKE: \_\_\_\_\_

SECURITY SYS. MAKE: \_\_\_\_\_

Estimated starting date \_\_\_\_\_ Estimated finished date \_\_\_\_\_ Estimated work value \$ \_\_\_\_\_

**7. PLUMBING PERMIT APPLICATION**

Enter the number of fixtures being installed, replaced or repaired

Tub/showers	Drinking fountains	Back flow preventers
Shower stalls	Floor drains	Water pumps
Lavatories	Water heaters	Roof openings
Toilets	Water softeners	Parking lot drains
Urinals	Sewage ejectors	Inside downspouts
Sinks	Sump pumps	Swimming pools
Laundry tubs	Grease traps	Standpipes # of hose outlets
Dishwashers	Bidets	Fire sprinklers # of heads
Garbage disposals		Lawn sprinklers # of heads

TOTAL NUMBER OF FIXTURES: \_\_\_\_\_

Municipal water  Yes  No      Municipal sewer  Yes  No  
 Water service size \_\_\_\_\_ inches      Water meter size \_\_\_\_\_ inches      Average daily water use \_\_\_\_\_ gallons  
 Utility service revisions: \_\_\_\_\_

Estimated starting date \_\_\_\_\_ Estimated finished date \_\_\_\_\_ Estimated plumbing work value \$ \_\_\_\_\_

**8. MECHANICAL PERMIT APPLICATION**

Enter number of new or replacement units

Forced air furnace	Incinerator	Air handling unit
Unit heater	Boiler	Heat pump
Gas/oil conversion	Coil unit	Air cleaner
Space heater	Kitchen exhaust hood	
Gravity furnace	Split system A/C	Hazardous exhaust system
Solid fuel appliance	A/C compressor	Electric furnace

Utility service revisions: \_\_\_\_\_  
 Type of heating fuel ( check one )  Gas  Oil  Electric  Coal  Wood  Other \_\_\_\_\_

Estimated starting date \_\_\_\_\_ Estimated finished date \_\_\_\_\_ Estimated mechanical work value \$ \_\_\_\_\_

**9. OTHER REQUIRED PERMIT APPLICATION(S)**

Permit type (i.e. drive-way, water connection, sewer connection) \_\_\_\_\_  
 Demolition (NEED TO CONTACT STATE DES. + DIG SAFE TOWN IF UTILITY) \_\_\_\_\_

**10. SITE PLAN**

Show size and location of all new construction, all existing structures on the site, and distances from lot lines and easements. For demolition, show the structures to be razed, and the location and size of all existing structures that will remain.

Scale 1" - \_\_\_\_\_ feet