

**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 x13  
rlawrence@hinsdalenh.org**

**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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603-336-5702**

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

MONDAY – 8AM TO 12 PM OFFICE HOURS --- THEN IN FIELD

TUESDAY – 730 AM TO 830 AM IN OFFICE— THEN IN FIELD

WEDNESDAY – 8AM TO 12 PM OFFICE HOURS--- THEN IN FIELD

THURSDAY –730 AM TO 830AM IN OFFICE –THEN IN FIELD

OR BY APPOINTMENT

PERMIT APPRICATIONS CAN BE PICKED UP OR LEFT ANY TIME THE BUILDING IS OPEN. PLEASE READ APPLICATION IN FULL AND MAKE OUT IN FULL.

INSPECTOR WILL CALL IF MORE INFORMATION IS NEEDED.

FEES 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

#### The Updated NH State Building and Fire Codes:

- 2015 International Building Code
- 2015 International Residential Code
- 2015 International Plumbing Code
- 2015 International Mechanical Code
- 2015 International Existing Building Code
- 2015 International Energy Conservation Code
- 2015 International Swimming Pool and Spa Code  
(New book; requirements moved from IBC and IRC)
- 2017 National Electrical Code, NFPA 70 (already adopted)
- 2015 Fire Code, NFPA 1 (effective September 8, 2019)
- 2015 Life Safety Code, NFPA 101 (already adopted)

#### Amendments to the NH State Building and Fire Codes:

Several of the adopted codes have amendments to address specific New Hampshire concerns. Many of these amendments have been carried-over from the 2009 codes. These amendments can be found on the NH Building Code Review Board (BCRB) website for Building Codes or [http://gencourt.state.nh.us/rules/state\\_agencies/saf-c6000.html](http://gencourt.state.nh.us/rules/state_agencies/saf-c6000.html) for Fire Codes.

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.) 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.

4. 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.

5. 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)

6. 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.

**7. 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**  
**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

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====FEES\$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.

**TOWN OF HINSDALE, NH  
APPLICATION FOR BUILDING PERMIT**

Instructions: For all applications, complete parts **1, 2, 3, 4 and 5**. Also complete part **6** if electrical work, **7** if plumbing, **8** if mechanical, other permits part **9**. 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# \_\_\_\_\_

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 # \_\_\_\_\_

\*(copy of License and ID to be filed with Application)

**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 \_\_\_\_\_ Page One

**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 \_\_\_\_\_ SER# \_\_\_\_\_  
 SIZE \_\_\_\_\_ YEAR \_\_\_\_\_ COLOR \_\_\_\_\_

RESIDENTIAL

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

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
SOLAR ELECTRICAL		

TOTAL NUMBER OF MOTORS \_\_\_\_\_ HEAT- NUMBER OF UNITS \_\_\_\_\_ CO NUMBERS UNITS \_\_\_\_\_  
 FIRE ALARM SYS. \_\_\_\_\_ SMOKE - NUMBERS OF UNITS \_\_\_\_\_

FUEL SYSTEM MAKE \_\_\_\_\_  
SECURITY SYSTEM MAKE \_\_\_\_\_

Estimated starting date \_\_\_\_\_ Estimated finished date \_\_\_\_\_ Estimated electrical 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 _____	Solar Water Heater _____	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 _____	Hazardous exhaust system _____
Gravity furnace _____	Split system A/C _____	Electric furnace _____
Solid fuel appliance _____	A/C compressor _____	

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. driveway, water connection, sewer connection) \_\_\_\_\_  
 Demolition (NEED TO CONTACT STATE DES. + DIG SAFE TOWN IF UTILITYS) \_\_\_\_\_

**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