



Town of Northfield

BUILDING PERMIT APPLICATION

Permit #: _____
Issue Date: _____
Fee Paid: _____
Check #: _____

ACCESSORY DWELLING UNIT (ADU)

ACCESSORY DWELLING UNIT (ADU): A residential living unit that provides independent living facilities for one or more person, including provisions for sleeping, eating, cooking, and sanitation on the same parcel of land as the principal dwelling unit it accompanies.

PROPERTY OWNER(S)

Name: _____
Address: _____
Tel.#: _____ Email: _____

CONTRACTORS INFORMATION

Same as Owner ☐ Yes ☐ No

Name: _____
Address: _____
Tel.#: _____ Email: _____

PROPERTY INFORMATION

911 address: _____
Tax Map and Lot Number: _____ Size: _____ acres
Is the property on a public road? ☐ Yes ☐ No If not, how is it accessed? _____

Zoning District ☐ R1 ☐ R2 ☐ Conservation ☐ Commercial/Industrial

What is the property used for now?

☐ Single Family ☐ Residence and Business

☐ Duplex ☐ Multi Family

Other _____

Driveway access permit number (if needed): _____

Is the property in the Groundwater Protection District? ☐ Yes ☐ No

Is any proposed work within 50 feet of a Wetland area? ☐ Yes ☐ No

Is any proposed work within a Flood Hazard Area? ☐ Yes ☐ No

ACCESSORY DWELLING INFORMATION

☐ Attached ☐ Detached
____ Structures Total Square Feet _____ Total Living Square Feet of ADU
____ Number of exiting bedrooms _____ Number of Bedrooms in ADU
Who will occupy the ADU _____

Estimated cost of project: \$ _____ Estimated completion date: _____

SETBACKS

How far back is the construction from the **front** property line

How far back is the construction from the **rear** property line

How far back is the construction from the **side** property line

How far back is the construction from the **side** property line

Existing	Proposed
_____ ft	_____ ft
_____ ft	_____ ft
_____ ft	_____ ft
_____ ft	_____ ft

The footprint of my existing building will not change, nor am I adding a new building _____

CODE & PERMIT INFORMATION

Applicable Building Codes:

IRC Building Code as adopted by the State of NH
National Electric Code
International Plumbing Code
NFPA 101 Life Safety Code

➤ BUILDING CONTRACTOR:

None: _____

Business Name: _____

Address: _____

- **ELECTRICAL/PLUMBING:** State law requires a master plumber and electrician for all work unless you own and live in the structure. Multifamily and rental housing requires master electrician and plumber for all work

Electrical Contractor

Separate Form Required

None: _____

Your Electrical Contractor is required to file an application form with the Town of Northfield for this project, applications are available at Town Hall or at www.northfieldnh.org A copy of your electrical contractor's approved application must be filed with your building permit application.

Plumbing Contractor

Separate Form Required

None: _____

Your plumbing contractor is required to file an application form with the Town of Northfield for this project, applications are available at Town Hall or at www.northfieldnh.org A copy of your plumbing contractor's approved application must be filed with your building permit application.

- **SEPTIC SYSTEM:** Approvals must be obtained from the NH Dept. of Environmental Services. If you are adding bedrooms to your home you may have to enlarge your septic system if it was not built to accommodate the additional bedrooms.

Septic Design Approval #: _____

None: _____

- **SMOKE (HEAT) DETECTORS:** Shall be installed in each bedroom, outside each separate sleeping area and on every level of the dwelling, including basements.

➤ NH ENERGY CODE APPROVAL: **Separate Form Required**

Required for all new homes and "Living Space Additions". Approval form (EC-1) can be obtained from the Northfield Building Inspector.

➤ NATURAL GAS/PROPANE CONTRACTOR **Separate Permit Required**

None: _____

A permit from the Tilton Northfield Fire Department is required for gas or oil burners. A copy of your approved permit to install a gas/oil burner must be filed with your building permit application.

➤ OIL CONTRACTOR **Separate Permit Required**

None: _____

A permit from the Tilton Northfield Fire Department is required for gas or oil burners. A copy of your approved permit to install a gas/oil burner must be filed with your building permit application.

➤ DRIVEWAY/ROAD ACCESS **Separate Permit Required**

Will you be building a new driveway or improving an existing _____ Yes _____ No driveway?

A copy of your road access permit application must be filed with your building permit application.

SKETCH

If your proposal includes any new construction your application needs to include a sketch that shows the following:

- a. Boundaries of your lot
- b. Names of streets or roads abutting the property
- c. Location of all buildings on the lot
- d. Dimensions of existing and proposed structures
- e. Distance between existing and proposed structures and property lines
- f. Location of wetlands
- g. Location of septic tank and leach field
- h. Location of well or water supply

A large grid of graph paper for sketching. The grid is composed of 30 columns and 30 rows of small squares, providing a space for drawing the property boundaries, structures, and other features mentioned in the list above.



▪ **Before you sign your application:**

- Have you answered all the questions?
- Does your sketch include all requested information?
- Do you have all necessary attachments? *(If Applicable)*
 - Plumbing Contractor Application*
 - Electrical Contractor Application*
 - Approved Septic Plans*
 - Energy Code Application*
 - Driveway Permit*
- Have you included the Building Design Plans?
- Have you met all of the following requirements per the Zoning Ordinance?

6.3 ACCESSORY DWELLING UNIT (ADU)

Is permitted in all zoning districts subject to the definition provided in the Zoning Ordinance.

- a) Building Permit is required.
- b) Only one (1) ADU allowed per single-family dwelling.
- c) Owner of property must occupy either principal dwelling or ADU.
- d) Maximum size of any ADU is 1,000 sq. ft.
- e) ADU can be attached or detached to the principal dwelling unit.
- f) Maximum number of bedrooms in the ADU is two (2).
- g) The principal dwelling unit and ADU must comply with all existing zoning requirements such as lot sizing and setbacks that are appropriate to single family units.
- h) Water and sewage systems need not be separate but must comply with town and state regulations.
- i) If an ADU is attached, an interior door shall be provided between the principal dwelling and the ADU, but is not required to remain unlocked.
- j) Adequate parking must be provided.
- k) Mobile homes are not allowed as ADU's

I request a permit for the project described in this application and grant town official's permission to access my property for inspection purposes related to this project. I understand that any misrepresentation in this application, intentional or not, will invalidate approval. I have read and understand all the requirements pertaining to 6.3 of the Zoning Ordinance. I understand that the project must meet all applicable state and federal codes and town requirements.

I am aware that my building permit will expire if work has not begun within six months or if construction activity ceases.

Applicant Signature: _____ Date _____

Property Owner Signature: _____ Date _____

Application Fees:

Interior / Exterior Renovation	\$0.10/sq. ft., \$50 minimum	x	_____	Sq. Ft.	=	_____
Addition	\$0.10/sq. ft., \$50 minimum	x	_____	Sq. Ft.	=	_____
New Accessory Structure	\$0.15/sq. ft., \$50 minimum	x	_____	Sq. Ft.	=	_____

* Fee refundable at the discretion of the Board of Selectmen

* Alterations/Additions made during construction will be reviewed and may be subject to additional fees

* Fees are due when application is filed

* After the fact building permit fees doubled, \$100 minimum

Office Use Only

Date Received: _____ Received by: _____ Amount paid: _____ Check No.: _____

Comments: _____

___ Approved as submitted ___ Denied Permit Number: _____

___ Approved with conditions: _____

Code Enforcement Officer: _____ Date: _____

Inspections:

Date: _____ What was inspected: _____

Notes: _____

Date: _____ What was inspected: _____

Notes _____

Date: _____ What was inspected: _____

Notes: _____

Final Inspection Date: _____ Occupancy Permit Issued Date: _____