

# Town of Northfield

## BUILDING PERMIT APPLICATION

**PROPERTY OWNER**  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Tel. # \_\_\_\_\_ Email address \_\_\_\_\_

**APPLICANT INFORMATION**                      Same as Owner  Yes  No  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Tel. # \_\_\_\_\_ Email address \_\_\_\_\_

**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  
 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

**PROJECT DESCRIPTION:** *Please describe the work you want to do:*  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PROPOSED USE**  
*What is the property used for now?*  
 Vacant                                       Business \_\_\_\_\_  
 Single Family Home                       Residence and Business \_\_\_\_\_  
 Duplex:                                       Agricultural \_\_\_\_\_  
 Multi Family Home                       Other \_\_\_\_\_

*Are you proposing that the use of the property be changed?*  
 No, we are not seeking to change the use of the property   
 Yes, if approved this construction will change the use of the property:  
 We want to build on vacant land     We want to add a new residence  
 We want to add a business use    Other \_\_\_\_\_

## CODE & PERMIT INFORMATION

**Applicable Building Codes:** NH Building Code,  
National Electric Code 2005  
NFPA 101 Life Safety Code

**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: \_\_\_\_\_

Business Name: \_\_\_\_\_

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

*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](http://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: \_\_\_\_\_

Business Name: \_\_\_\_\_

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

*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](http://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 required: \_\_\_\_\_

**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 or directly from the Public Utilities Commission. <https://www.puc.nh.gov/EnergyCodes/energyppg.htm>

**NATURAL GAS/PROPANE CONTRACTOR** **Separate Permit Required** None: \_\_\_\_\_

Business Name: \_\_\_\_\_

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

*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: \_\_\_\_\_

Business Name: \_\_\_\_\_

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

*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 driveway? \_\_\_ Yes \_\_\_ No*

*Separate permit required, applications available at Town Hall or at [www.northfieldnh.org](http://www.northfieldnh.org)*

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

**Estimated cost of project:** \$ \_\_\_\_\_

**Estimated completion date:** \_\_\_\_\_

**SETBACKS**

	<i>Existing</i>		<i>Proposed</i>
How far back is the construction from the front property line	_____ ft		_____ ft.
How far back is the construction from the rear property line	_____ ft		_____ ft.
How far back is the construction from the side property line	_____ ft		_____ ft.
How far back is the construction from the side property line	_____ ft		_____ ft.

The footprint of my existing buildings will not change, nor am I adding a new building. \_\_\_\_\_

**Fees**

Single Family Home	\$350
Multi/Two Family Home	\$350 for 1 <sup>st</sup> unit, \$200 for each additional unit
Apartment Addition	\$150
Commercial/Industrial New	\$0.10/sq. ft., \$750 minimum
Commercial/Industrial Additions	\$0.10/sq. ft., \$300 minimum
Additions/Alterations without Plumbing	\$25
Additions/Alterations with Plumbing	\$50
Accessory: New or replacement	
Garage/Shed, Sign, Deck/Porch	\$25
Demolition	No Fee
Handicap Access	No Fee

**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



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*  
*Driveway Permit*

*Natural Gas/Propane/Oil Permit from TNFD*  
*NH Energy Code ECI Approved by PUC*

I request a permit for the project described in this application and grant town officials 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 am aware that my building permit will become void if work is not begun within six months and that work must progress in a speedy manner.

Applicant \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

Land Owner: \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

**Office Use Only**

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Amount paid: \_\_\_\_\_ Date paid: \_\_\_\_\_ Check No.: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved as submitted     Denied    Permit Number: \_\_\_\_\_

Approved with conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Code Enforcement Officer: \_\_\_\_\_ Date: \_\_\_\_\_



