

Town of Northfield, New Hampshire

Building Permit Procedure

I. Permits Required:

Building Permits are required as per Article 2 section 2.2 as of the town zoning ordinance except for replacement of existing elements or items, (ie, new roof material, windows, siding, existing interior fixtures etc.).

Citizens are encouraged to contact the Code Enforcement Officer to determine if a permit is required for their purposed project.

II. Application Procedures:

Applications for a Building Permit are available from the Town Clerk and / or the Office of the Selectmen of the Town of Northfield at the Northfield Town Hall, 21 Summer Street, Northfield, New Hampshire during regular business hours.

1. Applicants are required to complete the necessary application(s) and submit said application to the office of the Building Inspector of the Town of Northfield. Said applications shall be accompanied by an appropriate application fee to cover the cost of processing the application. Any additional expenses necessitated by virtue of such application(s) shall be borne by the applicant.
2. The application shall be forwarded to the Building Inspector for review. The Building Inspector shall have the authority to request a meeting with the applicant(s) and / or the opportunity for the on-site inspection of the proposed building and / or renovation prior to approval and issuance of a building permit.
3. Applicants for Building Permits in the Town of Northfield are required to submit a plot plan, which conforms to all applicable zoning ordinances, subdivision regulations and site plan approval requirements, if applicable.
4. All applicants must present evidence of approval by necessary State and / or local authorities with regard to driveway permits.
5. All applicants must provide evidence of approval for septic and / or sewer system design approval or water supply should be approved by New Hampshire Water Supply and Pollution Control Commission and any other local, State or Federal authorities as required by law. A building permit shall not be issued until formal submission of a Certificate of Approval from the above-referenced authorities, as applicable.

III. Occupancy Permits:

1. No applicant for a building permit, agents of applicants for building permits or any other party shall occupy in any manner, a dwelling, building or any other structure governed by the building permit requirements in the Town of Northfield without inspection and written approve of the Building Inspector or the Assistant Building Inspector as appointed by the Selectboard.
2. Any individual occupying any structure without the necessary Certificate of Occupancy shall be subject to a Cease and Desist Order by the Building Inspector and / or the Selectmen of the Town of Northfield. Any individual who illegally occupies any structure without complying with the building permit procedure referenced herein shall be subject to all penalties and costs as allowed by law.
3. No Certificate of Occupancy shall be issued unless and until all debris of construction shall be removed from the building site(s). Prior to the issuance of the Certificate of Occupancy the Building Inspector and / or Health Inspector shall certify that the requirements of the sub-paragraph have been met.
4. Prior to the issuance of said Occupancy Permit the Building Inspector shall conduct the final inspection of said premises in order to insure that all applicable local, State and Federal requirements have been met.
5. The Building Inspector shall insure that all State, County and local regulations pertaining to water, sewer, septic and all health codes have been completed prior to issuing an Occupancy Permit.

IV. Application Forms:

1. All applicants for Building Permits for construction of new structures within the Town of Northfield shall be required to complete and submit to the necessary authorities a Long Form Application for Building Permit. All applicants shall be required to meet those requirements contained in these procedures.
2. Short Form Building Permits – All applicants for Building Permits for additions, alterations or improvements of existing structures may, at the discretion of the Building Inspector, utilize the Short Form Building Permit in order to seek necessary authorizations for said renovations or improvements. Said Short Form Building Permit shall contain the following information:
 - a. The name and address of the applicant

- b. The address and / or location of the existing structure to be altered renovated or improved.
- c. A diagram of the proposed alteration, renovations or improvements.
- d. Shall include information with regard to lot size, boundary markers, front, side and rear setbacks.
- e. An estimate of projected costs for said alterations, renovations or improvements.
- f. Information with regard to the timetable for commencement and completion of proposed renovations, alterations or improvements.

V. Duration of Authority Granted Under Building Permit Procedures:

- 1. All Building Permits issued shall become void if work is not begun within six (6) months and work shall progress in a speedy manner.
- 2. In the event an applicant is denied a Building Permit, the Building Inspector shall provide a written denial stating reasons, including procedures for grievance.

**Northfield Building Permit Procedure
Adopted April 26, 1988
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