

# Town of Walpole, New Hampshire

## Building Permit Application

The undersigned hereby requests a building permit for the following construction to be issued on the basis of the representations contained herein. Permit voided in the event of misrepresentations or failure to undertake construction within one year of the date of approval.

**Absolutely NO construction should be done prior to a building permit being issued and approved.**

**Required setbacks MUST be observed. See following instructions.**

Name(s) of Land Owner(s): \_\_\_\_\_  
\_\_\_\_\_

Property Location: \_\_\_\_\_

Tax Map Description: Map \_\_\_\_\_ Lot \_\_\_\_\_ Sub \_\_\_\_\_

Land Owners Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Nature of Construction: \_\_\_\_\_

Plan/Sketch Attached? (Circle) Yes No

Building Length: \_\_\_\_\_ Building Width: \_\_\_\_\_ No. Of Stories \_\_\_\_\_

Lot Size (Acres): \_\_\_\_\_ Road Frontage: \_\_\_\_\_ ft.

Setback From Highway: Front: \_\_\_\_\_ ft. Rear \_\_\_\_\_ ft. Side \_\_\_\_\_ ft. Side \_\_\_\_\_ ft.

Driveway Approval Date: \_\_\_\_\_ Copy Attached? (Circle) Yes No

Septic System Approval Date: \_\_\_\_\_ Copy Attached? (Circle) Yes No

Energy Code Approval Date: \_\_\_\_\_ Copy Attached? (Circle) Yes No

Will This Building Be Heated? (Circle) Yes No If Yes, How: \_\_\_\_\_

Will This Building Require Plumbing? (Circle) Yes No

Name Of Certified Electrician: \_\_\_\_\_

Electricians Telephone Number: \_\_\_\_\_ License # \_\_\_\_\_

Name Of Certified Plumber: \_\_\_\_\_

Plumbers Telephone Number: \_\_\_\_\_ License # \_\_\_\_\_

Type Of Water System: \_\_\_\_\_ Type Of Sewerage System: \_\_\_\_\_

(If Applicable) Date Town Water Hookup Fee Paid: \_\_\_\_\_ Accepted By: \_\_\_\_\_

(If Applicable) Date Town Sewer Hookup Fee Paid: \_\_\_\_\_ Accepted By: \_\_\_\_\_

**Town of Walpole, New Hampshire**  
**Building Permit Application (Continued)**

Is Property In Flood Zone A or B? (Circle) Yes No

Is Land In Current Use? (Circle) Yes No

Will There Be Timber Cut? (Circle) Yes No If Yes, On How Many Acres? \_\_\_\_\_

Has A Intent To Cut Been Filed? (Circle) Yes No If Yes, Date Of Filing \_\_\_\_\_

Telephone number of contact person: \_\_\_\_\_

Signature Of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature Of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Would you like the approved Building Permit mailed or picked up? \_\_\_\_\_

If mailed, to whom? \_\_\_\_\_

# Town of Walpole, New Hampshire

## Instructions for filing an Application for a Building Permit

1. A Building Permit shall be obtained before the start of construction, alteration, restoration, moving, demolition or repairs, other than ordinary repairs, using application forms furnished by the Selectmen's Office.
2. Ordinary repairs are nonstructural repairs and do not include addition to, alteration of, or replacement of water supply, sewer, drainage, gas, soil, waste, vent or similar piping, electrical wiring, or other work for which a permit is required.
3. A fee of \$1.00 must be paid when submitting an application for a building permit. A building permit shall become void unless operations are begun with a period of one year.
4. Sewer Hookup Fees: A \$750.00 hookup fee plus costs will be charged each new hookup plus a \$75.00 inspection fee will be charged if the hookup is not done by the Walpole Water/Sewer Department. These fees are due when submitting for the building permit.
5. Water Hookup Fees: A \$750.00 hookup fee plus costs will be charged each new hookup plus a \$75.00 inspection fee will be charged if the hookup is not done by the Walpole Water/Sewer Department. These fees are due when submitting for the building permit.
6. Water, Sprinkler and Sewer Rates: (Subject to change)

### Water Rates

	<u>3/4"</u>	<u>1"</u>	<u>1 1/2 "</u>	<u>2"</u>
Minimum charge- (up to 1,000 CF)	\$63.00	\$146.00	\$334.00	\$607.00

Variable - Anything over 1,000 CF will be charged .046 per CF

Flat Rate Water Bills: \$200.00

### Sprinkler Fees

	<u>4"</u>	<u>6"</u>	<u>8"</u>
Sprinkler Fees	\$400.00	\$600.00	\$800.00

### Sewer Rates

	<u>3/4"</u>	<u>1"</u>	<u>1 1/2 "</u>	<u>2"</u>
Per 1,000 CF	\$36.00	\$36.00	\$36.00	\$36.00

Variable – Anything over 1,000 CF will be charged .036 per CF

## Town of Walpole, New Hampshire

### Instructions for filing an Application for a Building Permit (continued)

7. Electrical wiring and service MUST be the responsibility of a Certified Master Electrician. Their license number must be given on the front of this form.
8. Plumbing must be the responsibility of a Certified Plumber. Their license number must be given on the front of this form.
9. All questions on front of application MUST be completed and the application signed and dated.
10. A General Plot Plan must be submitted showing the location of the building on the property and a design plan/sketch describing the new construction and a statement of its intended use when built must also be submitted with the application.
11. A Driveway Permit approved and signed by the Road Agent must accompany the application. The entrance to the driveway at the roadway including the culvert and drainage ditch must be installed in accordance with the requirements of the driveway application and completed satisfactorily before receiving a driveway permit signed by the Road Agent.
12. Septic System Design and construction must satisfy State requirements and a copy of State approved design must accompany application. A residential building is not to be occupied until a copy of an Approval For Operation of a Septic System by the State is received by the Selectmen. This does not apply if the building is to be connected to the public sewer system.
13. Adding a Bedroom to a residence requires a new State Approved Septic design per RSA 485-A:38 and DES-ENV-WS 1004.12.
14. A copy of the Energy Code Approval received from the State shall accompany the application. The New Hampshire Energy Code Compliance Packet may be obtained by calling the Public Utilities commission in Concord at 271-2431.
15. All Stipulations, if any, made by the Planning or Zoning Board of Adjustment MUST be adhered to and so noted with the application.
16. Permit Required: Before starting construction, commercial buildings, schools, halls, theaters or other public buildings, the person responsible for such construction shall obtain a permit signed by the Board of Selectmen, after their due consideration of any written recommendations of the Walpole Fire Chief.
17. Occupancy: All Commercial Buildings MUST be inspected by the Fire Chief, and written approval MUST be given by the Fire Chief before occupancy may take place.

## Town of Walpole, New Hampshire

### Instructions for filing an Application for a Building Permit (continued)

#### 18. Setback Requirements:

##### Residential:

No building may be erected closer than sixty-five feet to the center line of the abutting right-of-way nor closer than twenty feet to any side or rear property line.

##### Commercial:

No building may be erected closer than sixty-five feet to the center line of the right-of-way no closer than twenty five feet to any side or rear property line.

##### Industrial:

An industry shall be located at least eighty-five feet from the center line of any right-of-way and not less than twenty feet from each side or rear boundary.

If you have questions please contact Janet at the Selectboard office. Tel# (603) 756-3672 or email [jclough@walpolenh.us](mailto:jclough@walpolenh.us).

***Building WITHOUT A BUILDING PERMIT  
will result in a \$500.00 fine***