

# TOWN OF WALPOLE, NH

## BUILDING PERMIT APPLICATION

### -Instructions-

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 Selectboard 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. Fee Schedule

Permit Type	Type of Construction	Base Fee	Additional Sq. Foot Charge
A	Residential Construction Between 100 Sq Ft & 400 Sq Ft	\$10.00	No Charge
B	Residential Construction Base + .10 Cents Sq Ft above 400	\$10.00	.10 per Sq Ft
C	Commercial / Industrial Base + .20 Cents Sq Ft Above 2500	\$50.00	.20 per Sq Ft
	Renewal of Permit Types A & B	\$10.00	No Charge
	Renewal of Permit Type C	\$25.00	No Charge

4. Town of Walpole Water & Sewer Department application must be completed (if applicable), hookup fees paid, and returned with the Building Permit application.
5. 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.
6. Plumbing MUST be the responsibility of a certified plumber. Their license number must be given on the front of this form.
7. All questions on front of application MUST be completed and the application signed and dated.
8. 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 be submitted with the application.
9. 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.
10. 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.

**TOWN OF WALPOLE, NH**  
**-BUILDING PERMIT APPLICATION Instructions (continued)**

11. Adding a Bedroom to a residence requires a new State Approved Septic design per RSA 485-A:38 and DES-ENV-WS 1004.12.
12. A copy of the Energy Code Approval received from the State shall accompany the application. The New Hampshire Residential Energy Code Application (EC-1 Form) can be accessed online at <http://www.puc.state.nh.us/EnergyCodes/energypg.htm>. For assistance, call the Public Utilities Commission at (603) 271-2431 or e-mail their office at [EnergyCodes@puc.nh.gov](mailto:EnergyCodes@puc.nh.gov)
13. All Stipulations, if any, made by the Planning or Zoning Board of Adjustment MUST be adhered to and so noted with the application.
14. 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 Selectboard after their due consideration of any written recommendations of the Walpole Fire Chief.
15. 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.
16. Setback Requirements:

Residential:

No building may be erected closer than sixty-five feet (65') to the centerline of an abutting right-of-way and closer than twenty feet (20') to any side or rear property line.

Commercial:

No building may be erected closer than sixty-five feet (65') to the centerline of the right-of-way and closer than twenty-five feet (25') to any side or rear property line.

Industrial:

An industry shall be located at least eighty-five feet (85') from the centerline of any right-of-way and not less than twenty (20') feet from each side or rear boundary.

If you have questions please contact Selectboard Office at (603) 756-3672 or [sdowning@walpolenh.com](mailto:sdowning@walpolenh.com)

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

# TOWN OF WALPOLE, NH -BUILDING PERMIT APPLICATION-

The undersigned hereby requests a building permit for the following construction to be issued based on 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 Owne(s)' Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

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

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

Telephone Number: \_\_\_\_\_

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

Plan/Sketch Attached? (Circle) Yes      No

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

Lot Size: \_\_\_\_\_ acres      Road Frontage: \_\_\_\_\_ ft.

Setback from Street/Road: \_\_\_\_\_ ft.      Rear \_\_\_\_\_ ft.      Side \_\_\_\_\_ ft.      Side \_\_\_\_\_ ft.

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

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

(continue on next page)

**TOWN OF WALPOLE, NH**  
**-BUILDING PERMIT APPLICATION (continued)-**

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

Name of Certified Electrician: \_\_\_\_\_

Electrician's Telephone Number: \_\_\_\_\_ License# \_\_\_\_\_

Will this building be heated? (Circle) Yes No If yes, how? \_\_\_\_\_

Will this building require plumbing? (Circle) Yes No *If yes, fill out the below section.*

Name of Certified Plumber: \_\_\_\_\_

Plumber's 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: \_\_\_\_\_

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

Is Land in Current Use? (Circle) Yes No

Will there be a Timber Cut? (Circle) Yes No

Has an Intent to Cut form been filed? (Circle) Yes No If Yes, Date Of Filing: \_\_\_\_\_

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

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Building Permit Approval to be: mailed \_\_\_\_\_ or picked-up \_\_\_\_\_

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

**BUILDING PERMIT VALID FOR ONE YEAR**