



TOWN OF HOPKINTON, NH BUILDING/USE APPLICATION

Completed application **must be returned to the Selectmen's Office by 12 Noon on Friday**, in order to have the application processed for review by the Selectmen at their next scheduled meeting. **The application must be accompanied by a check payable to the Town of Hopkinton.** No refund will be made if the application is denied. More than one permit may be applied for using the same form; however, the permits being sought must apply to the same piece of property. For questions, please contact the Planning Department at (603) 746-4487 or email planzone@hopkinton-nh.gov

SUBMISSION REVIEW CHECKLIST (Office Use)

Permit No. _____	Phasing Applicability: Permit _____ of _____ Subdivision: _____
Application Received ____/____/____	<input type="checkbox"/> Driveway Permit <input type="checkbox"/> PUC Approval <input type="checkbox"/> Shoreland Protection <input type="checkbox"/> Septic Approval <input type="checkbox"/> Floodplain <input type="checkbox"/> Code Enforcement <input type="checkbox"/> Fire/Life Safety <input type="checkbox"/> ZBA <input type="checkbox"/> PB
By: _____ (initial) Fee Pd.: _____	

PROPERTY INFORMATION

Street Address	Tax Map No.	Tax Lot No.	Zoning District
<input type="checkbox"/> Demolition <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Accessory <input type="checkbox"/> Other _____			
Is Lot located in 100 year Flood Plain Area (see Flood Insurance Rate Maps in Town Hall)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
What is the Flood Insurance Rate Map (FIRM) Community Panel Number:			
Is the portion of the property to be developed under a Current Land Use (CLU) Assessment? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Note: If yes, a new CLU map must accompany this application.			

APPLICANT/OWNER INFORMATION

Applicant's Name:	Owner's Name:
Mailing Address:	Mailing Address:
City/State/Zip:	City/State/Zip:
Phone (days):	Phone (days):
Email:	Email:
Note: Please indicate whether you would prefer your PERMIT emailed or mailed (circle one).	

CONTRACTOR INFORMATION

	Name of Contractor/License #	Address/City/State/Zip	Telephone No.
Architect			
General Contractor			
Electrical (permit required)			
Plumbing (permit required)			
Sewer/Septic			
Mechanical			
Sprinkler			
Fire Alarm			

DESCRIPTION OF WORK/USE

ZONING ORDINANCE APPLICABILITY

Note: Include Setbacks on Sketch	Proposed Number of Feet to Structure:	If Applicable:	Proposed Number of:	Include Dimensions on Sketch	Square Feet & Dimensions (exterior only):
Front Setback (Front property line is not edge of pavement)		Stories		Lot Area (Acres)	
Rear Setback		Bedrooms		Basement (Full, Partial)	
Side Setback (left)		Full Baths		Structure (exterior)	
Side Setback (right)		Partial Baths		Garage	
Shoreland Setback		Fireplace		Deck/Pool/Etc.	
Wetland Setback		Units		Sign(s)	
Building Height				Other	
Distance from closest structure on your property					

TYPE OF UTILITIES (proposed/existing)

Water Supply: Municipal/Public Well on Lot Sewer Type: Municipal/Public Individual
 Heating Fuel: Electric LP Gas Oil Wood Other
 Fuel Storage: Inside Outside Above Ground Buried

If **Municipal water and/or sewer** proposed to be utilized for the construction of a new residence, additional bedrooms, or a change in use, Application must be reviewed by the Assistant Superintendent of Public Works-Waste (746-3389) prior to submittal.

DRIVEWAY PERMIT

Hopkinton Highway Department (746-5118) approval required for all projects that require Driveway Permit connection to a Town road. See Town’s Driveway Regulations. Connection to a State road requires the approval of the State of NH Department of Public Works and Highways (666-3336).

COMPLIANCE - STATE SEPTIC SYSTEM

If town sewer is not required, provide the following information from the NH Department of Environmental Services, Division of Water Supply and Pollution Control (271-3501): **Construction approval number:** _____ **Date:** _____

COMPLIANCE - NEW HAMPSHIRE ENERGY CODE

New Hampshire Energy Code Certification of Compliance is required for New Construction, Additions or Renovations. For more information, please visit the NH Public Utilities Commission Website at www.puc.nh.gov or call 271-6306. Office location: 21 South Fruit Street, Ste. 10, Concord, NH 03301-2429. Structure is EXEMPT because (circle one): Mobile Home, on an historic register, contains no provisions for fossil derived or electric heat, greenhouse for agricultural use only, or low energy use (less than 1 watt/ ft²).
Approval Number: _____ **Date:** _____

*****COMPLIANCE - STATE BUILDING CODES*****

Applicant, owner, contractor and/or builder must review proposal with Building Code Enforcement Officer and Fire Code Enforcement Officer, prior to construction. The contractor of a building, building component or structure, is responsible for meeting the minimum requirements of the State Building Code and State Fire Codes. The Town of Hopkinton is not liable for any failure on the part of a contractor or building to comply with the provisions of the NH adopted Building and Fire Codes.

**Building Code Enforcement Officer (783-1509) between 8 – 12 on Mondays and Wednesdays.
 Fire Code Enforcement Officer, Contoocook Fire Station (746-3181).**

I certify that I am aware of and will comply with the State Building Code and State Fire Codes as it relates to this property and the proposed use: **Signature Contractor, Building or Owner:** _____ **Date:** _____

COMPLIANCE – COMPREHENSIVE SHORELAND PROTECTION ACT (CSPA) RSA 483-B

Effective July 1, 2008, a **SHORELAND PERMIT** is required for many construction, excavation or filling activities within the Protected Shoreland. A complete list of activities that do not require a shoreland permit can be found in the Shoreland Administrative Rules, Env-Wq 1406. For more information, please visit the Department of Environmental Services Shoreland Website at www.des.nh.gov/cspa or call 271-2147. Office location: 29 Hazen Drive, Concord, NH 03302-0095.

Approval Number: _____ **Date:** _____

This is to certify that the information included with this application will be followed during construction and any changes shall be only after notifying the Selectmen's Office. That any permit issued based on inaccurate information is subject to immediate withdrawal. That the above referenced project meets the standards as printed and amended in the NH Code of Energy Conservation. That the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent and we agree to conform to all applicable laws of this jurisdiction. I further certify that I am aware of and will comply with, any deed restrictions or covenants, and any regulations or conditions imposed by the Selectmen, Zoning Board of Adjustment and/or Planning Board as it relates to this property and the proposed use.

Signature of Applicant

Print Name of Applicant

Date

No permit will be issued for projects involving new construction, additions to existing buildings, or other work without this information. **Site plan** showing (if not scaled, drawing must be accurate) location and dimensions of the property, existing and proposed structures or construction, driveways, signage or other special features. **Construction drawing** showing the size and type of construction materials to be used.

Setback distances from structures to all property lines. Please remember that the front setback is measured from your property line, not from the edge of the road.

Distance Rear

Distance Left

Distance Right

Distance Front

Name of Street: _____

Applicant: _____ Tax Map/Lot: _____

TOWN OF HOPKINTON, NH
SCHEDULE OF FEES

Permit Fees:

Basement	_____ SF x _____ .24 = \$ _____
1 st Floor	_____ SF x _____ .24 = \$ _____
2 nd Floor	_____ SF x _____ .24 = \$ _____
3 rd Floor	_____ SF x _____ .24 = \$ _____
Garage/Carport/Barn/Shed	_____ SF x _____ .12 = \$ _____
Deck/Porch/Pool	_____ SF x _____ .04 = \$ _____
Renovations	_____ SF x _____ .04 = \$ _____
Commercial/Industrial (new/addition/accessory/use)	_____ SF x _____ .24 = \$ _____

Telecommunications (new/co-location)

Value of Const./1,000 x 5.00 = \$ _____

Other: Roofs, Solar, etc.	_____ 25.00 = \$ _____
Change of Use Permit	_____ 25.00 = \$ _____
Sign Permit	_____ 25.00 = \$ _____
Demolition	_____ 50.00 = \$ _____
Street Address	_____ 75.00 = \$ _____
Driveway Permit	_____ 25.00 = \$ _____
Total = \$	_____

All permits applied for after the fact will be charged double.

Inspection Fees:

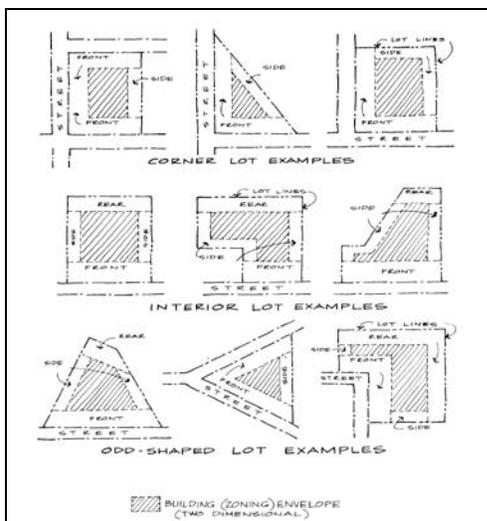
Residential, Single Family	_____ 150.00 = \$ _____
Residential Units (Apt./Condo)	_____ 150.00 x _____ # of units = \$ _____
Residential, Additions, Renovations	_____ 50.00 = \$ _____
Garage/Carport/Barn/Pool	_____ 50.00 = \$ _____
Shed/Deck/Porch	_____ 25.00 = \$ _____
Other: Roofs, Solar, etc.	_____ 25.00 = \$ _____
Commercial (new/addition)	_____ 125.00 = \$ _____
Industrial (new/addition)	_____ 150.00 = \$ _____
Commercial/Industrial (accessory)	_____ 25.00 or 75.00 = \$ _____
Minor: cold storage, shell	_____ 25.00 = \$ _____
Major: elect., plumbing, machinery	_____ 75.00 = \$ _____
Total = \$	_____

Plan Review Fee:

Residential Units (Apt./Condo) (Unprotected)	_____ 75.00 = \$ _____
Residential Units (Apt./Condo) (Protected)	_____ 150.00 = \$ _____
Commercial/Industrial (new/addition)	_____ 150.00 = \$ _____
Total = \$	_____
GRAND TOTAL = \$	_____

Adopted by Board of Selectmen: 2/12/07 Revised 4/28/08

- **Permit Required:** It shall be unlawful for any person to erect, construct, reconstruct, or alter a structure without applying for and receiving a building/use permit. It shall be unlawful for any person to change the use or lot coverage, or extend or displace the use of any building, structure or lot without applying for and receiving a use permit. No excavation for foundation nor the erection, construction or structural alteration of any structure or part of any structure shall be undertaken until a permit is issued. (ZO 14.2.1, 14.2.2)
- **Appreciable Start: Residences—4 months** from date of approval (foundation in and capped). **All other work—6 months** from date of approval to actively prosecute and/or make appreciable start. If you do not make an appreciable start, the application will lapse and you must re-apply. All work must be completed within two-years. (ZO 14.2.6)
- **Certified Plot Plans:** For new residential and commercial construction, certified plot plans certified by a NH licensed surveyor must be on file no later than when requesting a frame inspection. Certified plot plans are required to make sure your structure is within the setbacks of the lot. If your structure is outside the setbacks, you may be required to move the foundation.
- **Certificates of Use and Occupancy:** When all applicable inspections have been completed, call the Planning Department so that a Certificate of Use and Occupancy (CO) may be prepared. A 24-HOUR NOTICE IS REQUIRED. A temporary CO (TCO) may be issued, at the discretion of the Building Code Enforcement Officer, if minor building or site work items are yet to be completed. (ZO 14.3)
- **Demolition:** A Demolition/Renovation Notification Form must be completed with the NH Department of Environmental Services before any building demolition activity occurs, regardless of the amount of asbestos present, even when no asbestos is present. Asbestos Management & Control Program, Air Resource Division, www.des.nh.gov or 271-1370.
- **Fire Ruins:** No owner or occupant of land in any district shall permit fire or other ruins to be left on a site. Within six (6) months the property owner shall remove such ruins and fill or cap any excavation. (ZO 5.4.1)
- **Any use not specifically listed** in the Zoning Ordinance shall not be allowed unless the Zoning Board of Adjustment determines it is substantially similar to a use listed in Table 3.6 through an Administrative Appeal to the Board. (ZO 3.6.1)
- **Appeals from an Administrative decision taken under RSA 676:5 shall be filed within forty-five (45) days of the decision.** See Zoning Board of Adjustment Rules of Procedure adopted May 4, 2004. Pursuant to RSA 674:33, the Zoning Board of Adjustment may hear and decide appeals if it is alleged there is an error in any order, requirement, decision, or determination made by an Administrative Official (Selectmen) in the enforcement of the Zoning Ordinance adopted pursuant to RSA 674:16.
- **Appeals from a Zoning Board of Adjustment decision** If issuance of this permit authorizes construction pursuant to a decision of the Zoning Board of Adjustment, such decision is subject to appeal within thirty (30) days of the Zoning Board of Adjustment decision; therefore, implementation during this time period is at the owner's risk.



SETBACK GRAPHIC

Principal structures, including attached accessory structures				
District	Front	Side	Rear	
R-4	60 ft	30 ft	60 ft	
R-3	60 ft	30 ft	60 ft	
R-2	40 ft	20 ft	40 ft	
R-1	30 ft	15 ft	40 ft	

Detached Accessory Structures with a maximum height of 20 FT.				
District	Front	Side	Rear	Distance from Structures
R-4	60 ft	10 ft	10 ft	10 ft
R-3	60 ft	10 ft	10 ft	10 ft
R-2	40 ft	10 ft	10 ft	10 ft
R-1	30 ft	10 ft	10 ft	10 ft

Note: Refer to Zoning Ordinance Section 4.3 for Explanatory Notes and Table of Dimensional Requirements.

SETBACK TABLE

INSPECTIONS REQUIRED

Building Code Enforcement Officer (783-1509), 8-12 Mondays and Wednesdays

1. **FOOTINGS** After the forms and reinforcement bars are set and prior to the placement of concrete;
2. **FOUNDATION WALLS** Prior to backfilling;

For new residential and commercial construction, certified plot plans must be on file no later than when requesting a frame inspection. Certified plot plans are required to make sure your structure is within the setbacks of the lot. If your structure is outside the setbacks, you may be required to move the foundation.

3. **TEMPORARY SERVICE ELECTRICAL**
4. **ROUGH FRAMING PRIOR TO INSULATION**
5. **ROUGH ELECTRICAL** Prior to concealment of work;
6. **INSULATION** Including sound as well as thermal insulation, fire stopping, draft stopping. No interior wall finish, i.e., drywall, paneling, etc. shall be in place prior to inspection.
7. **ROUGH PLUMBING** Prior to concealment of work (all underground piping, above ground piping before insulation and wall covering, and sewer connections including sanitary and storm sewers to point of connection)
8. **ROUGH MECHANICAL** Prior to concealment of work
9. **FINAL (ELECTRIC, PLUMBING, MECHANICAL, BUILDING)**

In addition, the following inspections may be required:

Fire/Code Enforcement (Contoocook Fire Station, 9 Pine Street, 746-3181): Life Safety Code, fire prevention requirements.

Planning Department (Town Hall, 330 Main Street, 746-4487): Construction/Site Inspections when required for Planning Board approved projects.

Certificate of Use and Occupancy:

When all applicable inspections have been completed, call the Planning Department so a Certificate of Use and Occupancy (CO) may be prepared. **A 24-HOUR NOTICE IS REQUIRED.** A temporary CO (TCO) may be issued, at the discretion of the Building/Code Enforcement Officer, if minor building or site work items are yet to be completed.

NH Adopted Building & Fire Codes:

One and Two Family Dwellings:

2009 NFPA 101 Life Safety Code
State Fire Code Saf-C 6000 and specific subcodes:
Fuel Gas Code – 2009 NFPA 54/58
Oil Burning Equipment – 2006 NFPA 31
Chimneys, Fireplaces, Vents, Solid Fuel Burning Appliances – 2010 NFPA 211
Carbon Monoxide Detection – 2009 NFPA 720
2009 International Residential Code
2009 International Mechanical Code
2009 International Plumbing Code
2009 International Energy Conservation Code
2011 National Electrical Code

All Other Occupancies:

2009 NFPA 1 Fire Code
2009 NFPA 101 Life Safety Code
State Fire Code Saf-C 6000 and subcodes:
Fuel Gas Code – 2009 NFPA 54/58
Fire Alarm Code – 2010 NFPA 72
Sprinkler Code – 2010 NFPA 13
Motor Fuel Dispen. Facilities/Repair Garages NFPA30A
Compressed Natural Gas – 2010 NFPA 52
Oil Burning Equipment – 2006 NFPA 31
Chimneys, Fireplaces, Vents and Solid Fuel Burning Appliances – 2010 NFPA 211
Carbon Monoxide Detection – 2009 NFPA 720
Electrical Standards for Industrial Machinery – 2007 NFPA 79
2009 International Building Code with NH Amend.
2009 International Mechanical Code with NH Amend.
2009 International Plumbing Code with NH Amend.
2009 International Energy Conservation Code with NH Amend.
2011 National Electrical Code with NH Amendments