



**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@tds.net](mailto:planzone@tds.net)

**SUBMISSION REVIEW CHECKLIST (Office Use)**

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

**PROPERTY INFORMATION**

Street Address	Tax Map No.	Tax Lot No.	Zoning District
Subdivision/Development Name	Use <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Other _____ Group <input type="checkbox"/> Commercial <input type="checkbox"/> Accessory		
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):

**CONTRACTOR INFORMATION**

	Name of Contractor/Approval #	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**

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**IMPROVEMENT TYPE**

NEW STRUCTURE  
  ADDITION  
  ALTERATION  
  REPAIR/REPLACEMENT  
  DEMOLITION  
  RELOCATION

**ZONING ORDINANCE APPLICABILITY**

Note: Include Setbacks on Sketch	Number of Feet to Structure:		If Applicable:	Number of:	Note: Include Dimensions on Sketch	Square Feet & Dimensions (exterior only):
	Existing	Proposed				
Front Setback (Measure from front property line, not edge of pavement)			No. Stories		Lot Area (Acres)	
Rear Setback			No. Bedrooms		Basement Area (Full/Partial)	
Side Setback (left)			No. Full Baths		Structure Area (exterior dimensions)	
Side Setback (right)			No. Partial Baths		Garage -Attached	
Shoreland Setback			No. Fireplace/ Fuel Type		Garage -Under	
Wetland Setback			No. Units		Garage -Detached	
Building Height					Deck/Pool/Etc. (Indicate structure type)	
Distance from closest structure on your property					Sign(s)	

**TYPE OF UTILITIES (proposed/existing)**

Water Supply:  Municipal/Public  
  Well on Lot  
 Sewer Type:  Municipal/Public  
  Individual  
 Number of Burners: \_\_\_\_\_ Heating Fuel:  Electric  
  LP Gas  
  Oil  
  Wood  
  Other  
 Fuel Storage: Size \_\_\_\_\_ 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.**  
**Asst. Superintendent of Public Works-Waste Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**DRIVEWAY PERMIT**

Hopkinton Highway Department approval required for all projects that require Driveway Permit connection to a town road. See Town's Driveway Regulations. Connection to a state maintained road requires the approval of the State of NH Department of Public Works and Highways.

**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 (271-3503):

**Construction approval number: \_\_\_\_\_ Date: \_\_\_\_\_**

**COMPLIANCE - NEW HAMPSHIRE ENERGY CODE**

**New Hampshire Energy Code (271-2431) Certification of Compliance is required for New Construction, Additions or Renovations.** 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/ ft<sup>2</sup>).

Architect and Engineer Certification: In addition to the requirements for certification letter, published on the PUC websites, professional certification shall include a statement of the method used to determine compliance with the energy code.

For more information, please visit the NH Public Utilities Commission Website at [www.puc.nh.gov](http://www.puc.nh.gov) or call (603) 271-6306. Office location: 21 South Fruit Street, Ste. 10, Concord, NH 03301-2429

Approval Number: \_\_\_\_\_ Date: \_\_\_\_\_

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

**PRIOR TO SUBMITTING APPLICATION**, applicant/owner/contractor/builder must obtain review and signature of Code Enforcement Officer. Contact information: Hopkinton Town Hall, Mondays & Wednesdays 8 AM-12 Noon, Telephone (603) 783-1509.

SIGNATURE CODE ENFORCEMENT OFFICER: \_\_\_\_\_ Date: \_\_\_\_\_  
Comments (if any): \_\_\_\_\_

**\*\*\*COMPLIANCE - NH FIRE CODES/NFPA LIFE SAFETY CODES\*\*\***

**PRIOR TO SUBMITTING APPLICATION**, applicant/owner/contractor/builder must obtain review and signature of Fire Department representative. Contact information: Hopkinton Fire Station, Monday-Friday 7 AM-3:00 PM, Telephone (603) 746-3181.

SIGNATURE FIRE DEPARTMENT REPRESENTATIVE: \_\_\_\_\_ Date: \_\_\_\_\_  
Comments (if any): \_\_\_\_\_

CERTIFICATE OF OCCUPANCY PERMIT shall not be issued unless the Code Enforcement Officer and/or Acting Fire Chief has inspected and approved all new construction, including additions, garages, etc. for compliance with the State of New Hampshire Fire Codes (1997) per SAF-C 6000, which includes the installation of the hard-wired smoke detection system in accordance with NFPA Life Safety Codes and the installation of all new oil-fired furnaces in compliance with NH RSA153:5.

CERTIFICATE OF OCCUPANCY PERMIT shall not be issued until the property owner/builder displays the street address number as follows:

- If the residence to be constructed can be clearly seen from the roadway the house number shall be affixed to the front of the home with 2 ½ inch numbers of contrasting color to the building;
- If the residence cannot be seen from the roadway the numbers shall be affixed to the mailbox, if warranted, on both sides of the mailbox and of contrasting color, or
- If no mailbox is necessary, the numbers shall be affixed to a post located at the end of the driveway with 2 ½ inch numbers affixed on both sides.

**COMPLIANCE - STATE BUILDING CODE**

**STATE BUILDING CODE (RSA 155-A:2)** provides that 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**, and the municipality is not liable for any failure on the part of a contractor/builder to comply with the provisions of the State Building Code. This includes the construction, design, structure, maintenance, and use of all buildings or structure to be erected and the alteration, renovation, rehabilitation, repair, maintenance, removal or demolition of all building and structures to be erected and the alteration, renovation, rehabilitation, repair, maintenance, removal, or demolition of all buildings and structures previously erected and governed by these provisions. The State Building Code consists of the International Building Code 2000, the International Plumbing Code 2000, the International Mechanical Code 2000, the International Energy Conservation Code 2000, and the National Electric Code 1999. For information on the State Fire Code, please contact the Hopkinton Code Enforcement Officer (783-1509) or Hopkinton Fire Department (746-3181).

I certify that I am aware of and will comply with the State Building and Fire Codes as it relates to this property and the proposed use:

Signature of Contractor/Builder/Owner: \_\_\_\_\_ Date: \_\_\_\_\_

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

Effective July 1, 2008, **A STATE SHORELAND PERMIT is required for many construction, excavation or filling activities within the Protected Shoreland.** Forest Management not associated with shoreland development or land conversion and conduct in compliance with RSA 227-J:9 or under the direction of a water supplier for the purpose of managing a water supply watershed, and agriculture conducted in accordance with best management practices as required by RSA 483-B,III is exempt from the provisions of the CSPA. Projects that receive a permit under RSA 482-A, e.g. beaches, do not require a shoreland permit. 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](http://www.des.nh.gov/cspa) or call (603) 271-2147. Office location: 29 Hazen Drive, Concord, NH 03302-0095**

**Approval Number:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Note:

- **Inspections:** The contractor/builder shall contact the Code Enforcement Officer @ 783-1509 and/or Fire Chief @ 746-3181 to schedule necessary inspections. Office location: Code Enforcement Officer – Town Hall, Mondays & Wednesdays 8 AM -12 Noon. Fire Chief – Contoocook Fire Station.
- **Certificates of Occupancy:** In the case of a building permit application for new principal structure(s) a “Certified As-Build Plan” shall be required prior to the issuance of a Certificate of Occupancy. Certification shall be provided by a NH licensed engineer or surveyor and so marked on all plans. Certificates of Occupancy Inspections must be scheduled at least two (2) weeks in advance.
- **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 2 years completion.
- **Demolition** of industrial, commercial, and four or more residential units requires notice to the State of NH Environmental Protection Agency if asbestos is involved (attach copy of notification form).
- **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 he shall remove such ruins and fill or cap any excavation.
- **Any use not specifically mentioned** 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.
- **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.

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.** Include a Scaled Drawing showing (if not scaled, drawing must be accurate):
  - a. The dimensions of the lot (including road frontage)
  - b. Location and dimensions of proposed new construction
  - c. Location and dimensions of existing building(s) with proposed addition(s)
  - d. Location and dimensions of proposed and/or existing driveway and parking
  - e. Clearly designated front, side and rear setbacks to all existing and proposed structures, with all dimensions shown.
  - f. Location of abutters with their names.
  - g. Location, dimensions, description of signs and/or other special structures.

**Setback distances from structures to all property lines. Please remember that the front setback is measured from your property line, not from 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 Fee:**

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

**Note: In no case shall the permit fee be less than \$20.00.**

Telecommunications (new/co-location)  
Value of Const./1,000 x 5.00 = \$ \_\_\_\_\_

<b>Other: Carports, Roofs, Solar, etc.</b>	<u>25.00</u>	= \$	_____
Change of Use Permit	<u>25.00</u>	= \$	_____
Sign Permit	<u>25.00</u>	= \$	_____
Demolition	<u>50.00</u>	= \$	_____
Street Address	<u>75.00</u>	= \$	_____

**Total: = \$** \_\_\_\_\_

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

**Inspection Fee:**

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

**Plan Review Fee:**

Residential Units (Apt./Condo) (Unprotected)	<u>75.00</u>	= \$	_____
Residential Units (Apt./Condo) (Protected)	<u>150.00</u>	= \$	_____
Commercial/Industrial (new/addition)	<u>150.00</u>	= \$	_____
<b>Total: = \$</b>			_____

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

**Town of Hopkinton**  
Building Inspection Schedule - General

**Hours:**  
**Mondays & Wednesdays 8am – 12noon**

**John Pianka, Code Enforcement Officer**  
**Hopkinton Town Hall**  
**330 Main Street**  
**Hopkinton, NH 03229**

**Phone: 603-783-1509**

**All inspections are conducted Monday through Thursdays only. Inspections must be made by appointment prior to inspection date.**

- Footing, prior to or at time of concrete fill.
- Foundation Walls, before back filling.
- Rough Framing, includes exterior and interior framing, stairs and roof.
- Electrical, after rough in.
- Plumbing, after rough in, or at time of pressure test.
- Chimney or Fireplace, during construction completed before closing in (interior).
- Insulation, compliance with energy code, contact NH Public Utilities Commission 603-271-6306, web site: <http://www.puc.state.nh.us/energy/pg.html>
- Heating system upon completion of installation. Permit required for Oil Burner.
- Fire Codes, woodstoves, smoke/heat detectors, exits, etc.
- Final Inspection, Interior/Exterior, all construction and installation must be completed before Certificate of Occupancy inspection.

The installing contractor is responsible for meeting the minimum requirements of the State Building Codes. Municipality (Building Official) can not be held liable for any failure on the part of a contractor to follow the provisions of the State Building Codes.

Inspector reserves the right to make unannounced on site inspections.

May 2009

### **BUILDING/USE PERMITS REQUIRED AS FOLLOWS:**

**14.2.1 Permit Required:** It shall be unlawful for any person to erect, construct, reconstruct, or alter a structure without applying for and receiving from the Building Inspector 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 from the Building Inspector a use permit.

**14.2.2 Actions Limited:** 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 by the Building Inspector.

**14.2.3 Compliance:** No building permit may be issued for any premises unless the buildings and other structures and use of the premises comply with the provisions of this Ordinance or the terms of a variance granted by the Board of Adjustment; provided that a permit may be issued when the effect of the construction, reconstruction or alteration is to eliminate all violations of this Section on the premises.

**14.2.4 Other Approvals:** No building permit may be issued unless all necessary subdivision, site plan review, variance and/or special exception approvals have been issued.

**14.2.6 Permit Time Limits:** Any work for which a permit has been issued by the Building Inspector for the construction of new residential buildings shall be actively prosecuted within four months. For purposes of this section, actively prosecuted shall mean that the building foundation is completed and capped. Any other work for which a permit has been issued by the Building Inspector shall be actively prosecuted within six months. Failure to actively prosecute work within these time limitations shall result in an automatic lapse of the permit. All work for which a permit has been issued by the Building Inspector must be completed within two years of the date of the issuance of the permit provided that any permit issued for a project which is actively prosecuted for one year may be extended at the discretion of the Building Inspector.

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### **CERTIFICATE OF OCCUPANCY REQUIRED AS FOLLOWS:**

**14.3.1 Certificate Required:** No structure shall be erected, occupied, structurally altered or changed in use until a certificate of occupancy shall have been issued by the Building Inspector.

**14.3.2 Coincident Application:** A certificate of occupancy either for the whole or a part of a new building or for the alteration of an existing building may be applied for coincident with the application for a building permit or when the project is complete and shall be issued within ten days after the erection or alteration of such building or part shall have been completed in conformity the provisions of this Ordinance.

**14.3.3 Approval Before Occupancy:** A certificate of occupancy for the use or occupancy of vacant land or for a change in the use of the land or for a change in the use of an existing building shall be applied for and issued before any such land shall be occupied or used or such land or building changed in use and such certificate shall be issued within ten days after application as been made providing such proposed use is in conformity with the provisions of this Ordinance.

**14.3.4 Compliance:** No certificate of occupancy shall be issued for any premises unless the proposed use of the land, buildings, driveway and other structures thereon comply with:

- (a) The provisions of this Ordinance or the terms of a variance and/or special exception issued by the Board of Adjustment.
- (b) The provisions of a subdivision and/or site plan review approval.
- (c) All applicable housing, health, fire, life safety, building codes and ordinances.