



# 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) 746-8243 or email [planzone@hopkinton-nh.gov](mailto: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/PB <input type="checkbox"/> CVP Water Commission
By: _____ (initial) Fee: _____	

### 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 (Special Flood Hazard)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>What is the Flood Insurance Rate Map (FIRM) Community Panel Number:</b>			
Is the <u>portion</u> of the property to be developed under a Current Land Use (CLU) Assessment? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Note: If yes, a new CLU map must be submitted to the Assessing Department (746-8258).</b>			

### 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:
<b>Note: Please indicate whether you would prefer your PERMIT emailed or mailed (circle one).</b>	

### 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

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Value of Work: \$ \_\_\_\_\_

**ZONING ORDINANCE APPLICABILITY**

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

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

<b>Water Supply:</b> <input type="checkbox"/> Municipal <input type="checkbox"/> Well	<b>Heating Fuel:</b> <input type="checkbox"/> Electric <input type="checkbox"/> LP Gas <input type="checkbox"/> Oil <input type="checkbox"/> Wood <input type="checkbox"/> Other
<b>Sewer:</b> <input type="checkbox"/> Municipal <input type="checkbox"/> Individual	<b>Fuel Storage:</b> <input type="checkbox"/> Inside <input type="checkbox"/> Outside (above-ground/under)

**DRIVEWAY PERMIT:** Public Works (746-5118) approval 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 (271-3501): **Approval number:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**COMPLIANCE - NEW HAMPSHIRE ENERGY CODE:** NH Energy Code Certification of Compliance is required for New Construction, Additions or Renovations. For information, visit the NH Public Utilities Commission’s Website at [www.puc.nh.gov](http://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/ ft<sup>2</sup>). **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. *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:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**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 NH Department of Environmental Services Shoreland Website at [www.des.nh.gov/cspa](http://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 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 Select Board, Zoning Board of Adjustment and/or Planning Board as it relates to this property and the proposed use. In addition, I am aware that application for permit, license or approval with respect to an activity in or on the building or property shall be deemed to be consent for Town officials and employees to enter the building or property to perform inspections, measurements, sampling, or any other action deemed necessary.

\_\_\_\_\_  
**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**

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**Permit Fees:**

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/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, Wind, Solar, etc.	_____	25.00 = \$	_____
Change of Use Permit	_____	25.00 = \$	_____
Sign Permit	_____	25.00 = \$	_____
Demolition	_____	50.00 = \$	_____
Driveway Permit	_____	25.00 = \$	_____
		<b>Total = \$</b>	_____

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

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**Inspection Fees:**

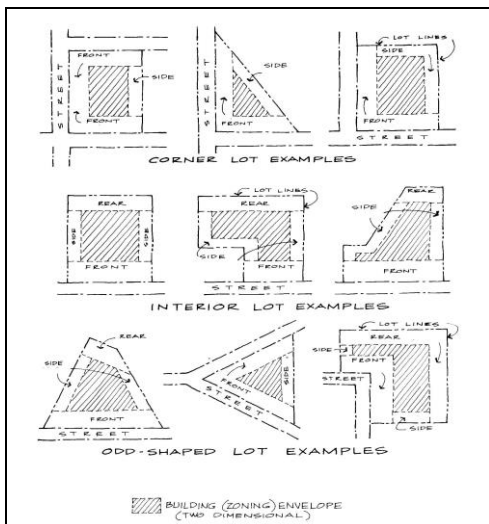
Residential, Single Family	_____	150.00= \$	_____
Residential Units (Apt./Condo)	150.00 x _____ # of units = \$	_____	_____
Residential, Additions, Renovations	_____	50.00= \$	_____
Garage/Carport/Barn/Pool	_____	50.00= \$	_____
Shed/Deck/Porch	_____	25.00= \$	_____
Other: Roofs, Solar, etc.	_____	25.00= \$	_____
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 = \$	_____
		<b>Total = \$</b>	_____

**Plan Review Fee:**

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

# GENERAL INFORMATION

- **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](http://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 AM-12 PM 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