

COMMERCIAL / MUTLI-FAMILY BUILDING PERMIT

**TOWN OF GILFORD
DEPARTMENT OF PLANNING AND LAND USE
DIVISION OF BUILDING INSPECTIONS
47 CHERRY VALLEY ROAD
GILFORD, NH 03249
TEL. (603) 527-4727 - FAX. (603) 527-4731**

THE FOLLOWING MUST ACCOMPANY THE APPLICATION OR THE APPLICATION CANNOT BE PROCESSED:

(A) SURVEYED PLOT PLAN:

1. Property bounds
2. Location of structure and setbacks
3. Wetlands/surface water delineation
4. Water/sewer/utilities

(B) PLANS (2 SETS) REFELCTING:

1. Licensed Architect/ Engineer stamp and signature
2. Front/side/rear elevation
3. Materials list or description
4. Framing description, including all structural members, connections and supports.
5. Insulation, materials, sizes and Energy Code compliance statement
6. Window and door types and sizes
7. Foundation and footing description
8. Floor plan layout
9. Structural calculations of each span member
10. Plumbing layout
11. Electrical layout
12. Fire alarm layout, if applicable
13. Sprinkler system layout, if applicable

NOTE: ALL ITEMS (1-13) MUST BE SUBMITTED WITH THE APPLICATION OR THE APPLICATION WILL NOT BE ACCEPTED

(C) COPY OF SEWER AND DRIVEWAY PERMITS

(D) A SEPARATE PERMIT WILL BE REQUIRED FOR ELECTRICAL AND PLUMBING.

(E) IF THE APPLICATION IS MADE BY A PERSON OTHER THAN THE OWNER, IT SHALL BE ACCOMPANIED BY A DECALARTION OF THE OWNER AUTHORIZING THE PROPOSED WORK

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1. SETBACK, FOUNDATION, DRAINS & COATING INSPECTION – If setback of foundation is marginal, it must be certified by a Licensed Surveyor. A foundation inspection is required prior to backfilling. Building Inspector (527-4727)

2a. ROUGH FRAMING/ ROUGH ELECTRICAL/ ROUGH PLUMBING INSPECTION
Usually a combined inspection. Building Inspector (527-4727)

2b. GAS PIPING Inspection must be done before insulation – Fire Department (527-4758)

2c. LP GAS TANK (Buried) – Inspection required before covering - Fire Department (527-4758)

3. CHIMNEY INSPECTION – Building Inspector (527-4727)

4. INSULATION INSPECTION – Building Inspector (527-4727)

5. FINISH PLUMBING & ELECTRICAL INSPECTION – Building Inspector (527-4727)

6. WATER TEST – Certification of potable water

7. OIL/GAS BURNER/ APPLIANCE INSPECTION – Fire Department (527-4758)

8. DRIVEWAY INSPECTION – Department of Public Works, Highway Division (527-4778)

9. WATER SERVICE INSPECTION – Gunstock Acres Village Water District, Wade Crawshaw (293-8580).

10. CERTIFICATE OF OCCUPANCY INSPECTION (FINAL) (will not be issued unless the house number is displayed properly and visible from the street)- Building Inspector (527-4727)

ALL OF THE ABOVE INSPECTIONS, WHICH PERTAIN TO YOUR SPECIFIC CONSTRUCTION, MUST BE COMPLETED BEFORE A FINAL CERTIFICATE OF OCCUPANCY WILL BE ISSUED.

WHEN CALLING FOR INSPECTIONS CONTACT ANY STAFF MEMBER TO SCHEDULE AN APPOINTMENT AT LEAST TWENTY-FOUR (24) HOURS IN ADVANCE. PLEASE HAVE THE LICENSED PLUMBER, LICENSED ELECTRICIAN AND BUILDING CONTRACTOR ON SITE AT THE TIME OF PERTINENT INSPECTION.



COMMERCIAL BUILDING PERMIT APPLICATION

Town of Gilford ~ Department of Planning and Land Use
47 Cherry Valley Rd ~ Gilford, NH 03249
Phone: 603-527-4727 ~ Fax: 603-527-4731 E-mail: planning@gilfordnh.org

Application Data

Application Date: _____ - _____ - _____

Property Information

Street number: _____ Street name: _____

Unit/Apt. No.: _____ Tax Map-Lot #: _____

Owner Information

First/Business name: _____ Last name: _____

Telephone: (day) _____ (eve) _____

Street/Box No.: _____ Address: _____

City/Town: _____ State: _____ Zip: _____

Applicant (complete only if applicant is not the property owner)

First/Business name: _____ Last name: _____

Street/Box No.: _____ Address: _____

City/Town: _____ State: _____ Zip: _____

Professions, Licensed Trades, Contractors

	Name/Address	Telephone	License #
Architect:	_____	_____	_____
Designer:	_____	_____	_____
Engineer:	_____	_____	_____
Surveyor:	_____	_____	_____
Contractor:	_____	_____	_____
Excavation:	_____	_____	_____
Concrete:	_____	_____	_____
Carpentry:	_____	_____	_____
Electrical:	_____	_____	_____
Plumbing:	_____	_____	_____
Sewer/Septic:	_____	_____	_____
Heating/HVAC:	_____	_____	_____
Masonry:	_____	_____	_____
Fire suppression:	_____	_____	_____
Paving/Landscaping:	_____	_____	_____
Security/Fire Alarm:	_____	_____	_____

Improvement Type (check only one improvement type listed)

- New Construction
- Add to Existing Structure
- Alter Existing Structure
- Repair/Repl. Exist Struct
- Demolition of Structure
- Relocate Structure (s)
- Foundation Only
- Other _____

Is the proposed construction or the property on which it is located in the Floodplain Zone?

- Yes
 - No
- If yes, specify zone _____

Dimensions

- Lot frontage on public right-of-way (such as a street, road etc.) _____ft
- Front setback of proposed construction (viewed from street) _____ft
- Rear setback of proposed construction (viewed from street) _____ft
- Left setback of proposed construction (viewed from street) _____ft
- Right setback of proposed construction (viewed from street) _____ft
- Building height of proposed construction (viewed from street) _____ft
- Shorefront setbacks of proposed construction (viewed from street) _____ft
- Wetlands/Surface water setback of proposed construction (viewed from street) _____ft

Number and Type of spaces (enter zero or applicable number)

- Total number of stories in proposed construction _____
- Number of new bedrooms in proposed construction _____
- Number of new garages in proposed construction _____
- Number of fireplaces or woodstoves in proposed construction _____
- Number of outdoor parking places created in proposed construction _____
- Number of dwelling units added in proposed construction _____

Area Tabulation (enter area value or zero for all listed categories)

- Area on lot on which construction is proposed _____sq/ft
- Building area (add all floors in proposed construction) _____sq/ft
- Area of all new parking spaces created in this construction _____sq/ft
- Area of basement _____sq/ft
- Area of garage(s) _____sq/ft

- Heat Type Fuel
- Domestic Water Supply Municipal Private Well
- Public Sewer Yes No

Construction Information

Estimated start date: ____-____-____ Estimated finish date: ____-____-____

Estimated cost of all materials and labor for proposed construction: \$ _____

Please provide a sketch of the property indicating street(s), structure(s), and an ACTUAL dimensions between structure(s) and lot line(s) to enable a determination of SETBACKS and a paragraph describing proposed work.

Total Fees: _____ Rec By: _____ Date: _____

- Approved
- Approved with conditions
- Denied

Signature: _____ Date: ____-____-____

Description of Proposed Work (Paragraph)

In the space provided below, provide a sketch of the property indicating street(s), structure(s), and ACTUAL dimensions between structure(s) and lot line(s) to enable a determination of SETBACKS

Signature: _____ Date: ____-____-____

Signature of property owner or agent authorized by property owner described in this application, in writing.

TOWN OF GILFORD
DEPARTMENT OF PLANNING AND LAND USE

FEE SCHEDULE

Residential - New and Additions	\$75.00	& .10 a gross sq. ft.
Repairs/Remodels/Alterations	\$35.00	
Accessory/Utility Structures (attached or detached garage, shed, barn, decks, porches, etc.)		\$.10 a gross sq. ft.
Pools, fences, large tents, wind generator towers, etc.	\$30.00	
Repair/ Remodel	\$25.00	
Commercial / Multi-Family (new or reconcstruction)	\$300.00	& .15 a gross sq. ft.
Repair/Remodel	\$75.00	
Mobile Homes (new and replacement)	\$75.00	
Repair/Remodel	\$35.00	
Plumbing/Mechanical		
Residential	\$30.00/unit	
Commercial	\$60.00/unit	
Electrical		
Residential	\$30.00/unit	
Commercial	\$60.00/unit	
Demolition	\$20.00	
Signs	\$20.00/sign	
* There should be a sign permit application summitted per sign*		
Re-inspection fee (to be paid prior to re-inspection)	\$25.00	
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Subdivision		
Under 10 Acres	\$100 plus	\$75 per lot for each lot over 2
10 Acres or more	\$200 plus	\$100 per lot for each lot over 2
Boundary Line Adjustment	\$50.00	
		Plus \$5 per abutter
Recording fee	\$15 plus	\$30 per plan sheet
Site Plan		
With Building	\$200 plus	2 cents per sq. ft.
No Building	\$200 plus	\$20 per acre
Amended site plan	\$150.00	
		Plus \$5 per abutter
Historic District & Historic Commission	\$5 per abutter	
Home Occupation Permits	\$25.00	Plus \$5 per abutter
Zoning Board Applications	\$50.00	Plus \$5 per abutter
Misc. (Includes change of use, master signage, etc.)	\$25.00	Plus \$5 per abutter

Wetland Applications Fees are \$16.00 to the Town of Gilford and \$100.00 to the State of New Hampshire

Copies of any full size plans that we have to send out will be \$15.00 for the 1st sheet and \$5.00 for each additional. Reg. copies are \$.25 and 11'x17' sheets are \$1 & copies of tape recordings are \$15 each.

APPLICATION FEES ARE DUE UPON SUBMITTAL OF APPLICATIONS