

**FOR RESIDENTIAL DWELLINGS AND ACCESSORY STRUCTURES**

**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] SITE PLAN SHOWING:**

- 1. Property bounds. (In case of questionable property lines/setback lines, a certified plot plan may be required.)**
- 2. Location of structure on property with dimensions.**
- 3. Setback distances from property line(s).**
- 4. Location and extent of wetlands.**
- 5. Surveyed plot plan verifying location of home is not in area of slopes greater than 15% nor agricultural soils.**

**[B] PLANS REFLECTING:**

- 1. Framing description, including all supports.**
- 2. Wall, floor, and roof materials.**
- 3. Insulation, materials and sizes.**
- 4. Window sizes (sash type and size).**
- 5. Foundation and footing description, materials, reinforcement and size.**
- 6. Front and side elevations.**
- 7. Floor plan(s).**
- 8. Sprinkler plan reflecting head location and associated equipment (Garden Hill and Farm View subdivisions only).**

**(A) COPY OF DRIVEWAY PERMIT.**

**(B) COPY OF GUNSTOCK ACRES VILLAGE WATER DISTRICT APPLICATION FOR WATER SERVICE, IF APPLICABLE.**

**(C) COPY OF TOWN SEWER PERMIT OR STATE PERMIT TO CONSTRUCT A SEPTIC SYSTEM. NOTE: IF ADDING BEDROOMS OR UNITS, YOU MUST HAVE APPROVAL FROM THE STATE FOR ADDITIONAL LOADING TO SEPTIC.**

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

**(E) IF A PERSON OTHER THAN THE OWNER MAKES THE APPLICATION, IT SHALL BE ACCOMPANIED BY A DECLARATION OF THE OWNER AUTHORIZING THE PROPOSED WORK.**

**DEPARTMENT OF PLANNING AND LAND USE**  
**47 CHERRY VALLEY ROAD**  
**GILFORD, NH 03249**  
**(603)-527-4727 – FAX (603) 527-4731**

**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.**



## RESIDENTIAL 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](mailto: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: \_\_\_\_\_ Phone Number: \_\_\_\_\_ License # \_\_\_\_\_

Street/Box No.: \_\_\_\_\_ Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Improvement Type (check only one improvement type listed)

- |  |  |
|--|--|
| <input type="checkbox"/> New Construction          | <input type="checkbox"/> Demolition of Structure |
| <input type="checkbox"/> Add to Existing Structure | <input type="checkbox"/> Relocate Structure (s)  |
| <input type="checkbox"/> Alter Existing Structure  | <input type="checkbox"/> Foundation Only         |
| <input type="checkbox"/> Repair/Repl. Exist Struct | <input type="checkbox"/> 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  Hot Water Heater  Oil  Gas  
 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: \$ \_\_\_\_\_

Total Fees: \_\_\_\_\_ Rec By: \_\_\_\_\_ Date: \_\_\_\_\_

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.

[ ] 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 reconstruction)	\$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 submitted per sign*		
Re-inspection fee (to be paid prior to re-inspection)	\$25.00	
<hr/>		
<b>Subdivision</b>		
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
<b>Site Plan</b>		
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
<b>Historic District &amp; Historic Commission</b>	\$5 per abutter	
<b>Home Occupation Permits</b>	\$25.00	Plus \$5 per abutter
<b>Zoning Board Applications</b>	\$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