

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



TOWN OF GILFORD
DEPARTMENT OF PLANNING AND LAND USE
Fee Schedule

APPLICATION FEES ARE DUE UPON SUBMITTAL OF APPLICATIONS

| BUILDING FEES | |
|--|--|
| TYPE OF APPLICATION | FEE |
| Residential | |
| New and Additions | \$100 plus \$0.15 per gross sq. ft. |
| Repairs/Remodels/Alterations | \$50 |
| Residential Accessory/Utility | |
| Structures (attached or detached garage, shed, barn, decks, porches, etc.) | \$0.15 per gross sq. ft. |
| Pools, fences, large tents, wind generator towers, etc. | \$40 |
| Repair/Remodel | \$30 |
| Commercial/Multi-Family | |
| New or Reconstruction | \$400 plus \$0.25 per gross sq. ft. |
| Repair/Remodel | \$150 |
| Manufactured (Mobile) Homes | |
| New and Replacement | \$100 plus \$0.15 per gross sq. ft. |
| Repair/Remodel | \$50 |
| Plumbing | |
| Residential | \$50 for buildings 4,000 sq. ft. and less, plus \$30 for each additional 4,000 sq. ft. charged in 4,000 sq. ft. increments |
| Commercial | \$100 for buildings 10,000 sq. ft. and less, plus \$75 for each additional 10,000 sq. ft. charged in 10,000 sq. ft. increments |
| Electrical | |
| Residential | \$50 for buildings 4,000 sq. ft. and less, plus \$30 for each additional 4,000 sq. ft. charged in 4,000 sq. ft. increments |
| Commercial | \$100 for buildings 10,000 sq. ft. and less, plus \$75 for each additional 10,000 sq. ft. charged in 10,000 sq. ft. increments |
| Demolition | \$50 Residential; \$100 Commercial |
| Signs | \$30 per sign (Each sign requires separate permit application) |
| Re-inspection Fee (to be paid prior to re-inspection) | \$50 |
| After-the-Fact Application Fee (charged when work was started prior to issuance of permit) | Double the usual permit fee or \$75, whichever is greater |

| PLANNING AND ZONING FEES | |
|---|---|
| TYPE OF APPLICATION | FEE |
| Subdivision | \$150 per lot |
| Boundary Line Adjustment | \$100 |
| Recording Fee | \$25 plus \$30 per plan sheet |
| Conditional Use Permit | \$50 |
| Site Plan with Building – Commercial | \$300 plus \$0.06 per building gross sq. ft. |
| Site Plan with Building – Residential | \$300 plus \$150 per dwelling unit |
| Site Plan without Building – Commercial | \$300 plus \$30 per acre charged in 1 acre increments |
| Amended Site Plan | \$200 |
| Home Occupation Permit | \$100 |
| ZBA Application | \$100 |
| Misc. (Change of use, master signage plan, etc.) | \$40 |
| Abutter Notification Fee (charged for each application) | \$8 per abutter |
| NOTE: Site Plan fees apply to Condo Conversions | |
| Wetland Application Fees (to Town Clerk) | \$16 Town of Gilford; \$100 State of New Hampshire |
| Copies of Full Size Plans | \$15 first sheet plus \$5 per sheet after first sheet |



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: | _____ | _____ | _____ |

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.

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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.